

1 | OUR KEY TERMS

- **AGM:** The yearly meeting of the Club's members to discuss reports, elect roles, and vote on Club matters.
- **Annual Member:** Someone who officially joins the Club as a member.
- **Annual Membership Fee:** The fee payable each year to become or continue to be a member.
- **Club:** Goslings London Badminton Club.
- **Club Committee:** The team responsible for running and managing the Club.
- **Club Website:** Our online home – www.goslingslondon.com.
- **EGM:** A meeting called outside the usual AGM schedule to address urgent or significant Club matters.
- **Membership Year:** Runs from 1st October to 30th September.
- **Office/s:** Core Committee positions where the office holder is elected by the Committee.
- **Regular Club Activity:** Our regular weekly badminton sessions.
- **Standards of Behaviour:** Our code of conduct all members must adhere to (available on the website).
- **Sub-Committee:** The Committee group responsible for each Regular Club Activity.
- **Supporter:** Anyone who positively supports the LGBT+ community.
- **Temporary Sub-Committee:** A temporary group formed for a specific purpose or project.
- **Visitor:** A non-member attending an activity once or up to three times before joining.

2 | OUR CLUB AND PURPOSE

Our purpose is to create a welcoming space where LGBT+ individuals and their supporters can enjoy badminton, make friends, and stay active. We support players of all skill levels, believe in fairness, respect, and having fun, on and off court.

3 | MEMBERSHIP

ELIGIBILITY AND APPLICATION

Membership is open to all members of the LGBT+ community and supporters aged 18+. Prospective members must:

1. Pay the Annual Membership Fee.
2. Complete the membership application process.
3. Attend a maximum of three sessions as a Visitor.

CODE OF CONDUCT

Members and Visitors must adhere to the Club's **Standards of Behaviour Policy** and venue rules.

Breaches of standards, including disrespectful or unsafe conduct, may result in removal from activities or membership cancellation by the Committee.

LEAVING OR LOSING MEMBERSHIP

Membership may be revoked for gross misconduct, repeated breaches of the **Standards of Behaviour**, or actions damaging to the Club's reputation. Decisions will follow an investigation by the Chairperson in line with the club's **Complaints Policy** and will require a majority Committee vote, with no rights of appeal. Members may leave the Club at any time by notifying the Club in writing (Membership fees are non-refundable).

BADMINTON ENGLAND

The annual membership fee includes individual membership of Badminton England. Membership of Badminton England includes individual Sports and Recreation Liability Insurance see www.badmintonengland-insurance.co.uk. Members may provide evidence that they already hold membership to Badminton England.

MEMBERSHIP RECORDS

The Club (Membership Secretary) will maintain an accurate register of members in line with our privacy policy. It will include the member's full name, email address, phone number, Badminton England number, membership start date, and the membership end date.

4 | HOW THE CLUB IS RUN

CLUB COMMITTEE

The Club Committee is the governing body of the Club and will be overseen by the Chairperson who will be elected by the Committee. It is responsible for overseeing activities, financial business, ensuring compliance with this Constitution, calling an AGM/EGM, organising tournaments, and managing the Club's operations.

The core offices of the Committee are elected positions, and each must be filled by majority vote of the Committee members. There is no limit to how long a member may serve in one of these offices. The core offices of the Committee are:

- **Chairperson or Co-Chairpersons**
- **Club Secretary**
- **Membership Secretary**
- **Treasurer**

If Co-Chairpersons are elected by the Club Committee, should one stand down, the other(s) will be required to stand down and a new election must take place.

Additional roles may be created such as Welfare Officer or Events Coordinator etc, to help facilitate the work of the Club. The Committee may appoint individuals or create Temporary Sub-Committees to specific roles as needed, and remove roles where necessary, ensuring the Club operates efficiently.

A person elected to any office shall cease to hold that office if they are no longer a member of the Club Committee, are removed by a majority Committee vote following the process under 'Committee Requirements', or if they resign from that office by written notice to that effect.

If a member of the Club Committee is not voted in by the membership at the AGM onto a Sub-Committee, and they are currently holding an office within the Club Committee, the Club Committee will have the right to vote by majority on whether that office remains held by that individual.

SUB-COMMITTEE

Each Regular Club Activity will have a reasonable number of Sub-Committee members, a minimum of two and a maximum of four. The Club Committee will be responsible for determining a reasonable number of Sub-Committee members for each session. They will be responsible for organising and running the sessions, venue hire, setting fees in consultation with the Club Committee, and managing session admissions. They must ensure they work in line with the constitution, and do not unfairly disadvantage other Regular Club Activities.

