RULES OF THE ASSOCIATION

1. NAME

The name of the Association shall be The ESSEX COUNTY BADMINTON ASSOCIATION, also referred to as ‘Badminton Essex’ and ECBA.

2. MISSION

a) To develop badminton throughout the county of Essex including the London Boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest.

b) To promote the long-term prosperity of badminton in Essex including through sound finances and responsible administration.

3. KEY OBJECTIVES.

Badminton Essex will support the following key objectives:

a) To work closely with BADMINTON England

b) To maintain its own financial soundness

c) To work with and support clubs

d) To support greater access to facilities in Essex

e) To support coaching in Essex

f) To support competitive play

g) To develop Essex team spirit and ethic in county representatives through competitive and social events.

h) To operate a fair disciplinary regime which encourages exemplary conduct from all who represent the County.

4. MEMBERSHIP

Membership of the Association shall be open to: -

a) Badminton Clubs in Essex and, at the discretion of the Management Committee, those outside of Essex.

b) District Associations, Federations or Leagues, i.e. any group of local clubs, committees or persons formed for the purpose of promoting the interests and development of the game of badminton in a particular geographical area, wholly or mainly within the County.

c) Junior Associations and/or Local Schools Associations.

d) Associate Members, i.e. any group of clubs, committees or persons formed for the purpose of promoting the interests and development of the game of badminton e.g. Individual Schools and Schools Sports Partnerships (SSPs) . Associate Membership may be offered to sports centres.

Such membership shall always be at the discretion of the Management Committee of Badminton Essex.

5. ANNUAL SUBSCRIPTION

The annual affiliation fee (subscription) of each member to Badminton Essex shall be fixed in advance by the Annual General Meeting in each year: On payment of such annual affiliation (subscription), and admission to membership of the Association, the member will be entitled to style itself: -

- An affiliated Club
- An affiliated School
- An affiliated District Association, Federation or League.
- An affiliated Junior or Local Schools Association.
- An affiliated Associate Member.

Badminton Essex affiliates to BADMINTON England and all affiliates of Badminton Essex must also be affiliated to BADMINTON England.

6. OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be:

- President
- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Welfare Officer

No single person shall hold more than two of the Officer roles.

Officers will be elected annually at the Annual General Meeting.

All Officers will retire each year but will be eligible for re-appointment. It is recommended that Officers only complete 5 consecutive terms of office.

The duties of the Officers will be those usually associated with such offices.

Officers may not undertake paid work for the Association but may be reimbursed for reasonable expenses.

7. GOVERNANCE

Oversight of ECBA is exercised by the Officers. Day to day management is exercised by the Management Committee, comprising the Officers, appointed post-holders, and league representatives.

7.1 MANAGEMENT COMMITTEE

a) The Management Committee will endeavour to reach a consensus agreement on decisions. However, if required, a vote may be taken with each Officer having a single vote, regardless of how many roles held. The Chairperson may vote by proxy for any Officers unable to attend.

b) The Management Committee will be convened by the Secretary or another Officer and held no less than three times a year.

c) The quorum required for business to be agreed at Management Committee meetings will be three Officers. The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Association.

d) The Officers may appoint or dismiss members of the Management Committee.

e) The Management Committee will have powers to appoint sub-committees and working groups as necessary and appoint advisers to help as required to fulfil its business.

f) The Management Committee (or a delegated sub-committee thereof) will be responsible for disciplinary hearings of members who infringe the Association rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings which will be conducted in accordance with the Badminton England Disciplinary Regulations.

g) The convening of a special Management Committee Meetings may be requested in writing to the County Secretary with a minimum of four days notice, by an Officer of the Association or by any three Management Committee members, stating their reasons.

h) In addition, each fully affiliated District League will be entitled to send a representative to meetings of the Management Committee.

i) An Auditor, who shall not be a member of the Management Committee, will be elected at the Annual General Meeting.

j) When any new post or sub-committee is created, the Management Committee will define in general terms, the duties associated with that post and will minute them.

k) Team Selectors / Managers shall be appointed by the Management Committee at its first meeting after the Annual General Meeting.

7.2 FINANCIAL YEAR

Following the end of the financial year, the Treasurer will produce a revenue account and balance sheet covering the financial activities of the Association for the preceding twelve-month period. These accounts will be submitted annually for audit by the Auditor and the audited accounts submitted for approval at the Annual General Meeting.

8. MEETINGS, VOTES, QUORUM

8.1 ANNUAL GENERAL MEETING

Notice of an Annual General Meeting (AGM) shall be given before 30th June each year, for the purpose of approving the audited accounts, election of Officers and Auditor, alteration of rules and other annual business. To this and to any other general or extraordinary meeting (EGM), each:-

- Affiliated Club
- District Association
- Federation or League
- School or Youth Association
- Associate Member

will be entitled to send two representatives, authorised by the secretary of the member organisation, to act on its behalf.

Officers and other members of the Management Committee can vote at both AGMs and any EGMs.

Any member unable to attend may raise issues and vote by proxy via the Chairperson or Secretary in advance of the meeting Any attendee seeking to represent more than one organization in person must seek permission from the Chair.

