

Newbury Junior Netball Club Constitution



1. The Club

- 1.1. The Club shall be called Newbury Junior Netball Club (NJNC).
- 1.2. The Club will be affiliated to Berkshire of the All England Netball Association Ltd.

2. Definitions

- 2.1. **Members** are the players and for voting purposes at the AGM/EGMs the parent/carer of those U18s who are eligible to have one vote
- 2.2. **Volunteers** are those who give their time to help either with coaching, a committee role or any other role that supports the club.
- 2.3. **Officers of the Club** are those voted in at the AGM into the following roles: Chair, Vice-Chair/s, Club Secretary, Head Coach, Treasurer, Club Safe-guarding Officer, Club Volunteer Co-ordinator, Membership Officer, Junior Representative (under 18), Volunteers and any other relevant position that over the period of the season the Executive Committee feel is needed for the club to succeed.

3. Aims & Objectives

- 3.1. To give the best opportunities to all junior members in all age groups to improve netball skills.
- 3.2. To give those junior members with potential the correct opportunities to enhance their netball skills.
- 3.3. To promote netball and NJNC within the local community.
- 3.4. To offer coaching and competitive opportunities for all our age groups.
- 3.5. To ensure a duty of care for all members of the Club.
- 3.6. To ensure that all present and future members receive fair and equal treatment.

4. Membership

- 4.1. In Affiliating to NJNC a volunteer, member and officer agrees to abide by the Constitution, Code of Conduct and the rules of NJNC. The county of Berkshire, and England Netball.
- 4.2. NJNC consists of:
- 4.3. **Members** are the players and for voting purposes at the AGM/EGMs the parent/carer of those U18 are eligible to have one vote.
- 4.4. **Volunteers** are those who give their time to help either with coaching, a committee role or any other role that supports the club.
- 4.5. **Officers of the Club** are those voted in at the AGM into the following roles: Chair, Vice-Chair/s, Club Secretary, Head Coach, Treasurer, Club Safe-guarding Officer, Club Volunteer Co-ordinator, Membership Officer, Junior Representative (under 18) Volunteers and any other relevant position that over the period of the season the Executive Committee feel is needed for the club to succeed.
- 4.6. All members, coaches, safeguarding officer, chair, club secretary, membership officer must be affiliated to England Netball, Berkshire Netball and South region.
- 4.7. Membership to the Club is not restricted to race, political, religious, or opinions of any person who is prepared to accept and support the objectives of the Club. No Club member, participant, 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.
- 4.8. Members will be assigned to groups according to age or ability, with 2 coaches for each age group, where possible, the Lead Coach being UKCC Level 2 netball qualified.
- 4.9. Any person who is affiliated to the Club can resign from the club at any time by giving notice to the Club Secretary and their details will be managed according to the GDPR policy.

5. Membership Fees.

- 5.1. Membership fees shall be discussed by the Club Committee and agreed by the Executive Committee prior to the AGM. Fees will be reviewed each year to ensure we can cover operating costs of the Club. There is only one membership fee.
- 5.2. Fees will be paid annually before the end of July. Those who need financial assistance can contact the Club Secretary.
- 5.3. NJNC is a non-profit making organisation, fees will be kept at a minimum.
- 5.4. The Executive Officers may decide upon other charges or subscriptions at its discretion.

6. Officers

- 6.1. **Officers of the Club** are those voted in at the AGM into the following roles: Chair, Vice-Chair/s, Club Secretary, Head Coach, Treasurer, Club Safe-guarding Officer, Club Volunteer Co-ordinator, Membership Officer, Junior Representative (under 18), Volunteers and any other relevant position that over the period of the season the Executive Committee feel is needed for the club to succeed.
- 6.2. All Officers of the Club form the Club Committee, and a sub-section form the Executive Committee.
- 6.3. All Officers, apart from the Chair, Treasurer and Club Secretary shall hold position for a period of 12 months, being nominated and elected annually at the Club AGM.
- 6.4. Any vacancy or new position on the Club Committee may be appointed by the Executive Committee at any time.
- 6.5. Officers may resign at any time by giving notice to the Club Secretary, and their information will be managed in accordance with the GDPR policy.
- 6.6. The position of Chair can only be elected from a member of the Club Committee and will hold their position for a period of 3 years. The Chair can only be elected under a closed ballot and should include all Executive Committee members. In the event of a tie the departing Chair will have the casting vote.
- 6.7. If an officer of the club decides they wish to stand down at the next AGM they should give a 60 day notice period to the secretary and the name of the person they have found to be their successor. If this is not achieved they should give 90 day's notice in order for a replacement to be found. If no replacement is found, the Executive Committee will share the duties until the role is filled.

