

CLUB CONSTITUTION

DEFINITIONS

AGM	Annual General Meeting
Charity Trustee(s)	The Charity Trustees delegate their powers to the Management Committee
Club	BJMF Sports
Club Email	teambjmf@gmail.com
Club Event(s)	all events organised and hosted by the Club including but not limited to regular sessions, training sessions, coaching sessions and/ or social activities
Club Member(s)	a person who becomes a member of the Club pursuant to <i>Clause 3.a. and 3.b.</i> below
Club Website	https://www.bjmfsports.org
Committee Meeting(s)	meeting(s) where the Management Committee makes decisions on specific policies, issues or tasks
CIO	Charitable Incorporated Organisation
Constitution	which is this document, a set of fundamental rules and principles that outline the structure, powers, and functions of the Club
EGM	Extraordinary General Meeting
Management Committee	elected committee members of the Club who shall manage the Club's daily operations and policies
Membership(s)	is the recognition for a person by the Club as a Club Member that shall run from 5th April to 4th April each year.
Regulation and Policies	refers to the Club's Cancellation and Refund Policy, Privacy Policy, Safeguarding and Complaints Policy
Privacy Policy	outlines how the club collects, uses, stores, and protects Club Members' personal data while ensuring compliance with data protection laws and safeguarding individuals' privacy rights
Safeguarding and Complaints Policy	is a set of guidelines and procedures designed to protect all Club Members and Visitors from harm, abuse, or neglect while ensuring a safe and inclusive environment
Cancellation and Refund Policy	outlines the terms and conditions under which members can cancel bookings, memberships, or events and specifies any eligibility criteria, timeframes, and processes for refunds
Sub-Committee	elected members of the Club who assist the Management Committee in meeting the objectives of the Club
Visitor(s)	non-Club Member(s) who participate(s) in the Club Events

1. NAME

- a. The Club shall be called **BJMF Sports**.

2. AIMS AND OBJECTIVES

- a. To encourage the practice, promotion, development and participation of amateur badminton and other sporting activities in Greater London and the wider community.
- b. To offer badminton sessions, training and coaching for Club Members at all levels.
- c. To encourage people of the LGBTQ+ community and Hong Kong people in the UK to get active in badminton and other sporting activities.
- d. To provide an inclusive environment and safe sporting platform for people of the LGBTQ+ community and Hong Kong people in the UK.
- e. To organise teams to represent the Club in tournaments and leagues and in such other competitions as the Management Committee shall decide.
- f. To provide duty of care and protection to all Club Members.
- g. To make sure all Club Members are treated equally and fairly.

3. MEMBERSHIP

a. Qualifications

- i. Membership of the club shall be open to all adults (who are aged 18 or above on the date of membership application) who are interested in badminton on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- ii. The Club may have different classes of membership on a non-discriminatory and fair basis. The Club shall have an equitable pricing policy and shall keep Memberships at a price that shall not pose a significant obstacle to people participating.
- iii. Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an AGM in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.

b. Application

- i. Applications for Membership shall be accepted subject to the followings:
 1. Completion of a Membership application form on the Club Website;
 2. Completion of the payment of the Annual Membership Fee, which is set annually and agreed by the Management Committee at the AGM;
 3. The individual concerned having attended a Club Event for such a number of times as shall be determined by the Management Committee.
 4. The individual concerned demonstrating good Standards of Behaviour pursuant to the Regulations and Policies adopted by the Club.

c. Membership Term and Activation

- i. The Membership year shall commence on the 5th day of April and conclude on the 4th day of April of the following calendar year.
- ii. Membership for a new or renewing Club Member shall be activated on the date the membership application is received and approved, provided all applicable fees and requirements have been fulfilled.

d. Withdrawal

- i. Any Club Member who wishes to withdraw from Membership or any member who wishes to cease receiving communication from the Club shall give written notice to the Club Committee via Club Email.
- ii. Any Club Member who withdraws from membership of the Club shall not be entitled to a refund of the Membership Fee they have paid.

e. Visitors

- i. Visitors may participate in any Club Event on payment of visitor fee, subject to *Clause 3.e.ii.*

- ii. Visitors must also be at least 18 years of age. Anyone under the age of 18 must be accompanied by a parent or legal guardian.

f. Standards of Behaviour and Revocation of Membership

- i. All Club Members shall be subject to the regulations of the Constitution and by joining the club shall be deemed to accept the Regulations and Policies that the Club has adopted.
- ii. The Management Committee shall have the power to suspend or exclude any Club Member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers the Management Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made.
- iii. Where any Visitor violates the Club's Regulations and Policies, or behaves in a way that is dangerous or disrespectful to other users of facilities during any Club Event, they will be asked to leave, and the Visitor concerned will not be allowed to return to any future Club Events.
- iv. Any Member or Visitor who is expelled or banned from the Club pursuant to the terms of this Constitution shall not be entitled to a refund of fees they have paid.

4. GOVERNANCE

- a. The Club is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (Charity Number: 1211427). Pursuant to the Constitution of the CIO, the Charity Trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO.
- b. The Charity Trustees delegate their powers to the Management Committee, who shall manage the Club's daily operations pursuant to *Clause 5* of this Constitution. At least one Charity Trustee shall remain on the Management Committee.

5. MANAGEMENT

- a. Management Committee
 - i. The management of the Club shall be vested in the Management Committee, which shall consist of the

Captain, Secretary, Treasurer, Welfare (Training) Officer, Welfare (Membership) Officer, and Communications Officer. One of the Management Committee members must be a Charity Trustee of the Club.