All Sub-Committees remain accountable to the Club Committee and must ensure their actions are transparent, fair, and consistent with the Club's objectives. Sub-Committee members also have a duty to inform the Committee about any financial or operational risks without delay.

APPOINTMENT OF SUB-COMMITTEE MEMBERS

Sub-Committee members are elected at the AGM by a simple majority vote of the members participating, if required. There is no limit to how long a member may serve in one of these Sub-Committees.

If a Sub-Committee position becomes vacant during the year (due to resignation, removal, or otherwise), the Committee, by majority vote, may appoint a willing replacement until the next AGM, at which point the appointment will be subject to confirmation or vote by the members, if required.

COMMITTEE REQUIREMENTS & REVIEW

Committee members are expected to run a minimum of two sessions per month, except where they are unable due to holidays, illness, or other agreed absences. Committee members are encouraged to support with organising tournaments, events, and other activities.

All Club Committee members are expected to fulfil the duties of their role. If a member is not meeting these expectations, a concern may be raised with the Chairperson by any Committee member. If the concern involves the Chairperson, it must be submitted in writing to the Club Secretary and supported by at least one other Committee member.

The Chairperson and one other Committee member will be responsible for addressing concerns in a fair and unbiased manner. Where the concern is about the Chairperson, the Secretary and one other Committee member (who is not a complainant) will manage the process.

1. The member in question will be given an opportunity to respond and, where appropriate, supported with a clear timeframe and expectations for improvement.
2. If there is no significant improvement after this period, the matter will be reviewed again by the responsible parties.
3. A recommendation for change or removal must be approved by a majority vote of the remaining Committee members.

A Committee member may choose to resign from their position at any time.

DECISION-MAKING

The Committee is required to meet at least four times per year. Decisions made by the Committee will be made by majority vote, and in the event of a tie, the Chairperson will have the deciding vote. Committee members unable to attend a meeting may provide their vote to the Chairperson at least 24 hours prior to the meeting.

- **Routine Decisions:** Routine decisions related to the day-to-day operation of the Club may be made by the Committee members, without needing to consult the wider membership.
- **Major Decisions:** Major decisions, such as changes to the Club's Constitution, dissolution of the Club, or significant changes in Club policy, will require approval by the members at an AGM or EGM (Extraordinary General Meeting).

ATTENDANCE REQUIREMENTS TO COMMITTEE MEETINGS

A Committee meeting will consist of at least seven members including the Chairperson (or nominated representative) and Club Secretary (or nominated representative), including at least one representative from each Sub-Committee. Only when this requirement is met may the Committee exercise its full powers and make binding decisions. Meetings that fail to meet this requirement will be limited to discussions, with any decisions deferred until requirements are satisfied.

ACCOUNTABILITY AND TRANSPARENCY

The Committee is accountable to the Club's members and will provide:

- **Annual Reports:** The Committee will prepare an annual report, including an overview of the Club's activities, achievements, and financial performance. This report will be presented for the AGM and made available to all members.
- **Financial Transparency:** The Treasurer will present a financial report at the AGM, detailing income, expenditure, and reserves. The report will be detailed, whilst ensuring ease of reading for all members. Any member may request access to the Club's financial records during the year, which will be provided within a reasonable period.
- **Meetings:** The Club Committee will ensure that minutes are made of all proceedings at Club Committee meetings. Sub & Temporary Sub-Committees will update at Club Committee meetings. A minute of any meeting will include the names of those present and will be available upon request within a reasonable period. Minutes may include redactions for the purpose of complying with data protection.

- **Member Engagement:** Committee members will regularly engage with the broader membership to solicit feedback and input on the Club's activities and plans. This may include surveys, member forums, or informal communication.

COMMITTEE RECOGNITION

Committee members are volunteers, and while not salaried, the Club may offer reasonable benefits to recognise members' contributions and support their ongoing involvement. At the Club Committee's discretion, Sub-Committee members may receive:

- Free or discounted Club sessions.
- Reimbursement for approved Club-related expenses (with receipts).
- Club-branded merchandise (e.g. t-shirts).
- Priority or discounted access to Club events or tournaments.
- Public recognition at AGMs or through Club communications.

All benefits must be proportionate, approved by the Committee, and included in annual reporting where relevant. They must not create conflicts of interest or be considered financial remuneration.

