



# PHBA Constitution

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## 1. Effective From

The date of which this constitution was voted into favour by a majority vote at the AGM by eligible PHBA Committee Members.

Effective From Date – 01<sup>st</sup> November 2022.

## 2. Abbreviations

The table below details the abbreviations used through the document.

Abbreviation	Description
PHBA	Portsmouth & Havant Badminton Association
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
VNC	Vote of No Confidence

## 3. Introduction

The name of this association is 'Portsmouth & Havant Badminton Association' which will be abbreviated to 'PHBA'. The use of 'PHBA' or 'Association' within this document refer to the same name.

This document is to be reviewed, as a minimum, once a year at the Annual General Meeting 'AGM'.

## 4. Purpose

The purpose of PHBA is as follows:

- To promote badminton in the district and assist both players and clubs as required.
- Organise, manage, and promote the PHBA competitive league.
- Organise, manage, and promote the PHBA events such as tournaments.

## 5. Association Roles

Anyone may put themselves forward to stand as an Officer or Member of the committee.

PHBA Officers, where possible will be from a range of clubs within the Association, to ensure the best interest for all clubs. Exceptions can be made when required to ensure the Association does not collapse.

PHBA will consist of the following Officers as a minimum:

- Association Secretary.
- Treasurer.
- League Secretary.
- Chair.
- Welfare Officer.
- Events Secretary.

The Association members are to be elected at the AGM in accordance with the voting rules.



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Officers can be voted into position in an acting position if an Officer leaves prior to the AGM. The acting Officer shall adopt the responsibilities of the role until the AGM or EGM where a vote will take place.

Vacant Officer roles will be fulfilled in a temporary capacity by a standing Officer until a suitable candidate is identified.

Ex-members of PHBA clubs are eligible to stand on the Committee and have voting privileges. No more than one representative from any league club may stand as an Officer of the PHBA. No more than one representative from any league club may stand as a Member of the PHBA, however, they can be an Affiliated Member without voting privileges. Only one representative of any club may take part in a vote. All clubs have only one vote each at any PHBA AGM, EGM, or GM.

### 5.1. Role Responsibilities

The role responsibilities are defined below.

All roles are voluntary and unpaid and defined as honorary.

#### 5.1.1. Association Secretary

- Chair the PHBA meetings.
- Produce and distribute the agenda for all meetings.
- Capture and produce the meeting minutes, distribute for review, and add to the PHBA website.
- Maintain the Constitution following feedback and once the suggestions are voted in favour following AGM or EGM, publish accordingly.
- Jointly responsible for the PHBA finances.
- Maintain relationships with all clubs via their Club Secretary.
- Maintain the PHBA website for general use.

#### 5.1.2. Treasurer

- Jointly responsible for the PHBA finances.
- Will keep records of income and expenditure for the purpose of HMRC's requests.
- Will provide updates to PHBA officers on a regular basis at all meetings on finances.
- Arrange suitable insurance for the Membership.

#### 5.1.3. League Secretary

- Ensure players are registered to play for their respective club.
- Support clubs with general league queries.
- Support the Event Secretary as required.
- Coordinate the Fixture Meeting.
- Maintain the website for league fixtures, results, and appearances.

#### 5.1.4. Chair.

- Chair the AGM.
- Chair the EGM if applicable.
- Support the Association Secretary with agendas of all meetings.
- Support the Association Secretary with keeping meetings on track.



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### 5.1.5. Safeguarding & Welfare Officer

- Keep up to date with sporting bodies, Badminton England & Badminton World Federation on Safeguarding practices.
- Support all clubs and players within the membership with any queries which may arise relating to safeguarding.

### 5.1.6. Events Secretary

- Responsible for arranging the PHBA Events such as tournaments.
- Support the League Secretary as required.
- Promote the tournaments in advance to encourage clubs and players to participate.
- Obtain feedback from event participants and summarise to the PHBA officers at meetings.

## 6. Clubs

Clubs associated with PHBA will be deemed to have a membership to the Association.

The clubs in the Association must adhere to the Constitution and League Rules. They must have their own management structure including rules for their club play. Including adherence to any venue specific criteria to enable badminton to take place.

PHBA is an open Association and always willing for new Clubs to request to join the Association.

Clubs will have their details maintained on the PHBA website and must take responsibility in maintaining the information. Changes are to be requested via submission of email to PHBA Association Secretary.

## 7. Membership

New clubs can request to obtain a membership to PHBA. Clubs are reviewed by the Association Officers and undergo a vote. If the vote is in favour of, the Club will obtain their membership and be a member of the Association.

The Association Officers will review the Club Membership Registration fee each year and confirm the fee to all clubs at the AGM prior to the start of the competitive league.

## 8. Player Registration

Players who compete within the competitive league are required to pay a Player Registration fee. This fee is to be collected by the respective Club and paid to the Association.

The Association Officers will review the Player Registration fee each year and confirm the fee to all clubs at the AGM prior to the start of the competitive league.

All Player Registration fees (for playing members only) must be paid and settled with the Treasurer within 14 days of the end of the league season.



## 9. Rules

The rules PHBA will adhere to are stored on the website for all clubs and players to access. All clubs and players are to adhere to the rules.

Rule changes can be put forward by any club and players within the Association via the Clubs Secretary. This must be submitted to the Association Secretary for review by the Association.

The rules and constitution support each other to ensure that there is clear governance and guidance for Officers, clubs and players.

## 10. Meetings

### 10.1. General Meeting Information

Agenda items shall be submitted to the Association Secretary in advance of the meeting to enable addition to the agenda.

The meeting minutes shall be documented by the Association Secretary.

