



CONSTITUTION

1. NAME

- 1.1 The Club shall be called CAMBRIDGE PHOENIX KORFBALL CLUB (hereinafter referred to as “the Club”).
- 1.2 The Club shall be affiliated to the Cambridgeshire Korfball Association (hereinafter referred to as “the CKA”) and affiliated and bound by the rules of the England Korfball Association (hereinafter referred to as “the EKA”).

2. OBJECTIVES

- 2.1 The objectives of the Club shall be to:
 - Offer coaching and competitive opportunities in korfball
 - Promote the Club in the local community and in the korfball community
 - Ensure a duty of care to all the members of the Club
 - Initiate and organise social activities on behalf of the Club
- 2.2 The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

3. MEMBERSHIP

- 3.1 The membership shall consist of the following categories:
 - Adult (18+) Full
 - Adult (18+) Concession

- Adult (18+) Non-Training
 - Junior (under 18)
 - Family
- 3.2 Fees shall be paid by monthly subscription.
- 3.3 Members in each category shall pay Membership fees set annually and agreed at the Annual General Meeting. The Club in General Meeting may also require Members to contribute to the funds of the Club by way of a special levy.
- 3.4 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by the Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the Club's ethical framework and the bye-laws as to discipline set out therein.
- 3.5 Membership is open to all and membership will not be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion.
- 3.6 Members may resign from membership at any time by giving written or oral notice. All financial obligations must be fulfilled at the time of resignation, including the return of all Club property.

4. MANAGEMENT

- 4.1 The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Officers of the Club, all of whom shall be elected at the Annual General Meeting.
- 4.2 All Officers of the Club will retire each year but will be eligible for re-appointment.
- 4.3 The Officers of the Club shall be the:
- Chair
 - Treasurer
 - Secretary
 - Recruitment Officer

- Welfare Officer (incorporating Child Protection Officer)
- Publicity Officer/Webmaster
- Social Secretary
- Competitions & Fixtures Officer
- Fundraising Officer
- Development Officer
- Youth Development Officer
- Ordinary Member

- 4.4 If the post of any Officer should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 4.5 Only these posts will have the right to vote at meetings of the Executive Committee.
- 4.6 All Executive Committee members must be members of the Club.
- 4.7 The Executive Committee shall have full power to deal with all matters relating to the Club not reserved to a General Meeting in terms of this Constitution, including power to make public and enforce such byelaws as the Committee feel necessary to govern the activities of the Club (including bye-laws relating to discipline).
- 4.8 The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- 4.9 The Executive Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- 4.10 The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules or constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 4.11 Executive Committee Meetings will be convened by the Chair and held no less than 4 times per year, 1 meeting per calendar quarter.
- 4.12 A quorum for Executive Committee Meetings shall be 50% of its members.

4.13 Elected Officers shall have one vote. In the event of an equality of votes, the Chair shall have the casting vote.

5. GENERAL MEETINGS

Annual General Meeting

5.1 The Club shall hold an Annual General Meeting between the dates of 1st June to 31st July to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chair and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's Accounts from the previous year.
- Elect the Executive Committee.
- Appoint someone responsible for certifying the Club's accounts.
- Receive a report from the Coaching Team.
- Appoint the Coaching Team for the ensuing year.
- Fix the subscription for the ensuing year.
- Consider changes to the Constitution.
- Review and consider any Bye-laws.
- Deal with other relevant business.

5.2 No member may take part in the business of the AGM if their membership fees are not fully paid at the date of the AGM.

Extraordinary General Meeting

5.3 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 25% of the members of the Club. The Executive

Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

- 5.4 At least 7 days' notice and the Agenda shall be given to all voting members of any General Meeting. No business shall be conducted unless fair notice thereof is contained in the Agenda.
- 5.5 With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings. In the event of an equality of votes, the Chair shall have the casting vote.
- 5.6 The quorum at General Meetings shall be 25% of the members of the Club.

Changes to the Constitution

- 5.7 Any change to the Constitution shall require a two thirds' majority of those present, eligible to vote and voting at a General Meeting.
- 5.8 A proposal to change the Constitution must be submitted in writing to the Secretary who shall circulate the proposal to all members and allow 7 days for submission of any amendments before calling a meeting in accordance with rule 5.4 above.
- 5.9 All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

6. FINANCE AND ACCOUNTS

- 6.1 The financial year shall run until 31st July each year.
- 6.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- 6.3 The Accounts shall be certified by an appropriate independent person elected annually at the Annual General Meeting.
- 6.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other Officer of the Club.
- 6.5 The Executive Committee shall be able to inspect the Accounts at any time, having given reasonable notice to the Treasurer.

7. PROPERTY STAFF AND INDEMNITY

- 7.1 Responsibility for all property owned or leased by the Club and for the employment of paid staff and volunteers rests with the Executive Committee.
- 7.2 The Executive Committee shall be indemnified by the Club against all costs and losses for which they may become liable by reason of duty performed for or with the authority of the Club.

8. DISCIPLINE AND APPEALS

- 8.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Child Protection Officer is the lead contact for all members in the event of any child protection concerns. The exception to this is that any concerns regarding the club CPO or where the CPO is not contactable are referred to the EKA (and CKA) CPO as per EKA policy.
- 8.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- 8.3 The EKA code of conduct and policy takes precedence and complaints relating to breaches of the EKA code should be referred to the EKA. In cases of doubt, the complaint will be referred to the EKA.
- 8.4 The person against whom the complaint is made will be notified that a complaint has been made and be informed of the process that will be followed as soon as possible. The person against whom the complaint is made is entitled to make a response to the complaint in writing at any time.
- 8.5 The Disciplinary Committee will meet to hear complaints within 14 days of a complaint being lodged. The Disciplinary Committee has the power to take appropriate disciplinary action including the termination of membership. The Disciplinary Committee shall consist of 5 members of the Executive Committee. These will be chosen by the Executive Committee and then agreed by the person against whom the complaint has been made, such agreement not to be unreasonably withheld. The Disciplinary Committee will decide on matters of scope of the code of conduct relating to the complaint.
- 8.6 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 14 days of the hearing.

- 8.7 There will be the right of appeal following disciplinary action being announced. An Appeals Committee will be convened and should consider the appeal within 14 days of the Secretary receiving the appeal. The Appeals Committee shall consist of 3 independent people. These will be chosen by the Executive Committee (and then agreed by the appealing player, such agreement not to be unreasonably withheld) and will include a member of the CKA committee, from another club, and a representative from the EKA. The final person chosen will also be independent from the Club (excluding relatives of Club members).

9. DISSOLUTION

- 9.1 The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's objectives or to carry out the objectives of the Association to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club.
- 9.2 If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be transferred to some other organisation or organisations having objectives similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General Meeting or in the absence of such a resolution (or that the extent to which it cannot be given effect) to the Association to which the Club is affiliated.

10. DECLARATION

10.1 CAMBRIDGE PHOENIX KORFBALL CLUB hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: Club Chair

Signed:

Date:

Name:

Position: Club Secretary