1. **OUR KEY TERMS**

- **AGM:** The yearly Annual General Meeting (AGM) of the Club's Members
- **Annual Member:** Someone who officially joins the Club as a Member
- **Annual Membership Fee:** The fee payable each year to become or continue to be a Member
- **Club:** Goslings London Badminton Club
- **Club Committee:** The team responsible for running and managing the Club
- **Club Website:** Our online home — www.goslingsbadminton.com
- **Committee Member:** Representatives elected to run and manage the Club
- **Core Officer/s:** The core Committee positions elected by the Committee are Chair or Co-Chairs, Club Secretary, Membership Secretary and Club Treasurer
- **EGM:** An Extraordinary General Meeting (EGM) called outside the usual AGM schedule to address urgent or significant Club matters
- **Membership Year:** Runs from 1st October to 30th September
- **Other Role Holders:** Committee Members elected to perform other duties in a non-core officer capacity
- **Regular Club Activity:** Our regular weekly badminton sessions
- **Standards of Behaviour:** The expectations all members must adhere to
- **Sub-Committee:** The Committee group responsible for each Regular Club Activity
- **Temporary Sub-Committee:** A temporary group formed for a specific purpose or project
- **Visitor:** A non-member attending a Regular Club Activity up to three times before being obliged to join the Club

2. | OUR CLUB AND PURPOSE

Our purpose is to create a welcoming space where LGBTQIA+ individuals and their supporters can enjoy badminton, make friends, and stay active. We support players of all skill levels, believe in fairness, respect, and having fun, on and off court.

Goslings will always be led by its club values of diversity, community and friendship.

3. | MEMBERSHIP

ELIGIBILITY AND APPLICATION

Membership is open to all members of the LGBTQIA+ community and supporters aged 18+. Prospective members must:

- Pay the Annual Membership Fee
- Complete the membership application process
- Attend no more than three Regular Club Activities as a Visitor

STANDARDS OF BEHAVIOUR

Members and Visitors must adhere to the Club's Standards of Behaviour Policy and venue rules.

Breaches of standards, including disrespectful or unsafe conduct, may result in removal from activities or membership cancellation by the Committee.

LEAVING OR LOSING MEMBERSHIP

Membership may be revoked for gross misconduct, repeated breaches of the Standards of Behaviour, or actions damaging to the Club's reputation. Decisions will follow an investigation by the Chair or Co-Chairs in line with the Club's Complaints Policy and will require a majority Committee vote, with

no rights of appeal. Members may leave the Club at any time by notifying the Club in writing (Membership fees are non-refundable).

BADMINTON ENGLAND

The Annual Membership Fee includes individual membership of Badminton England. Membership of Badminton England includes individual Sports and Recreation Liability Insurance. Members may provide evidence that they already hold membership to Badminton England, in order to waive this part of the membership fee.

MEMBERSHIP RECORDS

The Club (Membership Secretary) will maintain an accurate register of members in line with our privacy policy. It will include the member's full name, email address, phone number, Badminton England number, membership start date, and the membership end date.

4 | HOW THE CLUB IS RUN

CLUB COMMITTEE

The Club Committee is the governing body of the Club and will be overseen by the Chair or Co-Chairs who will be elected by the Committee. It is responsible for overseeing activities, financial business, ensuring compliance with this Constitution, calling an AGM/EGM, organising tournaments, and managing the Club's operations.

If Co-Chairs are elected by the Club Committee, should one stand down, the other(s) will be required to stand down, and a new election must take place.

Additional roles may be created such as Welfare Officer or Events Coordinator etc, to help facilitate the work of the Club. The Committee may appoint individuals or create Temporary Sub-Committees to specific roles as needed, and remove roles where necessary, ensuring the Club operates efficiently.

A person elected to any office shall cease to hold that office if they are no longer a member of the Club Committee, are removed by a majority Committee vote following the process under 'Removal of Sub-Committee Members', or if they resign from that office at any time by written notice to that effect.

