



DUNDEE KORFBALL CLUB

RULES AND CONSTITUTION

(amended and adopted by the Club at its AGM on May 6th, 2017)

1. NAME AND STATUS

- 1.1. The name of the club shall be Dundee Korfball Club, hereafter referred to as the Club.
- 1.2. The Club is a not-for-profit organisation with charitable purposes, based in the city of Dundee.
- 1.3. The Club shall be affiliated to korfball's National Governing Body in Scotland, the Scottish Korfball Association (SKA).

2. PURPOSE AND INDIVIDUAL RESPONSIBILITY

- 2.1. The purpose of the Club is entirely charitable: the Club provides recreational facilities and organises recreational activities to improve the conditions of life for people in communities in and around Dundee.
- 2.2. The Club takes responsibility for:
 - (i) promoting the sport of korfball in the city of Dundee & surrounding areas;
 - (ii) encouraging Club members to play Korfball at the highest level at which they wish, and are able, to play;
 - (iii) providing effective organisation and management through the Executive Committee in support of the players and the teams;
 - (iv) providing the means for the continued growth and development of the Club in all respects, and
 - (v) ensuring that the Club's activities remain compatible at all times with the current policies and guidelines of the SKA and those of the International Korfball Federation (IKF).

3. EQUITY

3.1. The Club is committed to ensuring that equity is incorporated across all aspects of its development. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

4. MEMBERSHIP

4.1. Membership shall be conditional upon payment of an annual membership fee. The membership fee shall be set annually at the Annual General Meeting (AGM) of the Club. The AGM shall also set a concessionary rate for individuals less able to pay membership fees.

4.2. Members of the Club shall have the following privileges:

- (i) Participation in representative competitions organised by, or under the rules of, the IKF and/or SKA;
- (ii) Third party insurance for of competitive matches;
- (iii) Voting rights at the Club's Annual General Meeting;
- (iv) The right to stand for election to the Executive Committee.

5. OFFICERS OF THE CLUB

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

5.2. No person under the age of sixteen years may be elected as an Officer of the Club.

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

5.4. The Officers of the Club shall be the following:

- (i) Chairperson;
- (ii) Vice-Chairperson;
- (iii) Treasurer;
- (iv) Secretary;
- (v) Coaching Co-ordinator;
- (vi) Development Officer;
- (vii) Social Co-ordinator;
- (viii) Child Protection Officer;
- (ix) Youth Development Officer;
- (x) Publicity Officer;
- (xi) Team Manager(s) or Captain(s).

5.5. The Chair of the Club shall:

- (i) Arrange and chair committee meetings and the AGM;
- (ii) Co-ordinate the work of the committee.

5.6. The Vice-Chair of the Club shall:

- (i) Chair the Club in the absence of the Chair;

5.7. The Treasurer shall:

- (i) Receive all monies paid to The Club;
- (ii) Dispense those expenditures agreed by The Club's Executive Committee;
- (iii) Record all membership and affiliations;
- (iv) Organise the annual auditing of the accounts;
- (v) Administer the bank account of The Club.

5.8. The Secretary shall:

- (i) Take minutes at the AGM & Executive Committee meetings;
- (ii) Inform all members of meetings;
- (iii) Maintain the contact list of all members;
- (iv) Be responsible for the Club's internal communication, including editing the Club newsletter;
- (v) Organise hall bookings and fixtures in liaison with the team captains.

5.9. The Coaching Coordinator shall:

- (i) Coordinate the coaching the Club;
- (ii) Ensure that the Club coaches cater for members of all abilities.

5.10. The Development Officer shall:

- (i) Produce a development plan;
- (ii) Organise recruitment;
- (iii) Build awareness of korfbal in the local area.

5.11. The Social Secretary shall:

- (i) Encourage the social cohesion of the Club by arranging social events;
- (ii) Work with the development officer to ensure that social events are planned to appeal to new members of the Club;
- (iii) Ensure new members attend social events.

5.12. The Child Protection Officer shall:

- (i) ensure that the Club abides in all respects, and at all times, with the Club's current Child Protection Policy and recommended practices;
- (ii) Keep appropriate records.

5.13. The Youth Development Officer shall:

- (i) Develop and build awareness of youth korfbal in the local area.

5.14. The Publicity Officer shall:

- (i) Assist the Development Officer and Youth Development Officer in building awareness of korfball in the local area.

