1. NAME

The organisation will be called ***Hertfordshire Junior Badminton Association*** ("the Association") and will be affiliated to Badminton England and Hertfordshire Badminton Association ("HBA").

2. AIMS AND OBJECTIVES

The aims and objectives of the Association will be:

- To promote the Association, and badminton within the county of Hertfordshire.
- To assist the development of junior badminton within Hertfordshire through the provision of support to all Hertfordshire junior clubs and affiliated schools.
- To enable Hertfordshire County junior teams to be competitive in national junior badminton.
- To offer to all junior players who qualify to play for Hertfordshire coaching and competitive opportunities in badminton.
- To provide duty of care and protection to all association members.
- To make sure all association members are treated fairly and with respect.

3. MEMBERSHIP

Members of the Association will be:

- Junior badminton clubs that have their premises within the county of Hertfordshire and have affiliated to Badminton England. A junior club is one which:
    - Has 'junior' (or equivalent) in the name and/or
    - Runs a separate junior section and/or
    - Runs regular junior coaching / training sessions and/or
    - Has over 33% junior members
- Any school or college that has its premises within the county of Hertfordshire that has affiliated to Badminton England, or to the Association using a process agreed by the Committee.
- Paid up county age group squad players; membership of the county squads is offered to players based on performance achieved and potential shown at a trial/assessment.

Acceptance for membership of the Association shall not be influenced by sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs of the players.

The Association has two categories of membership:

- Clubs/Schools – members in this category have one vote per organisation at the AGM and are not subject to any membership fee.
- County Squad players – members in this category are entitled to attend squad training and practices and to be considered for selection for county matches and are subject to a membership fee. The Association will have an equitable pricing policy and aims to keep membership fees at a level that will not pose a significant obstacle to player participation, including through the provision of a bursary

scheme. Members in this category do not have a vote at the AGM, but the player or parent may attend and speak.

- All members will be subject to the regulations of the constitution and by joining the Association will be deemed to accept these regulations and codes of practice that the Association has adopted.

4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Management Committee.

Fees will be paid annually by ***31st August***, unless an alternative agreement has been made with the member.

5. OFFICERS OF THE ASSOCIATION

The Officers of the Association will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Welfare Officer
- Fixtures Secretary
- Publicity Officer
- Open Tournament Co-ordinator
- Closed Tournament Co-ordinator
- Clubs Representative
- Schools and Colleges Representative

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-election. Officers remain in post each year until the completion of the voting process for that post.

In exceptional cases, the AGM may approve a job share for a role. When this happens, the individuals sharing the position will have one collective vote at all meetings. If they are unable to agree on how to vote, they will be required to abstain. For the purpose of establishing a quorum, individuals sharing a joint position will be counted as one person.

6. MANAGEMENT COMMITTEE

The Association will be managed through the Management Committee ("the Committee") consisting of:

- Officers of the Association
- Head Coach
- Hertfordshire Badminton Association (HBA) representative

Only these posts will have the right to vote at meetings of the Committee and each member of the Committee will have one vote, no matter how many posts they hold.

The Hertfordshire Badminton Association (HBA) representative is appointed to the Committee by the HBA.

Meetings of the Committee will be convened by the Secretary of the Association and held no less than four times per year.

The quorum required for business to be agreed at Committee meetings will be FIVE or 50% (rounded down) of the number of members of the Committee in post, whichever is greater.

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Association.

The positions of the Head Coach, Squad Managers, Assistant Squad Managers and the coaching team will be reviewed annually by the Committee at the end of the season, before any trials for the following season.

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

The Association must ensure that if any members of the Committee are related or co-habiting, the Committee most contain at least three other non-related/co-habiting members.

7. SUB-COMMITTEES / WORKING GROUPS

A working group, consisting of the Head Coach, squad managers, assistant squad managers and a parent representative from each squad will be responsible for the general operation of the county squads. The Head Coach will act as the convenor of the working group and will represent county squad interests on the Management Committee.

A Parent Representative for each squad will be appointed from parent volunteers by the squad management team as soon as practical following the first squad night. Parent Representatives will remain in post until the conclusion of the AGM at the end of the year, at which point they will stand down.

8. ASSOCIATION POLICIES

The Association adopts the following policies and Codes of Conduct:

- Badminton England Equality, Diversity and Inclusion Policy.
- Badminton England Safeguarding & Protecting Children and Young People policy.
- Badminton England Codes of Ethics and Behaviour for players, young people, coaches, volunteers, officials and parents.
- Badminton England Safeguarding Adults Policy

The latest versions of these policies can be accessed from the Badminton England website.