If a member of the Club Committee is not voted in by the membership at the AGM onto a Sub-Committee, and they are currently holding a Core Officer role within the Club Committee, the Club Committee will have the right to vote by majority on whether that office remains held by that individual.

SUB-COMMITTEE

Each Regular Club Activity will have four Sub-Committee members, unless otherwise agreed by the Club Committee. They will be responsible for organising and running the Regular Club Activities and managing admissions and bookings. They must ensure they work in line with the Constitution, and do not unfairly disadvantage other Regular Club Activities.

All Sub-Committees remain accountable to the Club Committee and must ensure their actions are transparent, fair, and consistent with the Club's Constitution. Sub-Committee members also have a duty to inform the Committee about any financial or operational risks without delay.

ELECTION OF CORE OFFICERS

The core offices of the Committee are:

- **Chair or Co-Chairs**
- **Membership Secretary**
- **Treasurer**
- **Club Secretary**

Core Officers will be elected by a majority Committee vote when roles become vacant. There is no term limit for how long a Core Officer can remain in office.

Any person standing for a Core Officer role must have been a member of Goslings for at least two years and be a current Committee Member. In the event that no current Committee Members wish to fill a Core Officer role, the role will be advertised to club Members of at least two years. Any Committee Member standing for the role of Chair or Co-Chair must have been a Member of the Goslings Committee for at least one year. The election process for the Chair or Co-Chairs will be run by the Club Secretary, the elections for all other roles will be run by the Club Chair or Co-Chairs.

APPOINTMENT OF COMMITTEE MEMBERS

If a committee position becomes vacant during the year (due to resignation, removal, or otherwise), the position will be advertised to all club members, along with the job description. The committee will consider all applications and by majority vote will appoint a replacement.

Committee Members are reconfirmed at the AGM as a whole Sub-Committee group by a simple majority vote of the Members participating. There is no limit to how long a Member may serve on the Committee.

REMOVAL OF COMMITTEE MEMBERS

Committee Members can be removed from office based on either gross misconduct or poor performance. Concerns of gross misconduct or poor performance can be raised by any member of the club. All concerns need to be submitted to either the Chair or Co-Chairs or Club Secretary and require a second Club Member to support the concern.

Gross Misconduct:

Any Committee Member can be removed from their office and/or Committee by a majority Committee vote where an act of gross misconduct has taken place. This may include (but is not limited to) criminal acts, unauthorised removal of committee access to club systems, financial misconduct, causing significant damage to the Cub's reputation etc. The committee will collectively gather and review all evidence and decide, by majority vote, on the appropriate course of action required. This may include (but is not limited to): a verbal warning, a final written warning, a suspension or removal from office, or possible dismissal of the complaint with no further action. Where appropriate, the committee will be empowered to decide if the person in question should also have their Club Membership revoked and if they should be prohibited from rejoining the Club for a defined amount of time.

The committee reserves the right to take any necessary immediate temporary action by majority vote whilst the concern is in the process of being fully investigated.

Committee Requirements and Performance:

Committee Members are expected to run a minimum of two sessions per month, except where they are unable due to centre closures, holidays, illness, or other agreed absences. In addition, Committee Members are required to attend and contribute to meetings, communication channels, vote on decisions and be engaged with the governance of the Club. They are strongly encouraged to support

with organising tournaments, events, and other activities. Core Officers will carry out additional roles in accordance with their elected positions.

If a concern is raised about a Committee member's performance, the Chair or Co-Chairs and one other Committee Member will be responsible for addressing the concerns in a fair and unbiased manner. Where the concern is about the Chair or Co-Chairs, the Club Secretary and one other Committee Member (who is not a complainant) will manage the process.

1. The member in question will be given an opportunity to respond and, where appropriate, supported with a clear timeframe and expectations for improvement.
2. If there is no significant improvement after this period, the matter will be reviewed again by the responsible parties. A recommendation for change or removal must be approved by a majority vote of the remaining Committee Members.

