



Newbury Junior Netball Club Constitution

1. The Club

- 1.1** The Club shall be called Newbury Junior Netball Club.
- 1.2** The Club will be affiliated to England Netball and our Club is part of South Region.
- 1.3** The club will consist of Junior Members.
- 1.4** Our Age groups are U11, U12, U13, U14 and U16 and we have 2 Coaches for each age group.

2. Aims & Objectives

- 2.1** To give the best opportunities in all age groups to improve netball skills.
- 2.2** Those with potential are given the correct opportunities to enhance their netball skills.
- 2.3** We promote Netball and Newbury Junior Netball Club within the local community.
- 2.4** We offer coaching and competitive opportunities for all our age groups.
- 2.5** We have a duty of care for all our members (definition of members – coaches, umpires and players who are affiliated Newbury Junior Netball Club through England Netball).
- 2.6** Our Equity Policy is in place to ensure that all members receive fair and equal treatment.

3. Membership

3.1 Members include:

- 3.1.1** coaches and umpires who are affiliated with Newbury Junior Netball Club through England Netball; and
- 3.1.2** players who are chosen as part of the Open Day selection process and are affiliated to Newbury Junior Netball Club through England Netball.

3.2 The Club shall consist of the Executive Committee and Members.

3.3 Membership of the Club is not restricted to race or of political, religious or other opinions to any person in the area prepared to accept and support the objectives of the Club. No member, player, volunteer or official will receive less favourable treatment on the grounds of marital status, social class, gender, colour, race, ethnic origin, creed or disability, or will be disadvantaged by conditions or requirements which cannot be shown to be relevant to their participation in the Club.

3.4 In accepting membership the person agrees to abide by the Constitution of the Club and the rulings of the Club Executive Committee.

3.5 Anyone who is affiliated may resign from membership at any time by giving notice to the Club Secretary and their details will be taken from the Club's database and destroyed in safe manner as per our GDPR policy.

4. Membership Fees.

- 4.1 Membership fees shall be agreed by the Committee prior to the Annual General Meeting, these will be reviewed each year to ensure we can cover running costs of the Club. There is only one membership fee.
- 4.2 Fees will be paid annually before the end of July. Those who need financial assistance can contact our Secretary who will discuss payment and payment terms on an individual basis.
- 4.3 Newbury Juniors is a non-profit making organisation, fees will be kept at a minimum.
- 4.4 The Club Executive Committee may decide upon other charges or subscriptions at its discretion.

5. Officers

- 5.1 Officers of the Club are: Chair, Secretary, Treasurer, Junior Representative (this person must be U18), Club Safeguarding Officer, Club Volunteer Co-ordinator, New Appointed Person, Head Coach and any other relevant position the Committee feels necessary for that season.
- 5.2 The Officers shall hold position for a period of 12 months, being elected annually at the Club AGM.
- 5.3 All Officers shall retire annually but are eligible for re-appointments.
- 5.4 Any casual vacancy occurring mid season may be appointed by the Executive Committee.

6. Executive Committee

- 6.1 The Club will be managed through the Executive Committee consisting of: Chair, Secretary, Treasurer, Safeguarding officer, Club Volunteer Coordinator and Club Coaches. Only these posts will have the right to vote at meetings of the Committee.
- 6.2 Meeting of the Executive Committee shall be convened by the Secretary and the Committee shall meet as required but not less than 3 times a year.
- 6.3 The quorum for the transaction of business at Executive Committee meetings shall be 5.
- 6.4 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of those present and every voting person having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote.
- 6.5 The Executive Committee shall be responsible for considering applications for membership and shall decide if the application should be accepted. The decision shall be in accordance with a non-discriminatory policy.
- 6.6 The Executive Committee may delegate some or all of its powers and making to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 6.7 The Executive Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.
- 6.8 All Members who hold a post on the Committee must as a minimum attend at least 2 of the meetings scheduled for the season and attendance at the AGM is expected. If an officer is unable to attend a written submission will be provided.

