

Exeter City Korfball Club

Constitution

1. Name

- 1.1. The Club shall be known as the Exeter City Korfball Club and shall be abbreviated to ECKC.

2. Aims

- 2.1. The aim of the club is to give access to the sport of Korfball to its members.
- 2.2. The club shall promote playing skills and ensure access to referee and coaching education.
- 2.3. The club shall promote social interaction between its members.
- 2.4. The club shall promote interaction of its members with members of other Korfball clubs.

3. Affiliation

- 3.1. The club shall affiliate to the South West Korfball Association (SWKA) and to the English Korfball Association (EKA).
- 3.2. The club shall take part in the South West Korfball League and other competitions organized by the SWKA or EKA.

4. Membership

- 4.1. Membership of the club shall be open to any person aged 18 or over.
- 4.2. A club member is anyone who has filled in and returned a membership form (as a player or volunteer) for the current league year (defined as September - August).
- 4.3. Membership fees shall be set annually by the Annual General Meeting (AGM).

5. Officers

- 5.1. The officers of the club shall be elected at the Annual General Meeting. Officers shall be elected for a period of one year. There shall be no limit on the number of years they may serve.
- 5.2. They shall be members of the club and at least eighteen years of age.
- 5.3. No officer shall receive payment for work connected with his/her position with the club.
- 5.4. The Executive Officers of the club shall be:

5.4.1. Chair

- The Chair provides an overall direction and purpose for the club.
- *Responsibilities include:*
 - Ensuring that other officers are executing their duties to the satisfaction of the club
 - To be the face of the club when dealing with korfball bodies and other outside organizations

5.4.2. Secretary

- The Secretary provides a first point of contact for administrative matters.
- *Responsibilities include:*
 - Receipt of correspondence from other korfball and non-korfball bodies
 - Ensuring prompt replies to other korfball and non-korfball bodies
 - Liaison with competition organizing bodies
 - Correspondence with opponents of fixture times and club colours
 - Liaison with appointed referees

5.4.3. Treasurer

- The Treasurer handles all financial transactions within the club and with outside bodies. The Treasurer maintains a good control of the accounts.
- *Responsibilities include:*
 - Collection of membership fees and other such charges from members
 - Ensuring that no club member or other person is in debt to the club
 - Ensuring the club pays and collects any monies promptly

- Ensuring the accounts of the club are kept in good order and up to date
 - Hiring of halls for fixtures and training
- 5.4.4. Coaching Coordinator**
- The Coaching Coordinator provides overall direction for coaching and refereeing within the club
 - *Responsibilities include:*
 - Selection and supervision of the club training session coaches and referees
 - Management and implementation of the club's selection policy and match-day roles and responsibilities
 - Development of coaching and refereeing personnel within the club, and to coordinate the strategies for development within the area
- 5.4.5. Club Manager**
- The Club Manager provides and coordinates all match information for the club.
 - *Responsibilities include:*
 - Informing members of all forthcoming games and tournaments
 - Collecting availability of members for matches and communicating to Coaching Coordinator for team selection purposes
 - Announcing squads and coordinating logistics to ensure members attendance for matches eg travel arrangements, meeting times and places etc
- 5.5. The Non-Executive Officers of the club shall be:
- 5.5.1. Development and Welfare Officer**
- *Responsibilities include:*
 - Leads or assists in the application and ongoing compliance of the England Korfball Inspired programme (accreditation programme)
 - Leads or assists in the creation, review and updating of a development plan for the club
 - Ensures that all players are aware of the code of conduct and updates any welfare documents where necessary (e.g. Health and Safety policy)
 - Maintains a register of members with first aid qualifications, referee qualifications and any other relevant qualifications as required by the England Korfball Inspired programme
 - Sends out club survey and provides feedback on results identifying and significant changes in results
- 5.5.2. Recruitment Officer**
- *Responsibilities include:*
 - Recruits new players through the use of flyers, social media, press releases and recruitment drives and responds to enquiries in a welcoming and timely manner (replying to emails may best be done as a shared responsibility).
 - Welcomes new players at training sessions (along with the rest of the club) and makes them aware of club matches and club activities.
 - Adds new players to Google group with their permission.
 - Distributes welcome packs and ensures the beginner/welcome pack is up to date.
 - Obtain where possible any reasons why recruits may attend a few sessions but not join the club and feedback any information on ways to improve to committee.
- 5.5.3. Social Secretary**
- *Responsibilities include:*
 - Organises an average of one club social event per month throughout the year.
 - Organises the club Christmas party.

