**CHELMSFORD NETBALL CLUB CONSTITUTION**

**1. Name**

The Club will be called **Chelmsford Netball Club** and will be affiliated to England Netball that is the governing body in England.

**2**. **Aims and Objectives**

The aims and objectives of the Club will be:

to be open to all, regardless of religion, race, etc

to offer coaching and competitive opportunities in netball

to promote the Club within the local community and netball

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

to ensure that all present and future members receive fair and equal treatment

**3**.**Membership**

Membership should consist of Officers and members of the Club.

a)  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 Conduct that the Club will adopt.

b)  Members will be enrolled in one of the following categories:

Full member

Associate member

Junior member

Life member

**4.Membership Fees**

The Club’s Membership, All England membership and match fees will be proposed annually by the Management Committee and agreed at the Annual General Meeting.

**5. Management Committee of the Club**

The Club will be managed through the Management Committee consisting of:

Chair, Vice Chair, Secretary, Treasurer, Registration Secretary, Safeguarding Officer and CAPS Officer.

Only these posts will have the right to vote at meetings of the Management Committee.

The quorum required for business to be agreed at Management Committee meetings will be 3.

The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules and regulations and /or Constitution.  The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

**6. Committee**

The Committee will be convened by the Secretary of the Club and held no less than 4 per year.

The Officers of the Club will be:

Chair

Vice Chair

Secretary

Treasurer

Registration Secretary

CAPS Officer

Events & Social Secretary

Website Manager

Safeguarding Officer/s

Data Protection Lead

Team Captains/Managers

**7. Finance**

All Club monies will be banked into an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club. The financial year of the Club will end on 31 March.

The Treasurer at the Annual General Meeting will present a statement of the Annual Accounts which has been reviewed independently.

Any cheques drawn against Club funds should hold the signatures of the Treasurer plus the Chair/Vice Chair/Secretary.

Any online transactions may be managed by the Treasurer or Chair.

**8. Annual General Meetings**

The Club Secretary will give notice of the Annual General Meeting (AGM).  Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from Officers of the Management Committee and a statement of the Accounts.

Nominations for Officers of the Management Committee will be sent to the Secretary prior to the AGM.

Election of Officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of THE MEMBERSHIP.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside of the AGM. Procedures for EGMs will be the same as for the AGM.

**9. Discipline and Appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

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.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the members against whom the complaint was made within **7 days**of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced.  The Committee should consider the appeal within **14 days** of the Secretary receiving the appeal.

**10. Dissolution**

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

In the event of dissolution, any assets of the Club that remain will be donated to a Charity or Organisation to be named by the Management Committee.

**11. Amendments to the Constitution**

The Constitution will only be changed by proposals set at Officers’ Meetings and through agreement by majority vote at an AGM or EGM.

**12. Declaration**

Chelmsford Netball Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

01 September 2020