7. Finance

- 7.1 All monies raised by or on behalf of the Club shall be applied to further the objects of the Club and for no other purpose.
- 7.2 All club monies will be banked in an account held in the name of the Newbury Junior Netball Club.
- 7.3 A minimum of 2 officers should have access to the account, one of whom is the Secretary. Both shall have debit cards on the account. Only 1 signatory per cheque is required in order to facilitate transactions. The 2 signatories must not be related nor be members of the same household.
- 7.4 Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting. Whomever is the recipient of the bank statements (if not the Treasurer) will forward them to the Treasurer each month in a timely manner and no later than the 10th day of the month.
- 7.5 The Club Treasurer will be responsible for the finances of the Club.
- 7.6 The financial year of the club will end on 31st May.
- 7.7 A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 7.8 An audited statement of annual accounts will be independently reviewed and presented by the Treasurer at the Annual General Meeting.

8. Annual General Meeting and other Meetings

- 8.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 28 clear days' notice to be given to all members and their parents/carers.
- 8.2 The AGM will receive a report from officers of the Executive Committee and a statement of the accounts.
- 8.3 Nominations for officers of the Executive Committee will be sent to the Secretary prior to the AGM.
- 8.4 Elections of officers are to take place at the AGM.
- 8.5 All present shall be entitled to vote at the Annual General Meetings of the Club and shall have equal voting rights.
- 8.6 The quorum for general meetings shall be 15% present and eligible to vote.
- 8.7 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 15 members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members. The EGM should be held within 21 days of receipt of a valid requisition.

9. Voting Procedures

- 9.1 Those present shall be entitled to one vote.
- 9.2 A motion shall be carried by a single majority of those present and voting, except when the motion is a constitutional amendment which shall require a two thirds majority.
- 9.3 The Chair shall have a casting vote in addition to a deliberative vote.

10. GDPR

- 10.1 Newbury Juniors have a clear Privacy Policy which all players receive in the membership pack.
- 10.2 Newbury Juniors will only keep information that is netball related.
- 10.3 As part of the Acceptance into Newbury Juniors all members agree that Newbury Juniors can pass their details onto England Netball (the governing body) as part of the affiliation process.
- 10.4 Any person leaving the Club needs to inform the Secretary, their details will then be removed from our database.
- 10.5 All information relating to persons who belong Newbury Juniors is kept on a secure computer and in a password protected system.

11. Property and Staff

- 11.1 The property of Newbury Junior Netball Club remains the responsibility of the Executive Committee.

12. Discipline and Appeals

- 12.1 The Executive Committee shall have the power to take disciplinary action against any member (or their parents/carers) and shall have the authority to terminate the membership of anyone guilty of conduct deemed to be a detriment to the Club.
- 12.2 There shall be the right of appeal to the Executive Committee, against any decision made by an officer of the Club.
- 12.3 The appeal shall normally be considered within 14 days of it being received by the Secretary.

13. Dissolution Procedures

- 13.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.
- 13.2 In the event of a dissolution, any assets of the club that remain will become the property of England Netball or some other club with similar objectives to those of the club.

14. Review of the Constitution.

- 14.1 The Constitution shall be reviewed on a yearly basis.
- 14.2 The Constitution will only be changed through agreement by majority vote at an AGM or EGM.
- 14.3 Additions to, or alterations of the Constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM or EGM, or with a request for a special meeting

of Executive Committee. No resolution involving an amendment to the Constitution may be proposed or amended from the floor of a meeting.

- 14.4 In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM/EGM.
- 14.5 Any alteration to the constitution shall require two-thirds majority of members present and voting.
- 14.6 In the event of any question or matter arising, which is not provided in the constitution, shall be dealt with by the Executive Committee, whose decision shall be final.


Declaration

Newbury Junior Netball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:  DATE: 21/6/2021

Name: KEITH HODDINOTT

Club Chair

SIGNED:  DATE: 21/6/2021

Name: ALISON STAMP

Club Secretary