DECISION-MAKING

The Committee is required to meet in person at least four times per year. Routine decisions may also be made on other committee communication channels. Decisions made by the Committee will be made by majority vote, and in the event of a tie, the Chair or Co-Chairs will have a single deciding vote. Committee Members unable to attend a meeting may provide their vote to the Chair or Co-Chairs at least 24 hours prior to the meeting.

- **Routine Decisions:** Routine decisions related to the day-to-day operation of the Club may be made by the Committee Members, without needing to consult the wider membership.
- **Major Decisions**: Major decisions, such as changes to the Club's Constitution, dissolution of the Club, or significant changes in Club policy, will require approval by the members at an AGM or EGM (Extraordinary General Meeting).

QUORUM REQUIREMENTS FOR COMMITTEE MEETINGS

A Committee meeting will consist of at least seven Members including the Chair or Co-Chairs (or nominated representatives) and Club Secretary (or nominated representative), including at least one representative from each Sub-Committee. Only when this requirement is met may the Committee exercise its full powers and make binding decisions. Meetings that fail to meet this requirement will be limited to discussions, with any decisions deferred until requirements are satisfied.

ACCOUNTABILITY AND TRANSPARENCY

The Committee is accountable to the Club's Members and will provide:

- **Annual Reports:** The Committee will prepare an annual report, including an overview of the Club's activities, achievements, and financial performance. This report will be presented for the AGM and made available to all Members.
- **Financial Transparency:** The Treasurer will present a financial overview at the AGM, detailing income, expenditure, and reserves. Any Member may request access to the Club's financial records during the year, which will be provided within a reasonable period.
- **Meetings:** The Club Committee will ensure that minutes are made of all proceedings at Club Committee meetings. Sub & Temporary Sub-Committees will update at Club Committee meetings. The minutes of any meeting will include the names of those present and will be available upon request within a reasonable period. Minutes may include redactions for the purpose of complying with data protection.

- **Member Engagement:** Committee Members will regularly engage with the broader membership to solicit feedback and input on the Club's activities and plans. This may include surveys, member forums, or informal communication.

COMMITTEE RECOGNITION

Committee members are volunteers, and while not salaried, the Club may offer reasonable benefits to recognise members' contributions and support their ongoing involvement. At the Club Committee's discretion, Sub-Committee members may receive:

- Free sessions for the Regular Club Activity that they manage
- Discounted access to Club events or tournaments that they manage

All benefits must be proportionate and approved by the Committee. They must not create conflicts of interest or be considered financial remuneration.

CONFLICT OF INTEREST

Committee Members must declare any potential conflict of interest relating to their role or the decisions made by the Committee. In these circumstances they must withdraw from voting. Conflicts may include:

- Personal or family relationships with suppliers or members
- Financial interest in businesses working with the Club
- Holding roles in other organisations with similar aims
- Using Club resources for personal or commercial gain
- Gaining personal benefit from Club decisions

Committee Members must refer to the Chair or Co-Chairs if they are unsure whether their circumstances may be a conflict. If the Chair or Co-Chairs think(s) they may be subject to a conflict of interest, they must inform the Club Secretary. There will be a formal process to investigate any potential conflicts.

Committee members may not serve as an employee of the Club, and no Member of the Committee may be given any remuneration by the Club for performing their duties, except expenses reasonably incurred by them while conducting their duties. This does not include free sessions or other benefits outlined above.

5 | FINANCES

The Committee is responsible for overseeing all financial matters and ensuring the Club operates within its means.

BANK ACCOUNT

Club bank accounts will be managed by the Treasurer. The Chair or Co-Chairs and at least one other authorised Core Officer determined by the Chair or Co-Chairs will also have management access. Any transaction must be signed off by two authorised Members (one Core Officer initiating the transaction and another Core Officer approving it).

INCOME

All income must be documented. The Club's income sources include, but are not limited to:

- Annual Membership Fees.
- Session fees collected from visitors and members.
- Income from tournaments or other initiatives.
- Grants, sponsorships, or donations, as approved by the Committee.