CONFLICT OF INTEREST

Committee members must declare any potential conflict of interest relating to their role or the decisions made by the Committee. In these circumstances they must withdraw from voting. Conflicts may include:

- Personal or family relationships with suppliers or members
- Financial interest in businesses working with the Club
- Holding roles in other organisations with similar aims
- Using Club resources for personal or commercial gain
- Gaining personal benefit from Club decisions

Committee members must refer to the Chairperson if they are unsure whether their circumstances may be a conflict. If the Chairperson thinks they may be subject to a conflict of interest, they must inform the Club Secretary. There will be a formal process to investigate any potential conflicts.

Committee members may not serve as an employee of the Club, and no member of the Committee may be given any remuneration by the Club for performing their duties, except expenses reasonably incurred by them while conducting their duties. This does not include free sessions or other benefits outlined above.

5 | FINANCES

The Committee is responsible for overseeing all financial matters and ensuring the Club operates within its means.

BANK ACCOUNT

Club bank accounts will be managed by the Treasurer. The Chairperson and at least one other authorised Committee member determined by the Chairperson will also have management access. Any transaction must be reviewed by two authorised members (one member initiating the transaction and another approving it).

INCOME

All income must be documented. The Club's income sources include, but are not limited to:

- Annual Membership Fees.
- Session fees collected from visitors and members.
- Income from tournaments or other initiatives.
- Grants, sponsorships, or donations, as approved by the Committee.

SPENDING

Club funds will only be used for club operations, with receipts, invoices, and/or other records stored in a secure online drive for audit purposes. Spending may include:

- Venue hires and/or maintenance costs.
- Equipment purchases and upkeep.
- Marketing and promotional activities.
- Events, tournaments, coaching or workshops.
- Administrative costs, such as website hosting or insurance.

No Committee member will authorise payments or expenses for personal benefit, unless explicitly approved by the Chairperson as reimbursement for legitimate expenses incurred in Club activities. If the Chairperson incurs expenses they will be approved by another member of the Club Committee.

BUDGETING

The Treasurer will prepare a detailed annual budget and forecast annually each April, outlining anticipated income and expenditure. The budget must be approved by the Committee and reviewed quarterly to ensure adherence. Any significant deviation from the approved budget must be reported to the Committee and justified.

FINANCIAL REPORTING

The Treasurer will prepare and present detailed quarterly financial summaries, and forecasting to the Committee, including details on:

- Income received and sources.
- Expenditures and remaining balances.
- Projections for the remainder of the Membership Year.

Annual financial statements, including a profit and loss account and balance sheet, will be prepared by the Treasurer and independently reviewed or audited if deemed necessary by the Committee or membership.

RESERVES POLICY

The Club will maintain suitable financial reserves equal to at least three months of operational costs of our regular club activities to be agreed by the Club Committee and voted for at each AGM. Reserves will be reviewed annually by the Treasurer and adjusted based on operational costs and financial risk, which must be approved by the Committee.

FUNDRAISING AND GRANTS

The Committee may organise fundraising activities or apply for grants to supplement Club income which must align with the Club's mission and be approved by the Committee. They must also be used for the relevant purposes.

ASSET MANAGEMENT

The Committee will ensure any physical assets purchased with Club funds are maintained, inventoried annually, and used exclusively for Club activities. Asset disposal or replacement must be approved by the Committee and documented.

FINANCIAL MISCONDUCT

Any suspected financial irregularities or misconduct must be reported to the Chairperson immediately for investigation. If the suspected financial misconduct is regarding the Chairperson, the Club Secretary must be informed.

Investigations into financial misconduct will follow the Club's Complaints Policy and may involve external auditors if required.

Proven cases of financial misconduct will result in disciplinary action, including possible legal action and removal from the Committee or membership.

CLUB CLOSURE

In the event of Club dissolution, any remaining funds, or assets, after liabilities are settled, will be distributed equally among current members or donated to a charitable cause supporting LGBT+ sports, as decided by the members at the final AGM or EGM.

6 | CLUB MEETINGS

ANNUAL GENERAL MEETING (AGM)

The Club will hold an Annual General Meeting (AGM) each year to discuss key activities, review policies and finances, and elect or re-elect Sub-Committee members and allow members to raise motions.

KEY ELEMENTS OF THE AGM

TIMING

The AGM will be held within fifteen months of the previous AGM. The Club Committee will provide at least twenty-one days' notice to members regarding the date, time, location, and agenda of the meeting.