7. Executive Committee

- 7.1. The Executive Committee consists of: Chair, Vice-Chair, Club Secretary, Treasurer, Club Safeguarding Officer, Head Coach. All Executive Committee members have voting rights.
- 7.2. Meetings of the Club Committee shall be convened by the Club Secretary and shall meet as required but no less than 6 times per year.
- 7.3. The quorum for the transaction of business at Executive Committee meetings shall be 5.
- 7.4. Every decision at a meeting of the Executive Committee shall be determined by a majority vote of those present, and every voting officer having one vote per decision. In the event of an equality of votes the Chair (or in the Chair's absence the person who has been nominated to chair) of the meeting shall have a casting vote.
- 7.5. The Executive Committee shall be responsible for considering applications for membership and decide if the application should be accepted. The decision shall be in accordance with a non-discriminatory policy.
- 7.6. The Executive Committee may delegate some of its decision-making to a sub-committee. Any sub-committee must act only in accordance with the authority delegated to it by the Executive Committee.
- 7.7. The Club Committee is responsible for discussing new policies, codes of conduct and rules that affect the organisation and running of the Club, with the Executive Committee officers

- voting to approve recommendations.
- 7.8. Attendance at the AGM is mandatory for all Executive Committee members, unless extenuating circumstances prevent this. If an Executive Officer is unable to attend a proxy vote will be accepted but must be in writing and received at least 2 days prior to the meeting.
 - 7.9. The Chair has the right to ask a Full Committee member to leave the meeting if it is deemed necessary or there is a conflict of interest.
 - 7.10. Each Executive Committee member shall have full voting rights.
 - 7.11. All representing Officers, Members, Volunteers and Coaches can be removed from the club by the Executive Committee if there are any breaches or not upholding the Codes of Conducts or the Constitution.

8. Finance

- 8.1. All monies raised by or on behalf of the Club shall be applied to further the aims and objectives of the Club and for no other purpose.
- 8.2. All Club monies will be banked in an account held in the name of the Newbury Junior Netball Club.
- 8.3. A minimum of 2 Officers should have access to the bank account. Both shall have debit cards on the account. The 2 Officers must not be related nor be members of the same household.
- 8.4. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each General Committee 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.
- 8.5. The Club Treasurer will be responsible for the finances of the Club to be shared at Club Committee meetings.
- 8.6. The financial year of the club will end on 31st May.
- 8.7. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.8. An audited statement of annual accounts will be independently reviewed and presented by the Treasurer at the Annual General Meeting.

9. Annual General Meeting and other Meetings

- 9.1. 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 officers and volunteers.
- 9.2. The AGM will receive a report from the Executive Committee including a statement of the accounts.
- 9.3. Nominations for Club Committee officers will be sent to the Club Secretary prior to the AGM.
- 9.4. Election of the officers will take place at the AGM. The following positions will be voted on, on a staggered basis and the nomination of the mandatory positions will be as follows:
 - 9.4.1.1. Year One (2023) Chair
 - 9.4.1.2. Year Two (2024) Club Secretary
 - 9.4.1.3. Year Three (2025) Treasurer
- 9.5. All members, officers and volunteers present shall be entitled to one vote at the Annual General Meetings of the Club and shall have equal voting rights. Members who are less than 18 years of age will be represented by one parent/carer.
- 9.6. The quorum for AGMs shall be 10% present and eligible to vote.
- 9.7. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Club Secretary signed by not less than 15 members. The Executive Committee shall have the rights to call an EGM by decision of a simple majority of its officers. The EGM should be held within 21 days of receipt of a valid request.

