**Constitution: Bury St. Edmunds Basketball Club**

Version Control:

Constitution formally adopted on 5th August 2018 for the 2018/19 season (running to 31st July 2018 or the first committee meeting after the Club AGM – whichever is later).

**1.1**: Amendments proposed on 27/9/18 by Arron MacDonald; accepted by Committee 21/10/18
Change: Addition of Points (g) and (h) in Section 6: Finances.
Reason: To ensure that we are shown and recognised as a not-for-profit club, factoring in a charitable dissolution clause to ensure that any remaining assets of the club are appropriately dispersed in the event of the club’s dissolution.

*To be ratified by membership at 2019 AGM*

**1.2**: Amendments proposed on 18/5/19 by Arron MacDonald; accepted by Committee (26/5/19)
Change: Amendments made to Section 5: “Committee” as detailed below:
(a), (c), (k), (m): Amendments made to reflect the new Structure of the Club’s Management Committee and Sub-Committees.
(g): Wording changed to clarify that the Management Committee can appoint a person to fill a role which has fallen vacant until the following AGM.

*Ratified by membership at 2019 AGM*

*Unchanged at 2020 AGM.*

**Constitution: Bury St. Edmunds Basketball Club**

**1 Name of Club**

The club will be called Bury St. Edmunds Basketball Club (Hereinafter will be referred to as The Club), and may also be known as Bury St. Edmunds Bulldogs*.*Bury St. Edmunds Basketball Club will be affiliated to Basketball England*.*

**2 Aims and Objectives**

The aims and objectives of the club will be:

* To offer coaching and competitive opportunities in basketball.
* To promote the club within the local community and basketball.
* To ensure a duty of care to all members of the club.
* To provide all its services in a way that is fair to everyone.

**3 Membership**

(a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in basketball*,* regardless ofsex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following categories:

* Full member
* Junior member
* Student member

(c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

(d) Members in each category will pay membership fees, as determined at the club’s committee meeting following the Annual General Meeting.

(e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

1. **Sports Equity**
2. This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

1. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
2. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
3. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

**5 Committee**

1. The affairs of the Club shall be conducted by the Management Committee which shall consist of the Chair, 2 x Vice Chair, Treasurer, Secretary and Welfare Officer, who shall be elected at the Annual General Meeting. The club’s Head Coach will also be appointed to the Management Committee.
2. The Club’s Management Committee will oversee the full club committee, which will be split into Service / Business / Technical sub-committees, with appropriate Management Committee oversight of each sub-committee.

The Club Service Sub-Committee will include a Vice Chair, Welfare Officer and the Secretary. With the following roles then appointed by the Management Committee: Deputy Welfare Officer, Club Publicity Team.

The Club Business Sub-Committee will include a Vice Chair, Treasurer and Secretary. With the following roles then appointed by the Management Committee:
Team Managers for all club teams, Club Fundraising/Events Team.

The Club Technical Sub-Committee will include the Head Coach, who will appoint the following roles:
All club coaches, Club Captain. The Secretary and Welfare Officer would also be invitational members of this sub-committee, to provide support and guidance as necessary.
3. No one person will be able to hold Management Committee roles spanning all three sub-committees of the club.
4. All committee members must be members of the Club.
5. The term of office for all roles shall be for one year, and members shall be eligible for re-election.
6. The committee appoints the Head Coach of the club, who shall then appoint team coaches across the club. Upon taking these roles, the Head Coach and team coaches are appointed to the club’s technical committee.
7. If the post of any officer or ordinary committee member should fall vacant after such an election, the Management Committee shall have the power to appoint a person to fill the vacancy until the succeeding Annual General Meeting.
8. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
9. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
10. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
11. The Management Committee meetings will be convened by the Secretary of the Club and be held no less than four times per year. Additionally, it is expected that each sub-committee will meet regularly throughout the year (quarterly as a minimum), and that there will be a full committee meeting on at least three occasions throughout the year (excluding the AGM).
12. Only the posts listed above will have the right to vote at committee meetings.
13. The quorum required for business to be agreed at Management Committee meetings will be four*.* For all sub-committees, the quorum required for business to be agreed stands at 50% of the relevant sub-committee’s membership.

**6 Finances**

(a) The club treasurer will be responsible for the finances of the club.

(b) The financial year of the club will run from 1st July and end on 30th June.

(c) All club monies will be banked in an account held in the name of the club.

(d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

(e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

1. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
2. The club shall operate on a not-for-profit basis, by reinvesting any profits made into kit and equipment as required for the club, subject to maintaining a contingency fund to cover any unforeseen costs.
3. In the event of the dissolution of the club, any remaining assets shall be given or transferred to a registered CASC, a registered charity, or passed to our County’s Basketball Association (Suffolk Basketball) / our governing body (Basketball England) for use by them in related community sports.

**7 Annual General Meetings and Extraordinary General Meetings**

1. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club’s affairs.
2. The Club shall hold the Annual General Meeting (AGM) in the month of July to:
* Receive reports from the Chairman, Secretary and two coaching representatives
* Receive a report from the Treasurer and approve the Annual Accounts.
* Elect the officers on the committee.
* Consider any proposed changes to the Constitution.
* Deal with other relevant business, raised a minimum of 14 days prior to the meeting.
1. The fees for the season to follow will be agreed by the committee within 14 days of the AGM, and this shall then be circulated to the members of the club.
2. Notice of the AGM will be given by the club secretary with at least28days’ notice to be given to all members.
3. Nominations for officers of the committee will be sent to the secretary 14 days prior to the AGM.
4. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
5. All members have the right to vote at the AGM.
6. The Chair of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
7. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club.  The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
8. All procedures shall follow those outlined above for AGMs.

**8 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM/EGM. Proposed amendments to the constitution can be proposed and agreed in principle at Management Committee meetings, but must then be ratified at the AGM.

**9 Discipline and appeals**

1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club’s child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
2. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
3. The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
5. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

**10 Dissolution**

(a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

(b) In the event of dissolution, all debts should be cleared with any clubs funds, or through the sale of any club assets. Any assets of the club that remain following this will become the property of Suffolk Basketball, to distribute as they deem appropriate.

**11 Declaration**

Bury St. Edmunds Bulldogs Basketball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.