

# MK Diamonds Softball Club Constitution

## ***CLUB CONSTITUTION***

### **1. Name**

1.1. The club shall be called MK Diamonds Softball Club. The MK Diamonds Softball Club will hereafter be referred to as the club.

### **2. Affiliation**

2.1. The club shall be affiliated to the British Softball Federation BSF and the development agency BaseballSoftballUK (BSUK).

### **3. Aims and Objectives**

The aims and objectives of the club will be:

- ✓ To offer coaching and competitive opportunities in softball.
- ✓ To promote and further the interests of the club and the sport of softball within the local community.
- ✓ To ensure a duty of care to all members of the club.
- ✓ To provide all its services in a way that is fair to everyone.

### **4. Membership**

4.1. The club will ensure that all present and future members receive fair and equal treatment. The club agrees to and will uphold BSUK's Equality and Diversity Policy  
<http://www.baseballsoftballuk.com/equality>

4.2. Membership should consist of the officers and members of the club.

4.3. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted. The club and all of its members agree to and will uphold BSUK's Joint Code of Conduct for Baseball and Softball  
<http://www.baseballsoftballuk.com/welfare/codeofconduct>

4.4. Members will be enrolled in one of the following categories

- ✓ Full member
- ✓ Committee member

4.5. Members under the age of 18 years shall be considered as junior members.

### **5. Child Protection**

5.1. The club agrees to adopt BSUK's Joint Safeguarding Policy for Baseball and Softball  
<http://www.baseballsoftballuk.com/welfare/safeguardingpolicy>

### **6. Membership Fees**



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6.1. To be considered a member for any category set out in 4.4 a person must hold (by way of payment) for one of following two Memberships:

1. Affiliate Membership
2. League Membership

6.2 The Affiliate membership fee is payable annually to be set annually by the executive committee.

6.3 The League membership fee is payable per league season and covers membership for at least the duration of the league season and any reasonable time after a season has ended before the commencement of the following season.

6.4 The league season dates will be set out by the executive committee prior to commencement of the season but will usually consist of 2 roughly 6-month seasons namely the indoor league and the outdoor league.

6.5 Membership may be paid for pro-rata at the executive committee's discretion however the executive committee should aim to be fair and consistent within the same time period.

## 7. Officers of the club

7.1. The officers of the club will be:

Executive Officers:

- Chairperson
- Secretary
- Treasurer
- Head Coach

The Executive Committee will also appoint other committee members based on the needs of the club and/or league. Where possible this will include:

- President
- Tournaments Secretary
- Social Secretary
- Communications Secretary
- Coaching Coordinator

7.2. Executive Officers will be elected annually at the AGM. All officers will serve for one calendar year but will be eligible to re-appointment.

7.3. The Executive Committee may fill any vacancy occurring until the time of the next AGM, by co-opting another member of the club into the vacant role.

7.4. The role of Chair may not be co-opted, instead the Executive Committee may elect a member of the committee to stand as 'Interim Presiding Officer' until the next AGM or an EGM is called.

## 8. Executive Committee

8.1. The club will be managed through the Executive Committee consisting of:

- ✓ Chairperson, Secretary, Treasurer, Head Coach. Only these posts will have the right to vote at meetings of the Executive Committee.
- ✓ The Executive Committee meetings will be convened by the General Secretary of the club and held no less than 3 times per year.



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- ✓ The quorum required for business to be agreed at Executive Committee meetings will be: 3. Note this quorum will differ for AGMs and Extraordinary General Meetings (EGM).
- ✓ The Executive Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- ✓ The Executive Committee will have powers to appoint subcommittees and working groups as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.
- ✓ The Executive Committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The Executive Committee will be responsible for taking any action of suspension or discipline following such hearings.

8.2. The Executive Committee shall act for and on behalf of the members. Liabilities incurred shall fall upon the membership provided the Executive Committee acts in accordance with the constitution, in honesty and good faith.

8.3. Every question at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present, with every voting member having one vote. In the event of an equality of votes, the highest ranking officer present shall have a casting vote.

8.4. The interpretation of the club constitution shall be vested in the Executive Committee, who shall decide all questions relating to the club, save those specified in or involving an amendment to the constitution (see section 15).

