

HIGHBURY KORFBALL CLUB CONSTITUTION

1. NAME

1.1 The name of the Club shall be Highbury Korfball Club.

2. PURPOSE AND INDIVIDUAL RESPONSIBILITY

2.1 The purpose of the Club is to:

- i) encourage Club members to play Korfball at the level at which they wish, and are able, to play,
- ii) provide effective organisation and management through the Executive Committee in support of the players and the team(s),
- iii) provide the means for the continued growth and development of the Club in all respects,
- iv) promote the sport of korfball in the north London area and maintain the good standing of the Club,
- v) ensure that the Club's activities remain at all times within the current policies and guidelines of the International Korfball Federation (IKF), the English Korfball Association (EKA) and the London Korfball Association (LKA),
- vii) maintain a welcoming atmosphere and promote the values of inclusivity, fair play, and friendliness.

3. OFFICERS OF THE CLUB

3.1 All the Officers of the Club shall serve in an honorary capacity for one year after which they may seek re-election.

3.2 No person under the age of eighteen years may be elected as an Officer of the Club.

3.3 All Officers shall be elected at the Annual General Meeting (AGM) and will constitute the Executive Committee.

3.4 The Officers of the Club shall be the following, they shall carry out roles as described in Appendix 1:

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|--------------------------|----------------------------------|
| 1. Chairperson | 2. Secretary |
| 3. Treasurer | 4. Digital & Publicity Officer |
| 5. Coaching Coordinator | 6. Referee Coordinator |
| 7. Fixtures Secretary | 8. Development & Welfare Officer |
| 9. Team Liaison Officer | 10. Social Secretary(s) |
| 11. Tournament Secretary | |

3.5 In addition to the Officers of the Club, the following (non-committee) roles also exist:

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|---------------------|--------------------|
| 1. Honorary Auditor | 2. Team Manager(s) |
| 3. Team Coach(es) | 4. Website Officer |

3.6 A single person cannot be elected to take on more than one of the Officer posts, as described in §3.4. However, should an Officer's post become, or remain, vacant, then another Officer may additionally adopt the vacant post (as in §6.6).

3.7 A single person may take on more than one of the roles listed in §3.5

3.8 An Officer as defined in §3.4 may be appointed to one or more of the roles

listed in §3.5, with the exception of Honorary Auditor.

- 3.9 The Executive Committee assigns and removes the roles of §3.5 to members of the Club that have expressed their consent to take on the responsibilities associated with the role.
- 3.10 Officers officially take up their role 14 days after the AGM

4 CLUB MEMBERSHIP

- 4.1 Members of the Club are defined as those who have paid their annual subscription fee and are registered to play for the Club.
- 4.2 Membership of the club is open to anyone over 18 who is interested in promoting, coaching, volunteering or participating in Korfbal, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs

5. GENERAL MEETINGS

- 5.1 The Annual General Meeting (AGM) shall be held between **1 May - 30 June** of each year, with all members receiving at least twenty-eight days' notice in writing of each meeting.
- 5.2 The ordinary business of the AGM shall be to:
 - i) approve the minutes of the previous AGM and the minutes of any Extraordinary General Meetings (EGM's) held since the previous AGM,
 - ii) receive the Chairperson's report,
 - iii) receive the Treasurer's report,
 - iv) receive the Secretary's report,
 - v) elect the Officers in accordance with §3.4,
 - vi) assign the Honorary Auditor for the ensuing year, and
 - vii) receive proposals for the amendment of the Club's Rules and Constitution.
- 5.3 Nominations for the various Officer posts subject to election at the AGM shall be received by the Secretary prior to the day of the AGM and each such nomination must be submitted with the consent of the member being nominated.
- 5.4 Any member wishing to raise an issue at the Annual General Meeting shall give notice of such business in writing to the Secretary at least fourteen days before the meeting.
- 5.5 The wording of any proposed amendments to the Rules and Constitution of the Club shall be submitted to the Secretary at least fourteen days before the date of an AGM, and the Secretary shall circulate a copy of each such proposal to the members at least seven days before the meeting, including the names of the proposer and seconder.
- 5.6 The Secretary shall circulate minutes of each AGM and EGM as soon as possible thereafter and in any event not more than twenty-eight days after the meeting.
- 5.7 Extraordinary General Meetings may be requested by not less than five members, at least two of whom must be Officers of the Club, who shall inform the Secretary accordingly. The Secretary shall provide at least twenty-eight days' notice of the EGM to all Club members, together with details of each proposed resolution and the names of the proposer and seconder.

