



# CONSTITUTION

## *PANTHERS ELITE NETBALL CLUB*

1 The club shall be called **Panthers Elite Netball Club** known as '**Panthers**' and will be affiliated to the All England Netball Association.

2 The Club will be affiliated to Hampshire of the All England Netball Association Ltd.

### **3 Aims and objectives**

To promote the personal development for all club members, participants, volunteers and officials of the Club in relation to netball and, where appropriate, provide routes to opportunities to enhance and increase individual skills.

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities in netball
- deliver training sessions and support competitive opportunities (matches, tournaments etc)
- to promote the club within the local community
- to offer all standards of ability the opportunity to participate in the sport of netball
- to encourage the continuum of local players into local leagues
- to ensure a duty of care to all members of the club
- to ensure that the England Netball Safeguarding & Protecting Young People in Netball Policy is adhered to
- to provide all its services in a way that is fair to everyone

### **4 Membership**

- 4.1 Membership shall consist of officers who are qualified coaches, volunteers, senior members of the club or one parent as representative of a junior member.
- 4.2 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 has adopted for the duration of their membership.
- 4.3 Members will be enrolled on a term by term arrangement. Numbers within each year group/session will be coached with a 1:10 ratio wherever possible. When maximum numbers are reached a waiting list will come into force and followed on a strict 'next in line' basis. When a space is available the applicant will be invited to be assessed.
- 4.4 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, 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 participant, volunteer, job applicant or employee will receive less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, religious beliefs or

disability, or will be disadvantaged by conditions or requirements which are not relevant to performance.

- 4.5 A register will be kept of all Club members, together with addresses, telephone and email addresses by the Club Membership Secretary. This register must be kept up to date and any change of address etc should be notified to the Club Membership Secretary asap. Communication will predominantly occur via email.
- 4.6 In accepting membership a person agrees to abide by the constitution of the Club and the rulings of the Club Executive Committee and to abide by all club/England Netball conduct rules.
- 4.7 Access will not be restricted to play for the club due to financial difficulties.

## **5 Term Fees and Membership Fee**

### **5.1 JUNIORS (U7 – U16)**

- 1) Term fees will be set and agreed by the Panthers Elite Netball Club committee and paid directly to the Club Account.
- 2) A yearly membership fee, set and agreed by the Panthers Elite Netball Club committee, to be paid monthly by standing order and paid directly to the Club Account. Some Match Fees are not included.

### **SENIORS (U16 & U19)**

- 1) Term fees will be set and agreed by the Panthers Elite Netball Club committee and paid directly to the Club Account.
- 2) A yearly membership fee, set and agreed by the Panthers Elite Netball Club committee, to be paid monthly by standing order and paid directly to the Club Account. Some match Fees are not included.

### **SENIORS (Adults)**

- 1) Season fees will be set and agreed by the Panthers Elite Netball Club committee and paid directly to the Club Account.
- 2) A yearly membership fee, set and agreed by the Panthers Elite Netball Club committee, to be paid directly to the Club Account. Some match fees are not included.

- 5.2 Term/yearly Fees do not include fees payable for away tournaments, competition matches or friendly matches.
- 5.3 The Membership fee will cover administration costs, COVID related costs (anti-bac wipes, gel etc), medals, some coaching courses, equipment, AGM awards, end of term/season sweets, flowers and gifts etc.

## **6 Officers of the club**

- 6.1 The officers of the Club shall be: Chair, Vice Chair, Secretary, Treasurer, Player Development Officer, Club Safeguarding Officer, Club Volunteer Coordinator, Umpiring Secretary, Coaching Secretary, Fixtures Secretary, Kit Secretary, COVID Officer and any other relevant position.

- 6.2 These officers shall hold for a period of 12 months, being elected annually at the Club AGM. All Officers shall retire annually but shall be eligible for re-appointment. If any appointment/role is to be held longer than 5 years then it must be agreed in advance of a Club AGM by the Executive Committee.
- 6.3 Any casual vacancy occurring may be filled by the Panthers Elite Netball Club Executive Committee. e.g. Fundraising, Public Relations.
- 6.4 A simple majority vote shall be required to pass a resolution. The Chairman shall have a casting vote in the case of an equality of votes (which may include a vote taken as a member).

