

**EDINBURGH CITY KORFBALL CLUB
CLUB RULES AND CONSTITUTION
DECEMBER 2007**

1. NAME

1.1. The name of the club shall be the *Edinburgh City Korfball Club*.

2. PURPOSE AND INDIVIDUAL RESPONSIBILITY

2.1. The purpose of the Club is to:

(i) encourage persons of any age, gender, disability, race, religion or sexual orientation to become involved in Korfball and become Club members;

(ii) encourage Club members to play Korfball at the highest level at which they wish, and are able, to play;

(iii) provide effective organisation and management through the Executive Committee in support of the players and the teams;

(iv) provide the means for the continued growth and development of the Club in all respects;

(v) promote the sport of Korfball in the Edinburgh area and maintain the integrity of the Club, and

(vi) ensure that the Club's activities remain at all times within the current policies and guidelines of the International Korfball Federation (IKF), the British Korfball Association (BKA) and the Scottish Korfball Association (SKA) for Korfball.

3. OFFICERS OF THE CLUB

3.1. All the Officers of the Club shall serve in an honorary capacity for one year after which they may seek re-election.

3.2. No person under the age of sixteen years may be elected as an Officer of the Club, and neither the President, nor the Secretary, nor the Treasurer shall be under the age of twenty-one years.

3.3. All Officers shall be elected at the Annual General Meeting (AGM) and, save in respect of the Coaching Co-ordinator, will constitute the Executive Committee.

3.4. The Officers of the Club each season shall be set out in the Appendix, which shall be amended within a month following the AGM to reflect the Officers that were elected at that AGM (or EGM, as the case may be) pursuant to Clause 4.4.

4. GENERAL MEETINGS

4.1 The Annual General Meeting (AGM) shall be held in May/June each year, with all members receiving at least twenty-one days' notice in writing of each meeting.

4.2. The ordinary business of the AGM shall be to:

- (i) approve the minutes of the previous AGM and the minutes of any Extraordinary General Meetings (EGMs) held since the previous AGM;
- (ii) receive the President's report;
- (iii) receive the Treasurer's report;
- (iv) receive the Tournament Secretary's report;
- (v) elect the Officers for the ensuing year;
- (vi) elect the Honorary Auditor for the ensuing year, and
- (vii) receive proposals for the amendment of the Club's Rules and Constitution.

4.3. Subject to Clause 4.7, nominations for the various Officer posts (subject to election at the AGM) should be received by the Secretary prior to the day of the AGM and each such nomination must be submitted with the consent of the member being nominated.

4.4. Officer vacancies and additional appointments to other committees shall be filled at the next Annual General Meeting of the Club or, subject to the powers of the Executive Committee under Clause 5.8, at an Extraordinary General Meeting called specifically for the purpose.

4.5. Subject to Clause 4.7, any member wishing to raise an issue at the Annual General Meeting shall give notice of such business in writing to the Secretary at least fourteen days before the meeting.

4.6. Subject to Clause 4.7, the wording of any proposed amendments to the Rules and Constitution of the Club shall be submitted to the Secretary at least fourteen days before the date of an AGM, and the Secretary shall circulate a

copy of each such proposal to the members at least seven days before the meeting, including the names of the proposer and seconder.

4.7. Where a member raises a matter at the AGM which was not submitted prior to the AGM as required, the President shall have sole discretion to allow the matter to be heard or to require that the matter be withheld from discussion.

4.8. The Secretary shall circulate minutes of each AGM and EGM as soon as possible thereafter and in any event not more than twenty-eight days after the meeting.

4.9. Extraordinary General Meetings may be requested by not less than 20% of fully paid-up (i.e. not in arrears in accordance with any method for payment of club membership or other fees approved by the Treasurer) members, who shall inform the Secretary accordingly. The Secretary shall provide at least fourteen days' notice in writing of the EGM to all Club members, together with details of each proposed resolution and the names of the proposer and seconder.

4.10. The quorum for AGMs and EGMs shall be one quarter of the fully paid-up membership of the Club. If the number of members attending such a meeting, and who are eligible to vote, is less than the quorum no decisions shall be taken at the meeting that affect the management of the Club's affairs.

4.11. Only fully paid-up members of the Club shall be entitled to vote at AGMs and EGMs. Where a member has a potential conflict of interest in voting on an issue he/she shall not be eligible to vote on that issue save where the President permits the vote in his absolute discretion. Each eligible member shall be entitled to one vote on each issue.

4.12 For a proposed change in the Club's Rules and Constitution to be approved, at least two thirds of those members present and entitled to vote must vote for the variation. For other issues requiring a vote to be taken, decisions will be taken based on a straight majority vote. In the event of a tied vote in the latter instance, the President shall be entitled to exercise a second and casting vote.

4.13. Voting shall be by a show of hands unless a secret ballot on a particular issue is agreed beforehand by a majority vote. Proxy voting is not permitted.

5. ADMINISTRATION

5.1. The Club shall be governed by the Executive Committee and shall consist of the Officers elected at the AGM (or EGM, as the case may be).

5.2. The Executive Committee shall meet within twenty-eight days after each AGM and shall determine the frequency of such meetings during the course of

the year. The Executive Committee shall, however, meet at least six times a year.

5.3. Decisions at Executive Committee meetings shall be taken by majority voting, with the President being entitled to a second vote in the event of a tied vote on any issue.

5.4. Minutes of every Executive Committee meeting shall be kept by the Secretary and shall be open to inspection by other Club members, on request.

5.5. Any fully paid-up member shall be entitled to attend an Executive Committee meeting as an observer and may only take part in the discussion of any item with the prior permission of the President.