8.5. The Executive Committee shall be responsible for considering any application for membership and shall decide if the application should be accepted. This decision shall be in accordance with the Equal Opportunities Statement and the non-discriminatory policy specified in Sections 4.1.

## 9. Finance

9.1. All club monies raised by or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.

9.2. All club monies will be banked in an account held in the name of the club.

9.3. The Club Treasurer is responsible for the finances of the club.

9.4. The financial year of the club will end on 31<sup>st</sup> December.

9.5. Proper accounts shall be kept of all sums of money received and paid out by the club.

9.6. An audited statement of accounts shall be presented at the AGM of the club.

## 10. AGM and Other Meetings

10.1. The AGM of the club shall be held in every year during the month of January, when the Annual Report for the previous season of the Executive Committee and the Statement of Accounts up to the end of the financial year shall be presented.

10.2. Not less than 21 (twenty one) days notice of the AGM shall be given to all members by the General Secretary. The Internet (club website, Facebook and email) shall be a suitable medium for such notice.



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10.3. Nominations for Officers of the club (Section 7.1) will be sent to the General Secretary not less than 7 (seven) days before the AGM. Nominations shall require two votes (nominated and seconded). Nominations can only be accepted from persons eligible to vote at the AGM.

10.4. Election of officers are to take place at the AGM

10.5. All adult members shall be entitled to vote at the AGM of the club and shall have equal voting rights.

10.6. The quorum for AGMs will be 25% (twenty five percent) of the membership.

10.7. The Executive Committee has the right to call an EGM outside the AGM. Procedures for EGMs will be the same as for the AGM. Any member may also call for an EGM by submitting an application in writing to the General Secretary signed by not less than 10 members.

## 11. Voting Procedures

11.1. Each adult member shall be entitled to one vote. Any person who has not paid his / her membership fees for the current or previous years will not be permitted to vote.

11.2. The youth members will have an adult representative vote on their behalf. The youth members must be given an opportunity to express their opinions and desire as to how the youth vote(s) is / are cast.

11.3. Normally, all matters will be decided by a show of hands of those members present and eligible to vote, except that at the request of any member present, the vote will be taken by a secret ballot.

11.4. A motion shall be carried by a simple majority of those present and voting.

11.5. The Chief Executive shall have a casting vote in addition to a deliberative vote.

## 12. Discipline and Appeals

13.1. The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the club.

13.2. All complaints regarding the behaviour of members should be presented and submitted in writing to the General Secretary.

13.3. The Executive Committee will meet to hear complaints within 20 days of a complaint being lodged.

13.4. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 10 days of the hearing.

13.5. There will be the right of appeal to the Executive Committee following disciplinary action being announced. The committee should consider the appeal within 20 days of the General Secretary receiving the appeal.

**Note:** For more detailed disciplinary procedures, refer to BSUK's Joint Safeguarding Complaints Procedure for Baseball and Softball <http://www.baseballsoftballuk.com/welfare/concerns>



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## 14. Dissolution Procedures

14.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

14.2. In the event of the passing of the resolution to wind up the club, the members shall appoint a representative committee which shall oversee the sale of all club assets. The proceeds of which along with any cash or investment in hand held by the club are to be donated to a registered charity of the representative committee's choosing.

## 15. Review of the Constitution

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

15.2. Additions to, or alterations of the constitution shall be submitted to the General Secretary not less than 7 (seven) days before the date of the AGM or EGM. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.

15.3 In the event of a proposal for amending the constitution being received in writing prior to the AGM or EGM, the General Secretary shall inform the membership of the proposed motions not less than 3 (three) days before the AGM or EGM.

15.4. Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the General Secretary at any time before the General Meeting.

15.5. In the event of any question or matter arising that is not provided for in the constitution, the Executive Committee, whose decision shall be final, shall deal with such question or matter.

## 16. Declaration

16.1. MK Diamonds Softball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed: L. Holmes**

**Date: 25/02/2020**

**Name: Leah Holmes**

**Position: Chairperson**

**Signed: J. Clarke**

**Date: 25/02/2020**

**Name: Jake Clarke**

**Position: Treasurer**