## **7 Executive Committee**

- 7.1 The club will be managed through the Executive Committee consisting of: Chair, Vice Chair, Secretary, Membership Secretary, Treasurer, Safe Guarding Officer and Coaching Secretary. Only these posts will have the right to vote at meetings of the Club Committee. Exception to this would be where a Junior Representative is invited to a committee meeting for a specific purpose.
- 7.2 Meeting of the Executive Committee shall be convened by the Secretary and the Committee shall meet as required but not less than 2 times a year. Preference would be once a month.
- 7.3 The quorum for the transaction of business at Executive Committee meetings shall be 50%.
- 7.4 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of the members present and every voting member having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote. Where one person fulfils one or more committee roles that committee member will only have one vote.
- 7.5 The Executive Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
- 7.6 The Executive Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- 7.7 The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **8 Finance**

- 8.1 All monies raised by or on behalf of the club shall be applied to further the objects/members 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 club.
- 8.3 The Club Treasurer will be responsible for the accounting of these funds.

- 8.4 The financial year of the club will end on 31<sup>st</sup> August of each year.
- 8.5 A statement of the annual accounts will be presented by the Treasurer at the Annual General Meeting.

## **9 Annual General Meetings and other Meetings**

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 7 clear days' notice to be given to all members.
- 9.2 The AGM will receive a report from officers of the Executive Committee and a statement of the audited accounts.
- 9.3 Nominations for officers of the Executive Committee will be sent to the Secretary prior to the AGM. *Note: Executive Committee members must be voted in at a Club AGM or Executive Committee Meeting where a quorum of 50% is present. All members must then be notified by email.*
- 9.4 Elections of officers are to take place at the AGM.
- 9.5 Those members who are less than 18 years of age may be represented by one parent who then has one vote at any general meetings of the Club and shall have equal voting rights. All members aged 18+ shall be entitled to one vote at general meetings of the Club and shall have equal voting rights.
- 9.6 The quorum for general meetings shall be 10% members present and eligible to vote.
- 9.7 An Extraordinary General meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 5 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 request.

## **10 Voting procedures**

- 10.1 Each member shall be entitled to one vote.
- 10.2 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 75% margin.
- 10.3 In the case of a 'Vote of No Confidence' or an internal dispute against a committee member then **ONLY** the Executive Committee and any Honorary members can have a vote.
- 10.4 The Chair shall have a casting vote in addition to a deliberative vote.

## **11 Property and Staff**

- 11.1 Responsibility for all property owned by the Club and for the employment of any paid staff (coaches and umpires) and volunteers rests with the Executive Committee.

## **12 Discipline and Appeals**

- 12.1 All complaints regarding the behaviour of playing members should be first discussed with your Lead Coach, in person. If this does not resolve the situation then please submit your complaint in writing.
- 12.2 If any member, officer or volunteer of the club wishes to make a written complaint against any other officer, club member or volunteer of the club then this will need to be submitted in writing, within 48 hours of the incident, to the Secretary/Safeguarding Officer. The Executive Committee will then be informed of the complaint.
- 12.3 The Executive Committee shall have the power to take disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be a detriment to the Club.
- 12.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.
- 12.5 There shall be the right of appeal to the Executive Committee following disciplinary action being announced. The appeal shall normally be considered within 14 days of it being received by the Secretary/Safeguarding Officer.
- 12.6 In the case of disputes with Committee Membership roles 75% of the members need to agree if Committee numbers do not exceed 10. If number exceeds 10 then the majority rules.

## **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 dissolution, any funds of the Panthers Elite Netball Club that remain will become the property of England Netball or some other club with similar objectives to those of the club. Any assets of the club will be disposable by the discretion of the Executive Committee.

## **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 7 days before the date of the AGM or EGM, or with a request for a special meeting of Club members. 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 7 days before the AGM.
- 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.

## **15 Declaration**

*Panthers Elite Netball Club*, known as '*Panthers*', hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: Charlotte Windows      DATE: January 2022

Name: Charlotte Windows

Club Chair

SIGNED: Sarah Hyatt-Williams      DATE: January 2022

Name: Sarah Hyatt-Williams

Club Secretary