- Organises the club end of season social and awards.

6. Executive Committee

- 6.1. The Executive Committee shall consist of the Executive Officers of the club.
- 6.2. The Executive Committee shall run the club.
- 6.3. The Executive Committee shall meet within fourteen days of the AGM.
- 6.4. The Executive Committee shall appoint a Vice-Chair at the first meeting. He/she shall already be an Executive Officer of the club. The Vice-Chair's role shall be limited to acting on the Chair's behalf, in the full capacity of that role in instances when the Chair is unavailable.
- 6.5. The Executive Committee has the power to co-opt persons, who are not Officers of the Club, to a committee position.
- 6.6. The Executive Committee shall meet at least once every eight weeks. Four Executive Officers shall constitute a quorum at Executive Committee meetings. All members are entitled to attend such meetings.
- 6.7. The minutes of Executive Committee meetings shall be kept and be available to inspection by the membership.
- 6.8. Any member of the Executive Committee who fails to attend three consecutive meetings shall be deemed to have resigned their position.

7. Management Committee

- 7.1. The Management Committee shall comprise the Chair, Secretary, Treasurer, Coaching Coordinator, Club Manager, Development and Welfare Officer, Recruitment Officer and Social Secretary.
- 7.2. The Management Committee shall control and administer the day to day running of the club. The Management Committee shall operate within the constitution of the club and other document decisions made by the Executive Committee or the General Committee.
- 7.3. The Management Committee shall meet as and when necessary to ensure the smooth running of the club.

8. General Committee

- 8.1. The General Committee shall consist of all fully paid members of the club.

9. Selection Committee

- 9.1. The Selection Committee shall make team selection for all club fixtures.
- 9.2. The Selection Committee shall consist of three people: the Coaching Coordinator, a person chosen by the Coaching Coordinator, and a person chosen by the Management Committee.
- 9.3. The Selection Committee shall take into account any criteria laid down by the Executive Committee or the General Committee when making team selections.

10. Annual General Meetings and Extraordinary General Meetings

- 10.1. The Annual General Meeting (AGM) shall take place after the completion of the league season, and no later than 1st August.
- 10.2. The AGM shall be arranged by the Executive Committee. Four weeks notice of the time and place of the AGM shall be given to members.
- 10.3. Items for discussion shall be submitted to the executive committee at least two weeks before the AGM.
- 10.4. The agenda, proposals and a list of people standing for election shall be sent to the club members at least one week before the AGM.
- 10.5. A quorum for an AGM consists of at least 25% of the current members of which, at least, two must be Executive Committee members.
- 10.6. Each club member shall have one vote.
- 10.7. Only current club members not in arrears to the Club at the time of the AGM can vote at the AGM.

- 10.8. Members who cannot attend an AGM may place their written vote(s) with the Chair prior to the AGM.
- 10.9. The Chairman shall not vote unless a casting vote is required.
- 10.10. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club.
- 10.11. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- 10.12. An EGM can be held at any time during the year.
- 10.13. All EGM procedures shall follow those outlined above for AGMs.
- 10.14. Any amendments to the Constitution must take place at an AGM or EGM.

11. Finance

- 11.1. Exeter City Korfball Club is a non-profit making organisation.
- 11.2. The Treasurer shall keep accurate records of all transactions and be responsible for overseeing the finances of the club.
- 11.3. The Treasurer will produce a set of accounts at the AGM and invite a club member (who is not a cheque signatory or Officer of the Club) to verify the accounts before the AGM.
- 11.4. The clubs financial year is from 1st April to 31th March.
- 11.5. No officer shall be held liable for a bona fide debt incurred on behalf of the club and shall not be liable for any loss or damage which may be incurred by the association in the execution of his/her office or in relation thereto.