The Secretary shall give no less than 30 days notice of the Annual General Meeting. Prior to the meeting, the agenda and a copy of the audited accounts will be shared. The notice, agenda, accounts and any other items will be in writing, but the manner of transmission will be at the discretion of the Secretary.

a) The quorum for all General Meetings shall be 20% of the clubs or 20 clubs, whichever is smaller.
b) The Committee may allow attendance and voting at any General Meeting by means of phone or video technology.
c) Votes may be received prior to a General Meeting, including by electronic methods.
d) Voting at the Annual General Meeting will be by the show of hands unless a ballot is demanded by the majority of those present, or the Chairperson decides a ballot or electronic vote is more appropriate. Each representative will be entitled to one vote on each resolution or item of business on the agenda. The Chairperson of the meeting will have a casting vote.
e) In exceptional circumstances, the Committee may delay the AGM by up to 6 months.

8.2 EXTRAORDINARY MEETING

a) An Extraordinary General Meeting may be requested by a majority of the Management Committee or by three member organisations and shall be convened by the County Secretary upon request in writing. The request will specify the reason for the Extraordinary General Meeting and must be jointly signed by the Honorary Secretaries of the three member organisations.

b) The County Secretary shall give no less than ten days' notice, setting out on the agenda the business of the meeting and the names of the three (or more) members convening it. Only the business set out on the agenda will be discussed and a successful resolution will be a majority of two thirds of those present and entitled to vote.

c) At an Extraordinary General Meeting the quorum shall be 15% of the clubs or 15 clubs, whichever is smaller.

d) The Chairperson of the Association shall chair such an extraordinary meeting, or if they are unavailable a substitute nominated by the management committee.

9. DISCIPLINE.

a) The Association will conduct disciplinary proceedings in line with Badminton England Disciplinary policy. This policy sets out the definition of a disciplinary issue, defines the role of the County Badminton Association Disciplinary Officer and Committee (referred to as Member Organization Disciplinary Officer and Committee respectively), and sets out the sanctions available and appeals process..

10. SAFEGUARDING

Badminton Essex abides by relevant Badminton England policies including those regarding safeguarding and conduct

The full BADMINTON England Safeguarding and Protecting Young People Policy can be found on the website: https://www.badmintonengland.co.uk/

11. EQUALITY POLICY

Badminton Essex adopts the BADMINTON England Equality Policy. Sports Equality is about fairness in and equality of access to sport and taking steps to address any shortcomings.

The full BADMINTON England Equality Policy can be found on the website: https://www.badmintonengland.co.uk/

12. COUNTY LEAGUE

The County League will be organised and administered by the County League Secretary. The rules governing the running of the County League and any amendments must be presented to the Management Committee in writing for their prior approval.

13. AFFILIATED DISTRICT LEAGUES.

a) To secure affiliation, a District League shall consist of a number of affiliated clubs binding themselves together to provide competitive badminton opportunities. Sanction for the formation of an affiliated District League shall be obtained from the Management Committee.

b) Each District League shall be empowered to charge such fees and subscriptions as it may deem fit and proper.

14. ALTERATIONS TO RULES.

Any alteration to these Rules will be by Special Resolution. A Special Resolution is by a majority of two thirds of those present and voting. Any proposals to be considered at an Annual General Meeting from a representative or affiliated member or officer shall be by notice to the Honorary County Secretary by 31st March in each year, or with 30 days notice if the proposal is to be put to an Extraordinary Meeting. Details of the alterations and those proposing and seconding them shall be included in the notice convening such meetings.

The decision of the Management Committee upon all or any of these rules or their construction shall be binding upon all members, and the decision of the Management Committee on any point not covered by these Rules, shall be deemed to be final and binding upon the affiliated organisations and persons.

15. WINDING UP OF THE ASSOCIATION.

The Association may resolve by special resolution at an EGM called for the purpose that it cannot continue and in consequence it should wind up. The Management Committee shall prepare a written report outlining the present financial position of the Association and the circumstances which in its opinion prevent it continuing. Notice of the meeting and a copy of the supporting reports shall be sent to the Chief Executive of BADMINTON England.

If at that Extraordinary General Meeting, the special resolution is passed by a majority, the Association shall cease to operate, the powers of the Management Committee shall come to an end and the members shall appoint a Committee (known as the liquidation committee) to realise the assets of the Association and discharge all known debts and liabilities of the Association.

After discharging all known debts and liabilities of the Association, the remaining surplus shall not be paid or distributed amongst the Full Members of the Association but shall be given or transferred to BADMINTON England for them to apply at their discretion in support of objects as similar as possible to those of the Association.

At the time of the transfer of the surplus to BADMINTON England the Associations Secretary shall give notice to BADMINTON England that the winding up is complete, and the Association shall thereupon be dissolved, and the powers and responsibilities of the liquidation committee shall cease. BADMINTON England may publicise the dissolution as it sees fit. The Secretary shall also make arrangements with BADMINTON England for the long-term storage of the Associations records.