SPENDING

Club funds will only be used for club operations, with receipts, invoices, and/or other records stored in a secure online drive for audit purposes. Spending may include:

- Venue hires costs
- Equipment purchases and upkeep
- Marketing and promotional activities
- Events, tournaments, coaching or workshops
- Administrative costs, such as website hosting or insurance

No Committee Member will authorise payments or expenses for personal benefit, unless explicitly approved by the Chair or Co-Chairs as reimbursement for legitimate expenses incurred in Club activities. If the Chair or Co-Chairs incur(s) expenses they will be approved by another Core Officer.

FINANCIAL REPORTING

The Treasurer will prepare and present a quarterly financial summary to the Committee, including details on:

- Income received and sources
- Expenditures and remaining balances

Annual financial statements, including a profit and loss account and balance sheet, will be prepared by the Treasurer and independently reviewed or audited if deemed necessary by the Committee.

RESERVES POLICY

The Club will maintain suitable financial reserves equal to at least three months of operational costs of our Regular Club Activities. Reserves will be reviewed annually by the Treasurer.

FUNDRAISING AND GRANTS

The Committee may organise fundraising activities or apply for grants to supplement Club income which must align with the Club's purpose and be approved by the Committee.

ASSET MANAGEMENT

The Committee will ensure any physical assets purchased with Club funds are maintained, inventoried annually, and used exclusively for Club activities. Asset disposal or replacement must be approved by the Committee and documented.

FINANCIAL MISCONDUCT

Any suspected financial irregularities or misconduct must be reported to the Chair or Co-Chairs immediately for investigation. If the suspected financial misconduct is regarding the Chair or Co-Chairs, the Club Secretary must be informed.

Investigations into financial misconduct will follow the Club's Complaints Policy and may involve external auditors if required.

Proven cases of financial misconduct will result in disciplinary action, including possible legal action and removal from the Committee or Membership.

6 | CLUB MEETINGS

ANNUAL GENERAL MEETING (AGM)

The Club will hold an Annual General Meeting (AGM) each year to discuss key activities, review policies and finances, confirm Sub-Committee Members and Core Officer roles and allow discussion on member motions.

KEY ELEMENTS OF THE AGM

TIMING

The AGM will be held within fifteen months of the previous AGM. The Club Committee will provide at least twenty-one days' notice to Members regarding the date, time, location, and agenda of the meeting.

AGENDA

The standard agenda for the AGM will include:

- Chair or Co-Chairs' report outlining the year's achievements, challenges and financial position
- Confirmation vote on Sub-Committee members and Core Officers
- A review and approval of any updates to club policies
- Discussion of any motions raised by members

CORE OFFICER POSITION CONFIRMATIONS:

At the AGM there will be a confirmation vote for each Core Officer position holder. If any candidate is not confirmed by vote, the post will become vacant, and a new election will be held within the Committee to fill the vacancy. The candidate elected by the Committee will then be subject to a confirmation vote by the Membership by means of an anonymous poll.

SUB-COMMITTEE ELECTIONS AND CONFIRMATIONS

Each Sub-Committee will collectively be confirmed at the AGM in their Sub-Committee roles. Any Sub-Committees not reconfirmed by simple majority will necessitate new elections. All roles will then be readvertised, and candidates (including the previous Sub-Committee Members) can stand in a vote by the Club Membership by means of an anonymous poll.

HOW THE ELECTION WORKS (IF A SUB-COMMITTEE IS NOT CONFIRMED)

- Members who wish to stand must notify the Chair or Co-Chairs before voting begins. A timeline will be provided to members following the AGM. Members will be required to provide a short-written statement, outlining their suitability and motivations, which will be provided to the members for consideration.
- A list of all candidates will be shared with Members
- The four candidates with the highest number of votes will be elected

- The Club Committee reserves the right to review all nominations to ensure there are no conflicts of interest and that appointed committee members reflect the club's purpose and values.
- If no new nominations are made, the Committee reserves the right to reinstate the previous Sub-Committee Members.
- Vote counts will remain confidential and will only be shared with the Core Officers, if required, for the purposes of confirming outcomes.

