



RULES OF THE ASSOCIATION INDEX

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1. NAME.

The name of the Association shall be:

The ESSEX COUNTY BADMINTON ASSOCIATION', trading as 'Badminton Essex'.

2. MISSION.

- (a) To work with and support BADMINTON England's vision for the development of badminton throughout the county of Essex (Including the London Boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest)
- (b) To ensure the long-term survival of Badminton Essex through sound finances and sustainable administration as a public benefit.

3. KEY OBJECTIVES.

Badminton Essex will support the following key objectives:-

- (a) More people playing more often throughout Essex
- (b) Work closely with BADMINTON England to help identify and support players to realise their potential contributing to BADMINTON England's vision of being recognised as the No.1 World playing nation.
- (c) Greater Financial Independence
- (d) To work with and support its existing network of clubs to enable them to manage the expected growth in badminton.
- (e) To work with BADMINTON England and local partnerships to obtain greater access to facilities.
- (f) More people coaching more often throughout Essex
- (g) To work closely with its membership and coaches to develop a coach education programme in Essex to increase and improve our network of high quality coaches to support the delivery and to drive of our game forward. This programme will help support the best coaches to produce Champions.
- (h) Badminton Essex is committed to extending its already comprehensive competitive structure to improve access to appropriate opportunities for players of all levels supporting players to develop to their full potential
- (i) Raise the profile and general awareness of the game that inspires and motivates more people to get involved
- (j) Badminton Essex is committed to equality and diversity through our day-to-day procedures within the organisation and will take positive actions to overcome barriers.
- (k) In Essex, badminton will be recognised as a sport that is attractive and accessible to everyone and is our intention to get people of all ages, disability, backgrounds and creeds, to play our sport.

- (l) Badminton Essex wish to act as an exemplar for equality and diversity within its sphere of influence and is committed to promoting good equitable practice throughout the county.
- (m) Develop Essex team spirit and ethic in county representatives through competitive and social events.
- (n) Operate a fair disciplinary regime which encourages exemplary conduct from all who represent the County.

4. MEMBERSHIP.

Membership of the Association shall be open to :-

- (a) Badminton Clubs in Essex.
- (b) Badminton Clubs outside of Essex which desire to avail themselves of the facilities provided by the County Association.
- (c) District Associations, Federations or Leagues, i.e. any body of local clubs, committees or persons formed for the purpose of promoting the interests and development of the game of badminton in a particular geographical area, wholly or mainly within the County.
- (d) Individual Schools and Schools Sports Partnerships (SSPs)
- (e) Junior Associations and/or Local Schools Associations. i.e. any body as in (c) above, where the member clubs or constituent parts of such Associations have an upper age limit of 19 years for the majority of their playing members.
- (f) Associate Members, i.e. any body of clubs, committees or persons formed for the purpose of promoting the interests and development of the game of badminton. Associate Membership may be offered to sports centres.

Such membership shall at all times be at the discretion of the Management Committee of Badminton Essex.

5. ANNUAL SUBSCRIPTION.

The annual affiliation fee (subscription) of each member (see Rule 4) to Badminton Essex shall be fixed in advance by the Annual General Meeting (see Rule 8) in each year: In the case of new members the annual affiliation fee (subscription) is payable on admission, while in the case of existing members it is payable on or before October 1st in each year.

Any member wishing to resign shall notify the Honorary County Secretary in writing before October 1st in any year, failing which it will be liable for the current season's dues. On payment of such annual affiliation (subscription), and

admission to membership of the Association, the member will be entitled to style itself :-

- (a) An affiliated Club.
- (b) An affiliated School.
- (c) An affiliated District Association, Federation or League.
- (d) An affiliated Junior or Local Schools Association.
- (e) An affiliated Associate Member.

Badminton Essex affiliates to BADMINTON England and all affiliates of Badminton Essex must also be affiliated to BADMINTON England.

All affiliated clubs will be required, on payment of affiliation (subscription) to submit a register of the names of all current members and county membership numbers. Players not registered will not be eligible to play in events sanctioned by either Badminton Essex or BADMINTON England. Players becoming members of clubs after October 1st must be affiliated and registered with that club within 14 days, but at least 7 days prior to taking part in any event sanctioned by Badminton Essex or BADMINTON England.