The minutes will be issued within 14 days of the meeting being held.

The Association officers will review and give feedback within 7 days.

Any sensitive discussions or minutes will not be made publicly available.

14 days after the meeting is held the meeting minutes are published on the PHBA website for all Clubs and players to have access to read.

### 10.2. AGM

The AGM will take place once a year prior to the start of the competitive season and at least 14 days' notice will be given to Association Officers and Clubs.

AGM attendance is mandatory for Association Officers and Club Secretaries but if they cannot attend a delegate from the Club or another Association Officer can represent.

Agenda items are to be submitted to the Association Secretary 30 days prior to the AGM. All agenda items should be submitted via the Club Secretaries.

All players associated to a Club which forms part of the Association are entitled to attend the AGM, but voting shall be restricted to the Club Secretaries or a delegate.

Voting rules are as follows:

- One vote per Club Secretary or delegate.

### 10.3. EGM

An Extraordinary General Meeting can be called by the Association Secretary at any time or requested in writing of the representatives of at least more than two clubs.

The purpose of the meeting shall be clearly defined in the request.



At least 14 days' notice will be given for this meeting.

#### 10.4. Online Meeting

When an urgent issue arises which cannot wait for a planned meeting but requires PHBA Officers to vote, an online vote can take place. This will then be documented and published as required.

## 11. Voting

Rules for voting are defined within this section.

### 11.1. General Voting Rules

The items for vote will be reviewed in advance by PHBA Officers and determined which voting route needs to be used.

There are two types of voting:

- PHBA Officer Voting
  - This is for PHBA Officers only.
- PHBA Association Voting
  - This is PHBA Officers and Club Secretaries

For a vote to pass (unless defined separately and agreed) a majority, greater than 50% is required.

In the event of a tie, the proposal will not be accepted.

Voting outcomes are final for the period but can return to vote again but a 1-year period is to lapse to minimise wasted effort and maintain the best interest of the majority decision.

### 11.2. Vote of No Confidence (VNC)

Any club or player associated to PHBA can propose a Vote of No Confidence against any standing Officer of PHBA.

More than one individual from multiple clubs must support this VNC proposal and supporting information must be submitted at the same time as the case.

The case will be submitted to the Association Secretary unless this is the Officer in which the VNC is against. If this occurs, the VNC shall be submitted to another Officer, League Secretary, Treasurer or Chair.

## 12. Events

PHBA will endeavour to run events for both clubs affiliated to the Association and the wider community.

These events could be, but not limited to:

- Tournaments
- Open Days
- Exhibitions
- Promotional Badminton Events



## 13. Finances

PHBA is ran as a non-profit association.

All PHBA financial income and expenditure will be recorded by the Treasurer.

All monies will be banked into the PHBA bank account.

Finances will only be accessed by the Treasurer & Association Secretary.

A summary of the finances will be presented at the AGM for the previous 12 months.

### 13.1. Committee Expenses

The committee can, when required, cover costs via personal bank accounts and be reimbursed where applicable. A receipt must be provided to the treasurer.

Where possible, agreement from the PHBA association should be obtained prior to committing to the expense to ensure reimbursement.

All reimbursements must be recorded and reported at AGM.

All expenses claims are to be requested via the Google Form (PHBA Expenses Form).

### 13.2. Debts

Clubs which fail to pay their fees to PHBA at the end of the season will be banned from playing any future seasons until this debt is paid.

The debt will stay associated with the club and respective individuals.

If the club were to fold and form with a new name and same or similar club officers, this club will be forbidden to play until the debt is paid.

## 14. Safeguarding

PHBA will follow guidance from both Badminton England and Badminton World Federation for Safeguarding practices and share with clubs.

Each club should seek guidance and adhere to the Badminton England safeguarding procedures.

## 15. Health, Safety and Environment

PHBA always promotes safe play throughout the association and at all venues.

Clubs have a duty to ensure that play is safe, and players adhere to the venue safety guidance.

PHBA tournaments will adhere to the venue safety guidance and a risk assessment will be produced in advance to the tournament.

PHBA encourages clubs to be conscious of shuttlecock wastage and encourages clubs to re-use shuttlecocks for 'knockers' prior to club nights or matches. Surplus used shuttlecocks could be donated to local junior clubs, coaches, or 3<sup>rd</sup> parties if they are happy to receive them. Immediate disposal should be the last option.





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PHBA tournaments will adhere to the shuttlecock re-use guidance.

### 16. Equality, Diversity & Inclusion

PHBA will seek guidance from Badminton England on Equality, Diversity & Inclusion to ensure we keep up to date with opportunities to grow badminton in the local area.

### 17. Insurance

#### 17.1. Insurance Approach

Each year the PHBA Officers will vote on the method of insurance for the upcoming league season.

PHBA is not affiliated with Badminton England and private insurance will be purchased to cover the clubs associated. The insurance provided by PHBA covers all club activities on a third party basis.

Clubs are to ensure they have adequate insurance for their club nights and players.

#### 17.2. Club Insurance

A copy of insurance will be stored on the PHBA website for all clubs.

### 18. Dissolution of Association

In the event of the association undergoing dissolution, at any time its assets, having paid all outstanding debts, shall be donated equally to the two areas listed below:

- Pompey In The Community (PITC)
- A Nationally Registered Charity e.g., MacMillian Cancer Support, The Rowans Hospice etc. as agreed by the PHBA Officers.

### 19. Constitution Alteration

The Constitution shall be reviewed annually at the AGM and amendments can be requested by PHBA Officers and Club Secretaries on behalf of their players.

The method for change is defined below:



A majority vote, greater than 50%, is required to execute the amendment.