5.15. The Team Manager(s) or Captain(s) shall:

- (i) manage the club's members into team squads, based on the advice of the Club's coach(es);
- (ii) ensure that all members receive the opportunity to play in competitive matches to the best of their abilities;
- (iii) ensure that each squad fields a legal team at all designated fixtures;
- (iv) complete and return all match forms to the appropriate governing bodies, and maintain records for the club of all match results and performances.

6. GENERAL MEETINGS

6.1. The Annual General Meeting (AGM) shall be held in April, May or June each year, with all Club members receiving at least twenty-eight days' notice in writing of each meeting.

6.2. 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 Rule 5.4;
- (vi) elect the Honorary Auditor for the ensuing year, and
- (vii) receive proposals for the amendment of the Club's Rules and Constitution.

6.3. 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.

6.4. Casual Officer vacancies and additional appointments to other committees shall be filled at the next Annual General Meeting of the Club, or at an Extraordinary General Meeting called specifically for the purpose.

6.5. 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 twenty-eight days before the meeting.

6.6. The wording of any proposed amendments to the Rules and Constitution of the Club shall be submitted to the Secretary at least twenty-eight days before the date of an AGM, and the Secretary shall circulate a copy of each such proposal to the members at least fourteen days before the meeting, including the names of the proposer and seconder.

- 6.7. 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.
- 6.8. Extraordinary General Meetings may be requested by not less than one-quarter of the paying membership of the Club, at least one of whom must be an Officer 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.
- 6.9. The quorum for AGMs and EGMs 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.
- 6.10. Only fully paid-up members of the Club shall be entitled to vote at AGM's and EGMs. 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 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.
- 6.11. Voting shall be by a show of hands unless a secret ballot on a particular issue is agreed beforehand by a majority vote.

7. ADMINISTRATION

- 7.1. The Club shall be governed by the Executive Committee, which shall consist of the Officers elected at the AGM.
- 7.2. 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.
- 7.3. Decisions at Executive Committee meetings shall be taken by majority voting, with the Chairperson being entitled to a second vote in the event of a tied vote on any issue.
- 7.4. Minutes of every Executive Committee meeting shall be kept by the Secretary and shall be open to inspection by other Club members, on request.
- 7.5. Any fully paid-up Club member shall be entitled to attend an Executive Committee meeting as an observer, but may only take part in the discussion of any item with the prior permission of the Chairperson.
- 7.6. Any vacancy arising on the Executive Committee may be filled by the Executive Committee as a temporary measure until the next General Meeting.
- 7.7. The quorum for the Executive Committee shall be four Officers, one of whom must be the Chairperson or the Vice-Chairperson.

- 7.8. Any member of the Executive Committee failing to attend three consecutive Executive Committee meetings without satisfactory reasons in the judgement of a majority of the Executive Committee, shall be deemed to have resigned their position.
- 7.9. 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.
- 7.10. The Executive Committee shall have the power to co-opt members to the committee, each of whom will have full voting rights.
- 7.11. The Executive Committee shall have the power to appoint the Club coaches.

8. FINANCE

- 8.1. The 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 the 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, and
 - (vi) the recording of the assets and liabilities 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 three bank signatories, two of whom must sign every cheque drawn on the Club's bank account(s). Two of the signatories shall be either the Chairperson, the Secretary, or the Treasurer.
- 8.4. The financial year for the club shall commence on 1 April and end on 31 March 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 in April, May or June.

9. SELECTION OF TEAMS

- 9.1. The selection of teams shall be the sole responsibility of the appointed team coach or manager, as determined by the Executive Committee.

- 9.2. In the event of a selection disagreement or any dissatisfaction over team selection, the Coaching Co-ordinator shall be the final arbiter.

10. LIABILITY

- 10.1. The 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 and individual members shall be advised to arrange their own cover if considered to be necessary.

11. CHILD PROTECTION

- 11.1. The Club shall maintain a set of Child Protection Policies and Procedures, and shall abide by these at all times. These Policies and Procedures shall be reviewed on a regular basis, in accordance with national guidelines and recommended practices.

12. BEHAVIOUR OF MEMBERS

- 12.1. The 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 that 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 sign an undertaking to abide by any Code of Conduct introduced by the Club.

13. DISSOLUTION

- 13.1. The 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, the 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 the Club, but shall be given or transferred to such other charitable institutions, or institutes, having objects similar to some or all of the objects of the Club and, if insofar as effect cannot be given to this provision, then to some other charitable purpose.
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The above Rules and Constitution were adopted, following minor amendments, at the Annual General Meeting of the Club held on May 6, 2017.

Signed:

Chairperson:..... Lauren McNair

Secretary:Caroline Scott

Treasurer:Nigel Cooper

All three signatories are over 21 years of age.