5.6. Any vacancy arising on the Executive Committee may be filled by the Executive Committee as a temporary measure until the next General Meeting.

5.7. The quorum for the Executive Committee shall be four Officers, one of whom must be the President or the Secretary.

5.8. The Executive Committee shall have the power to appoint sub-committees if considered to be in the best interests of the Club and, in each such instance, shall determine the sub-committee's terms of reference and membership.

5.9. The Executive Committee shall have the power to appoint the Club coaches for a period extending not beyond the next AGM.

5.10. The Executive Committee shall ensure that provision of copies of the constitution, key documents, and transfers of bank signatories are arranged promptly after any new appointments to the Executive Committee.

6. SELECTION OF TEAMS

6.1. The selection of teams shall be the sole responsibility of the appointed team coach or manager, as determined by the Executive Committee.

6.2. In the event of a selection disagreement or any dissatisfaction over team selection, the Coaching Co-ordinator shall be the final arbiter.

7. FINANCE

7.1. The *Edinburgh City Korfball Club* shall, acting through its Treasurer, adhere to accounting requirements at least equivalent to those of the Charities Acts in

force at the time relevant to the projected income and expenditure levels of the Club. These include:

- (i) the keeping of adequate accounting records for the *Edinburgh City Korfball Club*;
- (ii) the preparation of annual statements of income and expenditure and a balance sheet;
- (iii) the auditing of the accounts by an Honorary Auditor appointed at the AGM, who shall not be an Officer of the Club;
- (iv) the recording of all financial transactions on a day-by-day basis, with sufficient explanations to enable proper accounts to be prepared at any time;
- (v) the retention of prime documents in support of financial transactions for at least three financial years;
- (vi) the recording of the assets and liabilities of the Club; and
- (vii) the application of all income towards the furtherance of the club's aims and objectives.

Income shall not be distributed amongst the individual members of the club.

7.2. The Club shall appoint bankers, as recommended by the Executive Committee, and all income shall be deposited in the account(s) opened at the bank.

7.3. The Executive Committee shall appoint at least three bank signatories, two of whom must sign every cheque drawn on the Club's bank account(s). Two of the signatories shall be the President and the Treasurer.

7.4. The financial year for the club shall commence on 1 July and end on 30 June the following year. Following an AGM, the outgoing Treasurer shall be required to take equal responsibility as the incoming Treasurer in relation to his duties and will work alongside the incoming Treasurer until the end of the financial year. Thereafter, the outgoing Treasurer shall provide reasonable assistance for a period of three months where the incoming Treasurer reasonably requests such assistance.

7.5. The Treasurer shall present the draft final accounts for each completed year to the appointed Honorary Auditor, together with all supporting documents, to enable the audit to be completed in time for the AGM.

8. TEAM COLOURS

8.1. The team colours shall be Red/White and Black/White as the alternative for away matches.

9. LIABILITY

9.1. The *Edinburgh City Korfball Club* shall take out insurance cover appropriate to its activities, with the level of cover being reviewed by the Executive Committee from time to time. No personal accident insurance, travel insurance or motor insurance cover shall be provided for Club members and individual members shall be advised to arrange their own cover if considered to be necessary.

10. CHILD PROTECTION

10.1. The *Edinburgh City Korfball Club* shall abide in all respects, and at all times, with the BKA's current Child Protection Policy and recommended practices.

11. BEHAVIOUR OF MEMBERS

11.1. The *Edinburgh City Korfball Club* expects every member to behave in an exemplary manner when representing the Club in any capacity. Any behaviour falling short of these standards will be the subject of detailed investigation by the Executive Committee or a sub-committee appointed by it for this purpose, and that committee or subcommittee shall have the power to impose sanctions on any player who is found to have behaved in a manner falling short of the standards set. Such sanctions shall be in line with the gravity of the misdemeanour.

11.2. Every member of the Club will be required to sign an undertaking to abide by any Code of Conduct introduced by the Club.

12. DISSOLUTION

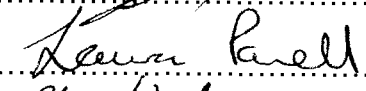
12.1. The *Edinburgh City Korfball Club* may be dissolved by a resolution passed by at least two thirds of the members present, and eligible to vote, at an Extraordinary General Meeting convened for the purpose and in respect of which at least twenty-eight days' notice has been given to all members in writing by the Secretary. Such resolution shall give instructions for the disposal of any assets held by, or in the name of, the *Edinburgh City Korfball Club*, provided that, if any

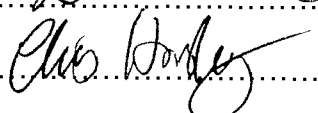
property remains after the satisfaction of all debts and liabilities, such property shall not be paid to, or distributed among, the members of the *Edinburgh City Korfball Club*, but shall be given or transferred to such other charitable institutions, or institutes, having objects similar to some or all of the objects of the *Edinburgh City Korfball Club* and, if insofar as effect cannot be given to this provision, then to some other charitable purpose.

The above Rules and Constitution were adopted by the Club at the Annual/Extraordinary General Meeting of the *Edinburgh City Korfball Club* held on 11 November 2007.

Signed:

President: 

Secretary: 

Treasurer: 

All three signatories are over 21 years of age.

APPENDIX

The Officers of the Club for the season 2007/2008 shall be the following:

1. President: Neil Hayes
2. Treasurer: Chris Horsley
3. Secretary: Laura Powell
4. Match/Tournament Secretary: Rich Allan
5. Fundraising/Sponsorship: Olayinka Ekundayo
6. Ordinary member: Freya Revie
7. Coaching Co-ordinator: Clive Minshull