- 5.8 The quorum for AGM's and EGM's shall be one quarter of the paying membership of the Club. If the number of members attending such a meeting, and who are eligible to vote, is less than the quorum no decisions shall be taken at the meeting that affect the management of the Club's affairs.
- 5.9 Only members (as defined in 4.1) of the Club shall be entitled to vote at AGM's and EGM's. Each such member shall be entitled to one vote on each issue. For a proposed change in the Club's Rules and Constitution to be approved, at least two thirds of those members entitled to vote and present at the AGM must vote for the variation. For other issues requiring a vote to be taken, decisions will be taken based on a straight majority vote. In the event of a tied vote in the latter instance, the Chairperson shall be entitled to exercise a second and casting vote.
- 5.10 Voting shall be by a show of hands unless a secret ballot on a particular issue is agreed beforehand by a majority vote of those present at the AGM.
- 5.11 All official communication between the Executive Committee and the Club's members will be in writing. This shall include methods such as email.

6. ADMINISTRATION

- 6.1 The Club shall be governed by the Executive Committee which shall consist of the Officers elected at the AGM.
- 6.2 The Executive Committee shall meet within twenty-eight days after each AGM and shall determine the frequency of such meetings during the course of the year. The Executive Committee shall, however, meet at least four times a year.
- 6.3 Decisions at Executive Committee meetings shall be taken by majority voting of the Officers present, with the Chairperson being entitled to a second vote in the event of a tied vote on any issue.
- 6.4 Minutes of every Executive Committee meeting shall be kept by the Secretary and shall be open to inspection by other Club members on request.
- 6.5 Any fully paid-up Club member (as defined in 4.1) shall be entitled to attend an Executive Committee meeting as an observer and may only take part in the discussion of any item with the prior permission of the Chairperson. Observers are not entitled to vote.
- 6.6 Any vacancy arising on the Executive Committee may be filled by another member of the Executive Committee as a temporary measure until the next General Meeting. For the purposes of voting, the aforementioned member is not entitled to multiple votes.
- 6.7 The quorum for the Executive Committee shall be four individual members, one of whom must be the Chairperson or the Secretary. The Secretary assumes the responsibilities of the Chairperson in their absence. In this case, the secretary may delegate the minute-taking to another member present at the meeting.
- 6.8 The Executive Committee must consist of at least five separate individuals.
- 6.9 The Executive Committee shall have the power to appoint sub-committees if considered to be in the best interests of the Club and, in each such instance, shall determine the sub-committee's terms of reference and membership.

- 6.10 The Executive Committee shall have the power to co-opt willing members to the Executive Committee for an agreed period of time and a specific purpose, each of whom will have full voting rights in areas related to their specific role.
- 6.11 The Executive Committee shall have the power to appoint and remove the Club coaches.

7. SELECTION OF TEAMS

- 7.1 The selection of members into team squads will be determined by a selection policy approved by the Executive Committee.
- 7.2 All members of the Club will be given the opportunity to comment on the selection policy.
- 7.3 In the event of a selection disagreement or any dissatisfaction over team selection, the Coaching Coordinator shall be the final arbiter.
- 7.4 In the event of the Coaching Coordinator being the same person as the person making the selection, then the Chairperson will serve as the final arbiter.

8. FINANCE

- 8.1 Highbury Korfball Club shall adhere to accounting requirements at least equivalent to those of the Charities Acts in force at the time relevant to the projected income and expenditure levels of the Club. These include:
- i) the keeping of adequate accounting records for Highbury Korfball Club,
 - ii) the preparation of annual statements of income and expenditure and a balance sheet,
 - iii) the auditing of the accounts by an Honorary Auditor appointed at the AGM, who shall not be an Officer of the Club,
 - iv) the recording of all financial transactions on a day-by-day basis, with sufficient explanations to enable proper accounts to be prepared at any time,
 - v) the retention of prime documents in support of financial transactions for at least three financial years,
 - vi) the recording of the assets and liabilities of the Club,
 - vii) the application of all income towards the furtherance of the Club's aims and objectives. Income shall not be distributed amongst individual members of the Club.
- 8.2 The Club shall appoint bankers, as recommended by the Executive Committee, and all income shall be deposited in the account(s) opened at the bank.
- 8.3 The Executive Committee shall appoint at least four bank signatories, two of whom must sign every cheque drawn on the Club's bank account(s). Two of the signatories shall be the Chairperson and the Treasurer.
- 8.4 The financial year for the Club shall commence on 1 May and end on 30 April the following year.
- 8.5 The Treasurer shall present the draft final accounts for each completed year to the appointed Honorary Auditor, together with all supporting documents, to enable the audit to be completed in time for the AGM.