Each District Association, Federation and League will be required to submit a list of all its member clubs and club secretaries to the Honorary County Membership Secretary, on or before October 1st in each year. Each District Association, Federation or League shall lodge with the County Secretary a copy of its constitution. Badminton Essex shall affiliate annually to BADMINTON England and in turn shall be governed by their articles of Association

6. OFFICERS OF THE ASSOCIATION.

The officers of the Association shall be :-

- (i) A President
- (ii) Vice-Presidents (none of whom shall have voting power)
- (iii) A Chairperson
- (iv) A Vice-Chairperson
- (v) An Honorary Secretary
- (vi) An Honorary County Treasurer
- (vii) An Honorary Auditor

7. GOVERNANCE.

Day to day management of the Association will be vested in the Management Committee.

7.1 MANAGEMENT COMMITTEE.

- (a) The Management Committee will consist of the Officers of the Association (with the exception of the President, Vice Presidents and Honorary Auditor) and other Honorary Officers who the Management Committee may appoint at its discretion from time to time. The Management Committee will determine before each Annual General Meeting how many members it shall have. In addition, each fully affiliated District League will be entitled to send a representative (with full voting rights) to meetings of the Management Committee. The name of the representative must be notified to the Honorary County Secretary 24 hours before any such meeting. All correspondence for these nominee's should be sent to the agreed officer for the District League.
- (b) The Chairperson and Honorary Secretary unless elected, will have no involvement in match selection.

- (c) An Honorary Auditor, who shall not be an officer or a member of the Management Committee will be elected at the Annual General Meeting.
- (d) The President may preside at the openings of all general meetings, performing any ceremonial duties. The Chairperson shall preside for the business of such meetings.
- (e) The duties of the other Honorary Officers will be those usually associated with such offices. When any new post is created, the Management Committee will define in general terms, the duties associated with that post and will minute them.
- (f) The whole of the Management Committee shall retire annually. The Management Committee shall have the power to fill casual vacancies in their ranks until the next Annual General Meeting, and the power to co-opt members where by majority voting it is deemed necessary. No person shall hold more than two offices.
- (g) Except in the case of retiring members, nominations for all offices on the Management Committee, duly proposed and seconded by representatives of two separate members of the Association, shall be sent to the Honorary County Secretary before 31st March in each year. Those members of the management committee retiring under 7.1 (f) may be proposed for reappointment by the management committee. All nominations will be determined by simple majority at the Annual General Meeting.
- (h) The nominations for President and Vice-President(s) must be sent in writing to the Honorary Secretary prior to the Annual General Meeting, in exactly the same way as nominations for Management Committee members - see (g) above.

7.2 FINANCIAL YEAR.

The financial year of the Association will end on each 31st March, when the Honorary County Treasurer will produce a revenue account and balance sheet covering the financial activities of the Association for the preceding twelve month period. These accounts will be submitted annually for audit by the Honorary Auditor in office and the audited accounts submitted for approval at the Annual General Meeting.

7.3 MATCH SELECTORS.

The Match Selectors shall be elected by the Management Committee at its first meeting after the Annual General Meeting.

8. MEETINGS, VOTES, QUORUM.

An Annual General Meeting shall be called before 15th June each year, for the purpose of approving the audited accounts, election of Officers, Members of the Management Committee and Honorary Auditor, alteration of rules and other annual business. To this and to any other general or extraordinary meeting, each:-

- Affiliated Club
- District Association
- Federation or League
- School or Youth Association
- Associate Member

will be entitled to send two representatives, authorised by the secretary of the member organisation, to act on its behalf. No representative may act on behalf of more than one such organisation.

- (a) The Honorary County Secretary shall give no less than seven days notice of the Annual General Meeting, which will be accompanied by the agenda and a copy of the audited accounts. The agenda will contain an item setting out the Management Committee's requirements for the posts to be filled and the number of members to be elected for the forthcoming season. The notice, agenda, accounts and any other items will be in writing but the manner of transmission will be at the discretion of the Secretary.
- (b) When the Management Committee decides to make any alterations or additions to the number of elected members, every member of the Management Committee shall be notified, before February 28th.
- (c) At any General Meeting, other than an Extra-Ordinary General meeting, (see Rule 9) twenty representatives present in person shall form a quorum.
- (d) Voting at the Annual General Meeting will be by the show of hands unless a ballot be demanded by the majority of those present, or the Chairperson decides a ballot is more appropriate. Each representative will be entitled to one vote on each resolution or item of business on the agenda. The Chairperson of the meeting will have a casting vote.
- (e) The Management Committee will meet as often as it requires (but at least once every four months) at an agreed venue, where at least one third of its membership shall form a quorum.
- (f) The convening of special Management Committee Meetings may be requested in writing to the Honorary County Secretary with a minimum of four days notice, by an Officer of the Association (see Section 6) or by any three Management Committee members, stating their reasons for summoning such meetings.