MEMBER MOTIONS

Member motions are recommendations proposed by club members with the aim of improving the way the club is run.

Members wishing to raise motions to be voted on at the AGM need to email their requests to the Club email address at least two weeks prior to the AGM. The proposed motions require the support of at least five other Club Members and the rationale for the requests should be detailed in the email.

The Committee will acknowledge receipt of these requests within 48 hours. Committee will review requests and reserves the right to reject any not in the best interests of the club. Motions approved by the Club Membership at the AGM will be considered by the Committee. The Committee reserves the right to not enact all motions if there are grounds not to do so.

VOTING

Voting for the AGM will be by show of hands or by online voting systems by simple majority.

ATTENDANCE REQUIREMENTS TO CLUB MEETINGS

The requirements for AGM voting will be at least one-quarter of the current Membership or fifty Members, whichever is the lower number. If the requirement is not met, the meeting may be postponed or rescheduled, with at least seven days' notice given.

EXTRAORDINARY GENERAL MEETING (EGM)

An Extraordinary General Meeting (EGM) may be called at any time for urgent or significant matters that require Member approval by notifying the Club Secretary who will oversee the petition via club approved systems. The Committee reserves the right to reject any motion deemed to be unconstitutional or not in line with the club's purpose and values

CALLING AN EGM

An EGM may be called by:

- Majority decision of the Club Committee
- A petition signed by at least fifty Members who request the meeting

NOTICE

The Club Committee must provide at least twenty-one days' notice of an EGM, specifying the date, time, and agenda for the meeting. If necessary, the EGM may also be conducted virtually to ensure participation from members who cannot attend in person.

AGENDA AND VOTING

The agenda for an EGM must focus on specific items of business, and Members will vote on the matters presented in accordance with the same procedures outlined for the AGM. EGMs will be used for issues requiring urgent action or approval.

EGM PROCEDURES

- Attendance requirements for EGMs will be at least 30% of the Membership or sixty Members, whichever is lower.
- Decisions at EGMs and AGMs will be passed by a simple majority vote. Constitutional amendments, however, require a two-thirds majority.

7. | CLOSING THE CLUB

The Club may be dissolved under certain circumstances, such as financial instability, or a two-thirds majority vote decision by the Membership to cease operations. Dissolution may also be triggered by other events that render the continuation of the Club unfeasible, such as a major decline in membership or external factors (e.g. legal, or regulatory issues).

INITIATING CLOSURE

Dissolution may be initiated through an AGM or EGM proposal approved by at least two-thirds of Members. A formal vote must be held to pass the resolution for dissolution.

CLOSURE PROCESS

If the Club is dissolved, the Club Committee will oversee the dissolution process, ensuring that all outstanding financial obligations are met, including paying off debts and liabilities. The remaining assets will be distributed as follows:

- Equally between existing members, or donated to a charity or community initiative that aligns with the Club's values and purposes as agreed
- If there are no remaining assets, the Club will formally close its bank accounts and remove any registered entity from any relevant legal or regulatory bodies.
- A final report summarising the dissolution will be made available to all Members and stakeholders.

NOTIFICATION

The Members will be notified of the decision to dissolve the Club, and they will be given an opportunity to provide feedback or raise concerns before the final vote is held.

8. | KEEPING YOU INFORMED

GENERAL NOTICE PROVISIONS

All official notices and communications regarding meetings, updates, and Club matters will be issued in writing or via electronic means (such as email or an app) to Members. The Club may also use its official website or social media channels to provide notice of meetings, events, or significant changes.

FAILURE TO RECEIVE NOTICES

The failure of a Member to receive a notice will not invalidate any decisions made at the meeting or event for which the notice was issued, provided that the notice was distributed in accordance with the Club's procedures.