**University of Southampton**: Constitution of Southampton University Recreational Badminton Club and associated Eagles Badminton Club

Updated: 03/11/2021

1. **Club Name and Affiliation:**

The Club will be called ‘Southampton University Recreational Badminton Club’, divided further into ‘RecBad’ and ‘Eagles Badminton Club’. The ‘Eagles Badminton Club’ will be affiliated with Southampton and Winchester Badminton leagues. The Eagles Badminton Club will participate in Southampton and Winchester leagues.

1. **Objective and Aims:**

The main objectives of ‘RecBad’ are:

* To provide an organised environment where individuals of any badminton ability can play in a social setting.
* To provided suitable equipment to members of the society, including badminton rackets and plastic/nylon shuttlecocks.
* To provide opportunities for members to develop their badminton abilities (for example, through tours to ISBT tournaments which enable members to play in a different environment with a variety of people).
* Enable badminton players of all ages and nationalities within the students union to meet and socialise.

The main objectives of ‘Eagles Badminton Club’ are:

* Provide an organised and friendly environment for masters, postgraduates, alumni and staff to engage in recreational badminton.
* Provide a foundation to competitive badminton through participation in Southampton and Winchester Leagues.
* To provide the ability to play through the provision of feather shuttlecocks.

1. **Running of the Club:**

‘RecBad’ will be run by a committee composing of a President, a Vice-President, a Secretary, a Treasurer, a Welfare Officer, two Social Secretaries, two Tour Secretaries, a COVID-19 Officer, an In-Week Officer and an Eagles Representative. These positions are shared between more than one individual as appropriate. The ‘Eagles Badminton Club’ will liaise with the ‘RecBad’ President via their representative as appropriate and will answer questions relating to the running of their club.

The ‘RecBad’ committee will be elected at an Annual AGM, with the exception of the Eagles representative. The Eagles representative will be a member of the ‘Eagles Badminton Club’ who nominates themselves, and is then supported in this nomination by the ‘RecBad’ President. The newly elected committee will take up their post after a handover meeting, which will be agreed between the old and new committee after the AGM has taken place. The Eagles representative will be expected to attend this meeting. Documents relating to the next committee can be provided to respective members between the AGM and the start of the new academic year.

1. **Membership:**

All members who provide their email addresses to ‘RecBad’ at the Bunfight will be invited to a trial session (to be set at Jubilee’s discretion). Individuals are allowed to attend 2 ‘RecBad’ Sessions per academic year free of charge, before membership must be purchased via the SUSU Box Office. Full membership benefits can be viewed on the Group Hubs Page.

* Membership cost is revised each year and agreed upon by the committee.
* Only full members are eligible to vote at AGM’s.
* Only full members are eligible to run for committee positions.
* A register of members can be viewed via the Group Hubs Page and through box office membership purchases.
* As the ‘Eagles Badminton Club’ membership is mainly focused around masters, postgraduates, alumni and staff, undergraduates will be allowed to join by invitation of the ‘Eagles Badminton Club’ committee. This will also enable the club to achieve their aim of providing a foundation for competitive badminton.

1. **Finance and Accounts:**

All committee members are jointly liable for the proper management of the Club’s finances.

* All club monies will be banked in an account held in the name of the Club
* The accounts will be kept and managed by the Treasurer, who must be able to provide a statement of finances at the AGM and when requested.
* Should Southampton University Recreational Badminton Club no longer be viable, any residual funds (after all creditors have been satisfied) shall be donated to a Club or organisation with similar aims and objectives.

1. **General Meetings:**

Annual General Meeting (AGM):

* ‘RecBad’ must hold an AGM in each academic year, with no more than 15 months elapsing between successive AGM’s.
* The minimum notice period for an AGM is 10 days.
* As stated above, only fully paid members are eligible to vote in the AGM.
* The AGM can take place either in person or online, as long as all members have the opportunity to attend.
* Voting can also take place either in person or online.