9. TEAM COLOURS

9.1 The team colours shall be red, with black as the alternative for away matches.

10. LIABILITY

10.1 Highbury Korfbal Club shall take out insurance cover appropriate to its activities, with the level of cover being reviewed by the Executive Committee from time to time. No personal accident insurance cover shall be provided for club members. Individual members shall be advised to arrange their own cover if considered to be necessary.

11. CHILD PROTECTION

11.1 Highbury Korfbal Club shall abide in all respects, and at all times, with the EKA's current Child Protection Policy and recommended practices.

12. BEHAVIOUR OF MEMBERS

12.1 Highbury Korfbal Club expects every member to behave in an exemplary manner when representing the Club in any capacity. Any behaviour falling short of these standards will be the subject of detailed investigation by the Executive Committee or a sub-committee appointed by it for this purpose, and the Executive Committee or sub-committee shall have the power to impose sanctions on any player who is found to have behaved in a manner falling short of the standards set. Such sanctions shall be in line with the gravity of the misdemeanour.

12.2 Every member of the Club will be required to abide by the Club's Code of Conduct.

12.3 Any changes to this code shall be agreed upon by the Executive Committee following consultation with the Club's members.

13. DISSOLUTION

13.1 Highbury Korfbal Club may be dissolved by a resolution passed by at least two thirds of the members present, and eligible to vote, at an Extraordinary General Meeting convened for the purpose and in respect of which at least twenty-eight days' notice has been given to all members in writing by the Secretary. Such resolution shall give instructions for the disposal of any assets held by, or in the name of, Highbury Korfbal Club, provided that, if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to, or distributed among, the members of Highbury Korfbal Club, but shall be given or transferred to such other Korfbal clubs, charitable institutions, or institutes, having objects similar to some or all of the objects of Highbury Korfbal Club, and, if insofar as effect cannot be given to this provision, then to some other charitable purpose.

The above Rules and Constitution were adopted by the Club at the Annual General Meeting of Highbury Korfbal Club held on 22nd June 2019.

Signed:

Chairperson:

Secretary:

Treasurer:

All three signatories are over 18 years of age.

Appendix 1

The committee roles shall be as follows:

Chair

- Club's figurehead and spokesperson for the club
- Oversees all club activity
- Chairs committee meetings
- Leads in planning and development of the club
- First point of contact with the EKA, LKA and other clubs

Secretary

- Ensures players are registered on FixturesLive
- Keeps a list of current members
- Organises committee meetings and takes minutes
- Ensures the club is represented at EKA & LKA meetings
- Responsible for club kit and squad numbers
- Co-ordinates taking names at training
- Responsible for ensuring that all policy documents are up to date and followed

Treasurer

- Keeps club accounts up-to-date
- Arranges and collects fees from players
- Pays all outgoing expenses
- Forecasts future financial position and budget requirements
- Advises on fees levels

Fixtures

- Liaises with LKA and other clubs to organise season's fixtures
- First point of contact for any fixture change requests
- Keeps fixtures up-to-date on club website
- ~~Manages tournament entry and organisation~~
- Ensures venues for home matches are booked

Referees Coordinator

- Assigning referees to all reffing commitments
- Ensures assignments of appropriately qualified shot clock operator
- Arranging refereeing training courses for club members
- Arranges shot clock accreditation for members

Coaching Coordinator

- Organising coaches for each training session
- Drafting selection guidelines
- Arranging opportunities for development of new & existing coaches
- Identify venues for training
- Responsible for equipment

Digital & Publicity Officer

- Developing and implementing strategies to recruit new players to the club
- Responsible for updating and development of club website
- Responsible for updating and development of social media channels

Development & Welfare Officer

- Attending LKA development meetings
- First point of contact for new players
- Ensuring new members are welcomed, informed and continue to attend
- Responsible for members' welfare
- Ensures all HKC policies and procedures are followed
- Ensures coaches have appropriate safeguarding qualifications
- Responsible for First Aid and ensuring that all incidents are recorded

Team Liaison Officer

- Responsible for entering all results and team line-ups onto **Fixtures LivePlaywaze**
- Responsible for working with the Coaching Co-ordinator to ensure pitchside coaching
- First point of contact for any feedback on coaching, training and team selections

Social Secretary(s)

- Organise the details and location of the Christmas Party and AGM
- Arrange numerous socials throughout the year to encourage club integration
- Promote integration between teams and individuals as the club grows

Tournament Secretary

- Manages tournament entry and organisation
- Liaises with the treasurer to pay tournament fees to organisers and collect individual player entry fees

Optional non-committee position:

Website Officer

(non-committee, to be co-opted at first committee meeting)

- Responsible for development of the HKC website
- Responsible for ensuring the website is kept up-to-date