- ii. The period of office shall run from 1st January to 31st December. The first Management Committee members are as follows and are appointed for two (2) years (2025 - 2026):
 1. Captain: Adrian YIP
 2. Secretary: Zackary YUEN
 3. Treasurer: Samuel NG
 4. Welfare (Training) Officer: Alex HONG-SMITH
 5. Welfare (Membership) Officer: Irene WU
 6. Communications Officer: Rick CHAN & Billy WONG
 - iii. All the foregoing shall be elected at the AGM and remain in office until the end of their period of office. The term of office (except for the first Management Committee members pursuant to *Clause 5.a.ii.*) for Management Committee is one (1) year.
 - iv. A Management Committee member shall cease to be in office on the date of which they give written notice to the Club Committee of their resignation via Club Email. In such cases when the Management Committee member concerned resigns from their post during the period of office, the position can be filled through a by-election. A by-election can be held through an AGM or EGM.
 - v. Three (3) Management Committee members are required for a quorum for a Committee Meeting to take place providing the Captain or the Secretary is also present.
 - vi. The Management Committee will be convened by the Captain or the Secretary of the Club and will hold no less than four (4) meetings per year.
- b. Sub-Committee
- i. The Committee shall establish a Sub-Committee to assist in meeting the objectives of the Club, and to delegate to

the Sub-Committee such duties as may be considered appropriate.

- ii. Application for the role of Sub-Committee is open to all Club Members throughout the year. Upon receiving an application, the Management Committee will vote in a Committee Meeting, or AGM, or EGM, where the decision is made by a majority vote. In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
- iii. The period of office for Sub-Committee members shall end on 31st December regardless of when the concerned Sub-Committee member is elected during the year, unless otherwise determined by the Management Committee.
- iv. A Sub-Committee member shall cease to be in office on the date of which they give written notice to the Club Committee of their resignation via Club Email.

c. Other Powers of the Management Committee

- i. The Management Committee shall have the power to appoint individuals to perform specific duties on behalf of the Management Committee, and to delegate to those individuals such duties as they consider appropriate.
- ii. The Management Committee shall be responsible for disciplinary hearings of Club Members who infringe the Regulations and Policies, or Constitution of the Club. The Management Committee shall be responsible for taking any action of suspension or discipline following such hearings.

6. ANNUAL GENERAL MEETING

- a. The AGM shall be held in December or January as dictated by the practical circumstances applicable at that time.
- b. At the AGM the meeting will:
 - i. Receive the annual report of the Secretary.
 - ii. Receive the financial statements and the annual report of the Treasurer.
 - iii. Elect the Management Committee for the ensuing year.

- iv. Consider any amendment to the Constitution of which notice has been given to all Club Members. Any proposed change to the Constitution must be received by the Secretary at least fourteen (14) days preceding the meeting in order that all Club Members shall have sufficient notice of the proposal.
- c. Transact any other notified business.
- d. At least twenty-one (21) days' notice shall be given to all Club Members of the date, venue and agenda for the AGM.
- e. All Management Committee members and Sub-Committee members shall have one vote, and a simple majority shall pass resolutions. In the case of an equality of votes the Captain will have a second casting vote.

7. EXTRAORDINARY GENERAL MEETING

- a. An EGM may be called by the Management Committee to discuss changes to the Constitution, or Regulations and Policies, or any other Club's business too urgent to wait for the AGM.
- b. An EGM must be called if 25% of voting members so petition the Secretary in writing.
- c. Twenty-one (21) days' notice of an EGM must be given to all Club Members by Email or in writing together with the motion(s) to be discussed. No other business shall be conducted.
- d. Procedures for voting shall be as used for the AGM, *Clause 6.e*.

8. FINANCE

- a. The financial year of the club shall end on the 5th April.
- b. All funds belonging to the Club shall be deposited with a bank in accounts that shall carry the Club title.
- c. The Management Committee will be responsible for the finances of the club which will be managed by the Treasurer.
- d. A statement of annual accounts will be presented by the Treasurer at the AGM.

9. SAFEGUARDING

- a. All concerns, allegations or reports of poor practice/ abuse relating to the welfare of players shall be recorded and responded to swiftly and appropriately in accordance with the procedures of the Club's Safeguarding and Complaints Policy.

The Club Welfare Officer is the lead contact for all Club Members in the event of any safeguarding concerns.

10. DISCIPLINARY & APPEALS

- a. All complaints regarding the behaviour of members shall be presented and submitted in writing to the Secretary via Club Email.
- b. The Management Committee shall meet to hear complaints within twenty-one (21) days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the suspension/ termination of membership, and/or banning from attending the Club Events.
- c. The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within fourteen (14) days of the hearing.
- d. There shall be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee shall consider the appeal within twenty-one (21) days of the Secretary receiving the appeal.
- e. The Club shall work to the best practice in dealing with disciplinary issues as laid down in the BADMINTON England Disciplinary Regulations.

11. DISSOLUTION

- a. Management Committee members may propose voluntary winding up or dissolution at a properly convened AGM.
- b. If the resolution for dissolution is passed by a 75% majority of those voting, the proposal shall be considered by the Charity Trustees of the Club.
- c. The Charity Trustees of the Club shall vote on dissolution pursuant to Clause 29 of the Constitution of the CIO and the Dissolution Regulations.
- d. If the resolution for dissolution is passed, the Charity Trustees of the Club will then be responsible for the orderly winding up of the Club's affairs.

12. AMENDMENTS TO THE CONSTITUTION

- a. The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

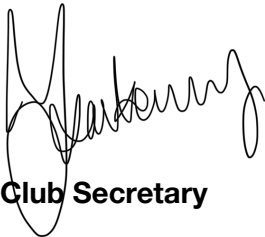
13. DECLARATION

- a. **BJMF Sports** hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Club Members.



Club Captain

Adrian YIP



Club Secretary

Zackary YUEN

29 January 2025