9. EXTRA-ORDINARY MEETING.

- (a) An Extra-Ordinary General Meeting may be requested by a majority of the Management Committee or by three member organisations, and shall be convened by the Honorary County Secretary upon request in writing. The request will specify the reason for the Extra-Ordinary General Meeting and must be jointly signed by the Honorary Secretaries of the three member organisations and accompanied by a fee determined by the Management Committee. The Management Committee may at its discretion, waive the fee, in which case it will be returned. The Honorary County Secretary shall give no less than ten days notice, setting out on the agenda the business of the meeting and the names of the

three (or more) members convening it. Only the business set out on the agenda will be discussed and a successful resolution will be a majority of two thirds of those present and entitled to vote.

- (b) At an Extra-ordinary General Meeting the quorum shall be 15.
- (c) The Chairperson of the Association shall chair such an extraordinary meeting, or if he is unavailable a substitute nominated by the management committee.

10. DISCIPLINE.

- (a) The Association shall have the power, subject to compliance with Rule 10(b) to :-
 - (i) Expel any person or affiliate defined in para. 4 from membership of the Association.
 - (ii) Suspend any such affiliate or person from participating in any competitive play organised by the Association or by any District Association, Federation or League and to remove such suspension.
 - (iii) Fine or impose such other penalties on an affiliate or person as it shall deem appropriate for any infringement or attempted infringement by such member or person of the laws of Badminton or the Rules of the Association or for any action which would bring the game of Badminton into disrepute. Failure to pay any fine within twenty eight days of the date of imposition thereof may lead to the expulsion or banning of the club or person concerned together with a public announcement to this effect.
- (b) Before taking any action under 10(a) above, the Honorary County Secretary or other duly authorised officer of the Association shall send to the affiliate or person, through its Honorary Secretary or other authorised officer or person against whom the allegation of misconduct have been made, details of the complaint or accusation. Such notice shall be in writing and shall give the affiliate or person concerned the right to make written representations to the Management Committee within twenty-eight days of the date of the notice and to appear in person before a meeting of the Management Committee to make oral representations. Such meeting to take place not earlier than twenty eight days from the date of such notice. An affiliate appearing before the Management Committee shall be represented by not more than four members of the affiliate at least one of whom shall be an official of the affiliate. An individual shall be entitled to be accompanied by a friend. Should the affiliate or person specified in the notice not make any written representations within the said period of twenty eight days or not appear, by representation or in person before the Management Committee on the date stated in the notice, the Management Committee shall have the power to determine the issue without such representations. An affiliate or person shall

only be found guilty of any offence should a two thirds majority of members of the Management Committee there present so find.

Any affiliate or person found guilty by the Management Committee of any offence and expelled or suspended from the Association shall have the right, to be exercised within twenty eight days of being notified in writing of the decision of the Management Committee and of the penalty imposed, to apply to the Chief Executive or other principal officer for the time being of BADMINTON England for the appointment, by him of an independent tribunal to hear the appeal of such affiliate or person against the decision of the Management Committee and/or the penalty imposed. Any penalty imposed by the Management Committee shall be suspended during the course of the appeal. The decision of such tribunal shall be final and binding upon the parties. Expenses for such an appeal shall be met by the member or persons making the appeal.

- (c) Nothing in this Rule shall:-
 - (i) Apply to the deprivation of affiliation of clubs in accordance with the provisions of Rule 4.
 - (ii) Derogate from the right of the Honorary County League Secretary and the Management Committee to decide disputes in the County League. Rule 9 shall not apply in such disputes.

