



Club Constitution

1. Name

The name of the club shall be **Brentwood Apex Netball Club**, hereafter referred to as "the Club." and is part of the Brentwood Apex brand.

2. Objectives

The objectives of the Club are to:

- Promote participation in netball for all ages and abilities.
 - Provide coaching, training and competitive opportunities.
 - Encourage enjoyment, teamwork, sportsmanship and respect.
 - Promote equality, diversity and inclusion.
 - Safeguard the welfare of children, young people and vulnerable adults.
 - Develop players, coaches, umpires and volunteers.
 - Promote healthy lifestyles through sport.
 - Comply with the rules and regulations of the governing body for netball.
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3. Affiliation

The Club shall affiliate with the relevant County Netball Association and any governing bodies considered appropriate by the Committee.

The Club shall comply with the rules, regulations and disciplinary procedures of England Netball and affiliated organisations where applicable.

4. Membership

Membership shall be open to any person interested in netball regardless of:

- Age
- Disability
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation

Membership categories may include:

- Senior Playing Member
- Junior Playing Member
- Social Member
- Coach
- Umpire
- Volunteer
- Honorary Member
- Life Member (if awarded)

Applications for membership shall be approved by the Committee.

The Committee reserves the right to refuse or terminate membership where it is considered to be in the best interests of the Club, provided that any decision follows a fair disciplinary process.

5. Membership Fees

Membership fees shall be determined annually by the Committee.

Fees shall become payable by dates agreed by the Committee.

Members failing to pay fees may have their membership suspended until payment is received.

6. Member Responsibilities

Members agree to:

- Follow the Club's Code of Conduct.
 - Respect officials, coaches, volunteers and fellow members.
 - Comply with safeguarding policies.
 - Promote fair play.
 - Protect Club property.
 - Avoid behaviour that brings the Club into disrepute.
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7. Committee

The Club shall be managed by a Committee consisting of:

- Chairperson
- Vice Chairperson (as required)
- Secretary
- Treasurer
- Coaching Secretary
- Safeguarding/Welfare Officer
- Data Protection Officer

Further roles may be added to the Committee when appropriate such as Membership Secretary, Fixtures Secretary, Communications/Social Media Officer, Fundraising Officer and Ordinary Committee Members (as required). Multiple Committee roles may be carried out individuals where necessary.

The Committee shall consist of no fewer than five elected members.

Committee members shall normally serve for one year before standing for re-election. Though this will be continually reviewed by the Committee.

Vacancies may be filled by co-option until the next AGM.

8. Duties of Officers

The below, high level, responsibilities are listed below although additional tasks may be undertaken by those holding the roles.

Chairperson

The Chairperson shall:

- Lead the Club.
- Chair meetings.
- Ensure good governance.
- Represent the Club externally.

Secretary

The Secretary shall:

- Organise meetings.
- Keep accurate minutes.
- Manage Club correspondence.
- Maintain official records.

Treasurer

The Treasurer shall:

- Maintain accurate financial records.
- Prepare annual accounts.
- Present financial reports.
- Manage banking arrangements.

Safeguarding/Welfare Officer

The Welfare Officer shall:

- Lead safeguarding.
- Deal with welfare concerns.
- Liaise with governing body safeguarding teams.

Coaching Secretary

The Coaching Secretary shall:

- Oversee coaching.
- Support player development.
- Ensure coaching standards.

9. Committee Meetings

The Committee shall meet at least four times each year.

A quorum shall be:

- Five Committee members, or
- One-half of the elected Committee (whichever is greater).

Decisions shall be made by simple majority.

The Chairperson shall have a casting vote in the event of a tie.

10. Annual General Meeting (AGM)

The AGM shall be held annually.

At least 21 days' notice shall be given.

The AGM shall:

- Receive annual reports.
 - Receive financial statements.
 - Elect Committee members.
 - Approve membership fees.
 - Consider constitutional amendments.
 - Consider other business.
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11. Extraordinary General Meeting (EGM)

An EGM may be called:

- By the Committee; or
- Following a written request from at least 20% of voting members.

At least 14 days' notice shall be given.

12. Voting

Each fully paid adult member aged 18 years or over shall have one vote.

Committee members may vote.

In the event of a tied vote, the Chairperson shall have a casting vote.

Voting may take place:

- By show of hands
 - Secret ballot
 - Electronic means if approved by the Committee
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13. Finance

All Club income shall be used solely to promote the objectives of the Club.

No member shall receive financial benefit from Club funds except for:

- Legitimate reimbursement of expenses
- Payments approved by the Committee for services provided

The financial year shall run from:

1 September to 31 August

The Club shall maintain a bank account requiring two authorised signatories, as and when possible, or appropriate dual authorisation for electronic payments.

14. Property

All Club property belongs to the Club.

No individual member shall claim ownership of Club assets.

15. Safeguarding

The Club shall adopt safeguarding policies consistent with England Netball guidance.

All coaches and volunteers working with juniors shall comply with safeguarding requirements including DBS checks where required.

16. Equality, Diversity and Inclusion

The Club is committed to providing an environment that is:

- Inclusive
 - Safe
 - Respectful
 - Free from discrimination
 - Accessible to all
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17. Discipline

The Committee may investigate complaints regarding member conduct.

Possible sanctions include:

- Verbal warning
- Written warning
- Suspension
- Expulsion

Members shall have the opportunity to present their case before any disciplinary decision.

Any appeal shall be heard by an Appeals Panel appointed by the Committee.

18. Data Protection

The Club shall comply with UK data protection legislation.

Personal information shall only be used for legitimate Club purposes.

19. Dissolution

The Club may only be dissolved by a resolution passed by at least two-thirds of voting members at a General Meeting called specifically for that purpose.

After payment of all debts and liabilities, any remaining assets shall be transferred to another not-for-profit sports club or community organisation with similar objectives.

No assets shall be distributed amongst members.

20. Amendments

This Constitution may only be amended by a two-thirds majority of members voting at an AGM or EGM.

Members shall receive details of proposed amendments at least 14 days before the meeting.

21. Adoption

This Constitution was adopted by the members of Brentwood Apex Netball Club on:

Date: _____

Signed

Chairperson

Name: _____

Signature: _____

Date: _____

Secretary

Name: _____

Signature: _____

Date: _____

Appendix A – Club Values

Brentwood Apex Netball Club is committed to:

- Respect
 - Teamwork
 - Integrity
 - Inclusion
 - Excellence
 - Enjoyment
 - Development
 - Community
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Appendix B – Supporting Policies

The following documents form part of the Club's governance:

- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Code of Conduct for Players
- Code of Conduct for Coaches
- Code of Conduct for Parents and Spectators
- Social Media Policy
- Disciplinary Procedure
- Complaints Procedure
- Health and Safety Policy
- Data Protection and Privacy Policy