10. Voting Procedures

- 10.1. The secretary of the club will send all vacant job descriptions of the Full Committee out with the AGM paperwork. This should be sent to all the members, volunteers and officers of the club at least 14 days prior to the AGM.
- 10.2. Any interested parties should send their application, indicating who has sponsored them along with why they would like to be considered for the position.
- 10.3. Applications for any role should have the relevant qualifications required to carry out this position, ie: Coach – they will require a coaching qualification recognised by the governing body, England Netball.
- 10.4. All Executive Committee positions need to be filled.
- 10.5. The secretary will acknowledge receipt of all applications by email.
- 10.6. NJNC reserve the right to refuse anyone standing for these positions who are not a parent/carer or a member of NJNC.
- 10.7. Any nominee can be rejected if correct nomination process has not been followed.
- 10.8. If a nominee has any type of mis-conduct or breach of the England Netball codes of conduct NJNC have the right to refuse their application.
- 10.9. Each member, officer and volunteer shall be entitled to one vote at the Club AGM per decision.
- 10.10. Junior members, who are less than 18 years of age, will be represented by one parent/carer who then has one vote per household.
- 10.11. 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.
- 10.12. The Chair shall have a casting vote in addition to a deliberative vote.
- 10.13. In the case of a 'Vote of No Confidence' or an internal dispute against an officer of the Club then only the Executive Committee can have a vote.

11. General Data Protection Regulation (GDPR)

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

12. Property and Staff

- 12.1. The property of NJNC remains the responsibility of the Executive Committee.

13. Discipline and Appeals

- 13.1. The Executive Committee shall have the power to take disciplinary action against any member or their parents/carers, volunteers and officers and shall have the authority to terminate the membership of anyone guilty of conduct deemed to be a detriment to the Club.
- 13.2. NJNC will adhere to the England Netball complaints and disciplinary procedures.
- 13.3. All complaints in relation to NJNC must be put in writing to the Chair as soon as possible or within 7 days of the event or incident.
- 13.4. If a complaint is made against a Full Committee member, then our Chair or Safeguarding Officer will make a full investigation.
- 13.5. In the event of the dispute not being resolved by the Chair or Executive Committee there is a right of appeal to Berkshire Netball against any decision made by NJNC.
- 13.6. The appeal shall normally be considered within 28 days of it being received by the Club Secretary.

14. Arbitration and matters not provide for

14.1. If any dispute arises on the interpretation of this constitution or the need arises to deal with any matter not provided for in the constitution, reference shall be made to the Club Secretary who shall refer the same to NJNC Executive Committee whose decision shall be binding upon by all parties.

15. Dissolution Procedures


- 15.1. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the members and officers.
- 15.2. In the event of a dissolution of NJNC all outstanding debts and liabilities will be settled by our Treasurer. Any funds or assets remaining shall be devoted to a subsequent organisation whose objectives are similar to those of NJNC or in the absence of such an organisation will be donated to a local charity or volunteer organisation. This decision will be made by the Executive Committee.

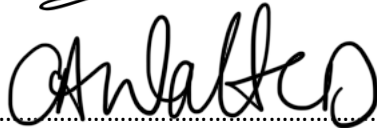
16. Review of the Constitution.

- 16.1. The Constitution shall be reviewed by the Executive Committee either on a need to change or on a bi-yearly basis.
- 16.2. The Constitution will only be changed through agreement by majority vote at an AGM or EGM.
- 16.3. 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.
- 16.4. In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the Members and Volunteers of the proposed motion not less than 14 days before the AGM/EGM.
- 16.5. Any alteration to the Constitution shall require two-thirds majority of members and officers present and voting.
- 16.6. 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 and Volunteers.


 SIGNED: DATE: ..21OCT2024.....
 Name: Fergus MacLeod Club Chair


 SIGNED: DATE: 21/10/24
 Name: CATHERINE WALTERS Club Secretary