AGENDA

The standard agenda for the AGM will include:

- Chairperson's report outlining the year's achievements and challenges.
- Presentation of the Club's financial reports, including detailed income, expenditures, and budget projections.
- Election or re-election of Sub-Committee members, including any new positions or changes to the existing structure, if required and where appropriate.
- A review and approval of the Club's policies, as well as any proposed changes or updates.
- Any other business raised by members by submitting motions.

SUB-COMMITTEE ELECTIONS AND CONFIRMATIONS

Sub-Committee members are not required to stand for re-election at the AGM unless there are more nominations than available positions.

For example, if a Sub-Committee has three current members and three new nominations are received, all six individuals will go to a vote. The three candidates with the highest number of votes will be elected.

The Club Committee reserves the right to review all nominations to ensure there are no conflicts of interest or other legitimate reasons that may make a nominee unsuitable for election.

If no new nominations are made, the current Sub-Committee members do not need to stand for a vote. They will be confirmed by the members through voting.

HOW THE ELECTION WORKS

- Members who wish to stand must notify the Chairperson before voting begins. A deadline will be provided before the AGM.
- Members will be required to provide a short-written statement, outlining their suitability and motivations, which will be provided to the members for consideration.

- A list of all candidates will be shared with members.
- The candidates with the highest number of votes will be elected.

Vote counts will remain confidential and will only be shared with the core elected Committee, if required, for the purposes of confirming outcomes.

VOTING

Voting for the AGM will be by show of hands or by online voting systems by simple majority.

ATTENDANCE REQUIREMENTS TO CLUB MEETINGS

The requirements for AGM voting will be at least one-quarter of the current membership or fifty members, whichever is the lower number. If the requirement is not met, the meeting may be postponed or rescheduled, with at least seven days' notice given.

EXTRAORDINARY GENERAL MEETING (EGM)

An Extraordinary General Meeting (EGM) may be called at any time for urgent or significant matters that require member approval.

CALLING AN EGM

An EGM may be called by:

- Majority decision of the Club Committee.
- A petition signed by at least fifty members who request the meeting.

NOTICE

The Club Committee must provide at least twenty-one days' notice of an EGM, specifying the date, time, and agenda for the meeting. If necessary, the EGM may also be conducted virtually to ensure participation from members who cannot attend in person.

AGENDA AND VOTING

The agenda for an EGM must focus on specific items of business, and members will vote on the matters presented in accordance with the same procedures outlined for the AGM. EGMs will be used for issues requiring urgent action or approval.

EGM PROCEDURES

- Attendance Requirements for EGMs will be at least 30% of the membership or sixty members, whichever is lower.
- Decisions at EGMs and AGMs will be passed by a simple majority vote. Constitutional amendments, however, require a two-thirds majority.

7 | CLOSING THE CLUB

The Club may be dissolved under certain circumstances, such as financial instability, or an overwhelming decision by the membership to cease operations. Dissolution may also be triggered by other events that render the continuation of the Club unfeasible, such as a major decline in membership or external factors (e.g., legal, or regulatory issues).

INITIATING CLOSURE

Dissolution may be initiated through a proposal approved by at least two-thirds of members. A formal vote must be held to pass the resolution for dissolution.

CLOSURE PROCESS

If the Club is dissolved, the Club Committee will oversee the dissolution process, ensuring that all outstanding financial obligations are met, including paying off debts and liabilities. The remaining assets will be distributed as follows:

- Any remaining funds, after all liabilities have been settled, will be distributed equally between existing members, or donated to a charity or community initiative that aligns with the Club's values and purposes as agreed.
- If there are no remaining assets, the Club will formally close its bank accounts and remove any registered entity from any relevant legal or regulatory bodies.
- A final report summarising the dissolution will be made available to all members and stakeholders.

NOTIFICATION

The members will be notified of the decision to dissolve the Club, and they will be given an opportunity to provide feedback or raise concerns before the final vote is held.

8 | KEEPING YOU INFORMED

GENERAL NOTICE PROVISIONS

All official notices and communications regarding meetings, updates, and Club matters will be issued in writing or via electronic means (such as email or an app) to members. The Club may also use its official website or social media channels to provide notice of meetings, events, or significant changes.

FAILURE TO RECEIVE NOTICES

The failure of a member to receive a notice will not invalidate any decisions made at the meeting or event for which the notice was issued, provided that the notice was distributed in accordance with the Club's procedures.