9. CONFLICTS OF INTEREST

The Committee accept their responsibility to acknowledge potential conflicts of interest and recognise that all decisions must be made in the best interests of the Association and its members. The Committee through the Chair and Secretary agree to administer a register of interests for all Committee, sub-committee and working group members and to record potential conflicts as and when they arise.

10. FINANCE

All association monies will be banked in accounts held in the name of the Association.

The Committee will be responsible for the finances of the Association which will be managed by the Treasurer.

The financial year of the Association will end on ***31st May***.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against association funds will hold the signatures of the Treasurer plus one other officer. Where online payments are made, arrangements should be such that another committee member is aware of and agrees the transactions.

11. ANNUAL GENERAL & OTHER MEETINGS

An Annual General Meeting ("AGM") will be held each year during the summer school term, after 31st May.

Not less than 21 clear days' notice of the AGM will be given to all members by the Association's Secretary via the Association's website and a direct communication (letter or email). All qualifying members shall have the right to vote at the AGM or to arrange a proxy vote on their behalf. Proxy votes will be organised using a process agreed by the Committee.

Those members eligible to attend and vote at the AGM are:

- Officers of the Association
- Head Coach
- Squad Managers (one from each squad)
- Assistant Squad Managers or Coaches (one from each squad)
- Parent Representatives (one vote per squad)
- Affiliated Clubs (one vote per club, through a club official or nominated deputy)
- Affiliated Schools (one vote per school, through an official, registered with the Association)
- Hertfordshire Badminton Association (HBA) representative

Those members eligible to attend but not vote are:

- Honorary President and Vice Presidents
- Squad coaches/assistants
- Squad players or their parents

Although non-members are not eligible to attend the AGM, guests of members can attend, subject to prior approval by the Chair of the Association, and guest speakers may be invited by the Committee. Non-members that have been nominated for a position on the Committee in accordance with the process below are eligible to attend the AGM and can make a presentation in support of their nomination but will not be eligible to vote.

The AGM will receive reports from officers of the Committee and a statement of the annual accounts.

Elections of officers are to take place at the AGM.

Nominations for officers must be received by the Secretary at least two weeks prior to the AGM. Nominations received after that date will be accepted at the sole discretion of the Chair or, in their absence, the Vice-Chair or Secretary. All nominees must be nominated and seconded by voting members.

The secretary will circulate valid nominations to the voting membership at least one week prior to the AGM.

The quorum for AGMs will be TEN or 25% (rounded down) of the voting membership, whichever is greater.

The AGM may appoint an Honorary President and Vice Presidents. Their roles are honorary, but they may be called upon in an advisory capacity should the need arise.

The Committee has the right to call Extraordinary General Meetings ("EGM") outside the AGM. Procedures for EGMs will be the same as for the AGM, excepting that no business other than that notified in advance shall be transacted at such meetings.

Members of the Association also have the right to call an EGM, by written application to the Secretary from at least TEN or 25% (rounded down) of the voting membership, whichever is greater. Any EGM so called must be arranged within 6 weeks of receipt of the request and held as soon as is practical.

The quorum for EGMs will be TEN or 25% (rounded down) of the voting membership, whichever is greater.

Each officer/member will have one vote, no matter how many posts they hold. Valid proxy votes from other officers/members are excluded from this limitation.

Except by a decision following the disciplinary process, committee members may only be removed from post by a majority vote at an EGM.

12. SAFEGUARDING YOUNG PEOPLE

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 Badminton England's Safeguarding policy and procedures. The Association Welfare Officer is the lead contact for all members in the event of any child protection concerns.

13. DISCIPLINARY & APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Committee will be responsible for disciplinary hearings of members who are alleged to have infringed the Association rules/regulations/constitution. The 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.

The Association will work to best practice in dealing with disciplinary issues as laid down in the Badminton England Disciplinary Regulations.

14. DISSOLUTION

A resolution to dissolve the Association can only be passed at an AGM or EGM through a two thirds majority of the total voting membership.

In the event of dissolution, any assets of the Association that remain after all creditors and debtors have been satisfied will be donated to Hertfordshire Badminton Association, Badminton England or some other voluntary

badminton organisation with similar objectives to those of the Association, for the promotion of junior badminton within Hertfordshire.

15. AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by a two thirds majority vote at an AGM or EGM.

16. OTHER MATTERS

Any matters not covered by the Constitution, will be dealt with at the discretion of the Committee, whose decision will be final.

17. DECLARATION

Hertfordshire Junior Badminton Association hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE: 24th June 2025

NAME: Mike Newlove

POSITION: Chair

SIGNED: DATE: 24th June 2025

NAME: Kevin Maughan

POSITION: Secretary