11. SAFEGUARDING AND PROTECTING YOUNG PEOPLE POLICY.

- a) Badminton Essex adopts the BADMINTON England Safeguarding and Protecting Young People Policy (the Policy), Implementation Procedures and their Code of Ethics and Conduct (The Code).
- b) All people involved in any capacity in Badminton Essex must abide by The Policy and Code and any participants in events organised by Badminton Essex, are deemed to have assented to them and agree to be bound by them.
- c) Each and every constituent member of Badminton Essex including, without limitation all clubs and leagues, shall be responsible for the implementation of the Safeguarding and Protecting Young People Policy and Procedures in Badminton in relation to their individual members.
- d) Any failure to observe the policy or code shall constitute misconduct which may be dealt with under the Disciplinary Procedures.

The full BADMINTON England Safeguarding and Protecting Young People Policy can be found on the website:- <http://www.badmintonengland.co.uk/>

12. EQUALITY POLICY.

Badminton Essex adopts the BADMINTON England Equality Policy. Sports Equality is about fairness in and equality of access to sport and taking steps to address any shortcomings.

The full BADMINTON England Equality Policy can be found on the website:-
<http://www.badmintonengland.co.uk/>

13. COUNTY COLOURS.

Any player who has represented the County in County matches shall qualify for the appropriate County Colours. Colours will be awarded at the discretion of the Management Committee on recommendations received from Team Managers. The criteria for awarding all colours will be set by the Management Committee.

Additionally the Management Committee will be empowered to award Special County Colours to anyone who in its opinion, has rendered outstanding service to the county.

County Colours and Special County Colours will take the form agreed by the management committee and will be awarded subject to any rules they determine.

14. QUALIFICATIONS (PLAYERS).

The current regulations of BADMINTON England relating to county qualification will apply to any player, but Badminton Essex have the right to make additional qualifications or local rules as they deem expedient.

15. COUNTY LEAGUE.

The County League will be organised by the Honorary County League Secretary. The Annual Fixture Meeting of the County League will take place in the first two weeks of September each year.

The administration of the league will be managed by an Honorary County League Secretary. The rules governing the running of the County League and any amendments must be presented to the Management Committee in writing for their prior approval.

16. AFFILIATED DISTRICT LEAGUES.

- (a) To secure affiliation, a District League shall consist of a number of affiliated clubs binding themselves together to provide competitive badminton. Sanction for the formation of a District League shall at all times be obtained from the Management Committee.
- (b) Each District League shall be empowered to charge such fees and subscriptions as it may deem fit and proper.
- (c) Each District League shall be entitled to make local byelaws, but before becoming operative, these shall receive the written approval of the Management Committee on the recommendation of the Honorary County League Secretary.

17. ALTERATIONS TO RULES.

Any alteration to these Rules will be by Special Resolution. A Special Resolution is by a majority of two thirds of those present and voting. Any proposals to be considered at an Annual General Meeting from a representative or affiliated member or officer shall be by notice to the Honorary County Secretary by

31st March in each year, or with 30 days notice if the proposal is to be put to an Extra-Ordinary Meeting. Details of the alterations and those proposing and seconding them shall be included in the notice convening such meetings.

The decision of the Management Committee upon all or any of these rules or their construction shall be binding upon all members, and the decision of the Management Committee on any point not covered by these Rules, shall be deemed to be final and binding upon the affiliated organisations and persons.

18. WINDING UP OF THE ASSOCIATION.

The Association may resolve by special resolution at an EGM called for the purpose that it cannot continue and in consequence it should wind up. The Management Committee shall prepare a written report outlining the present financial position of the Association and the circumstances which in its opinion prevent it continuing. Notice of the meeting and a copy of the supporting reports shall be sent to the Chief Executive of BADMINTON England.

If at that Extraordinary General Meeting, the special resolution is passed by a majority, the Association shall cease to operate, the powers of the Management Committee shall come to an end and the members shall appoint a Committee (known as the liquidation committee) to realise the assets of the Association and discharge all known debts and liabilities of the Association.

After discharging all known debts and liabilities of the Association, the remaining surplus shall not be paid or distributed amongst the Full Members of the Association, but shall be given or transferred to BADMINTON England for them to apply at their discretion in support of objects as similar as possible to those of the Association.

At the time of the transfer of the surplus to BADMINTON England the Associations Secretary shall give notice to BADMINTON England that the winding up is complete and the Association shall thereupon be dissolved and the powers and responsibilities of the liquidation committee shall cease. BADMINTON England may publicise the dissolution as it see fit. The Secretary shall also make arrangements with BADMINTON England for the long term storage of the Associations records.