AGM amendments

* If there is a tie for a position during the AGM, the old committee will conduct a vote for whoever shall get the new position. If a tie happens again, flip a coin for the position.
* Any uncontested vacant positions can be filled by candidates who were unsuccessful in being elected in the initial position they applied for. To elect this new position, the old committee will vote on new role-specific manifestos given by the candidate(s) who want(s) to reapply for the different role, needing a 51% majority vote or greater to be elected. (Please note this also applies to EGMs).

Handover Meeting:

Once the AGM has been completed and the new committee elected, the current and future president must organise a date for a handover meeting which as many members of the current and future committee can attend, in order to handover relevant information. There must be a minimum attendance of the old and new President, the new and old Treasurer, and the Eagles Representative. However, as stated above, information can be requested from the previous committee at any point between the AGM and the start of the next academic year.

Extraordinary General Meeting (EGM):

* A general meeting that is not an Annual General Meeting is called an Extraordinary General Meeting (EGM).
* The committee may call an EGM at any time.
* The committee must call an EGM meeting if requested to do so in writing by at least five Full Members of ‘RecBad’.
* The members written request for an EGM must state an agenda for the meeting.
* Once requested, the committee have 10 working days in which to hold the EGM, with a required notice period of 3 days.
* The EGM can take place either in person or online, as long as all members have the opportunity to attend.

1. **Succession of power:**

The succession of power is a tiered system. If one of the positions is to be vacated (i.e. a member of committee has to step down), the committee will vote as to who is most suited to fill the position within that tier. If there is no one in the current tier able or willing to take the position, the role will be offered equally to those in the following tier. Contested positions will be decided through a vote by the current committee, with a majority of 51% needed for election.

Tier 1:

* President
* Vice President

Tier 2:

* Secretary
* Treasurer
* Welfare Officer

Tier 3:

* Social Secretary
* Tour Secretary
* COVID-19 Officer
* In-Week Officer

If a role has 2 people (e.g. social sec), one member shall be President whilst the other takes the Vice President role.

1. **Committee Obligations:**

* Committee are expected to give up some of their free time to help the running of RecBad. They are expected to liaise with each other to make sure enough committee members attend each session to set up, run and pack down.
* A warning will be given if a member of the committee fails to attend sessions/meetings over 3 consecutive weeks without providing a valid reason in advance of absence (valid reasons include: university workload, poor health or emergency situations).
* Committee members are expected to give one week’s advanced notice if they need an extended break from committee obligations.
* If the member of committee still fails to attend without valid reason/advanced notice, disciplinary action may be taken.

The duties of each role are as follow:

President:

* Oversee the running of the society
* Apply for block bookings
* Liaising with Sport and Wellbeing
* Chairing Committee meetings
* Checking up on the other committee members
* Planning bunfight
* Being responsible for everything which happens in the club
* The President is responsible for any other tasks that do not come under the jurisdiction of other committee members.
* It is up to the President to decide which committee members get keys for the RecBad locker

Vice President

* Helping with the duties of President
* Sorting out committee kit before the year starts
* Sorting out the RecBad kit order for members during the year
* Organising tournaments
* The Vice-President shall chair all meetings of the Committee where the President is unable to do so.
* The Vice-President shall act as Welfare Officer in the event that the Welfare Officer position is vacant.

Treasurer

* Taking care of budget and money
* Make a budget for the year
* Applying for grants
* Keeping track of payments from members
* Reporting budget back to SUSU
* Paying for anything which needs to be paid for
* Any funds spent or applied for by RecBad must follow SUSU regulations and be authorised by the Treasurer and the President
* The Treasurer shall keep a record of all payments to or from RecBad
* The Treasurer shall produce a termly budget for RecBad, which shall be subject to ratification by the committee
* The Treasurer shall be responsible for negotiating sponsorship agreements for RecBad

Secretary

* Taking minutes (a record) of meetings and forwarding it to the committee
* Sending out emails to members
* Checking the email/Facebook
* The Secretary shall produce and maintain a list of all members, including up to date contact details, which shall be available to SUSU.
* The Secretary takes minutes at the Committee meetings, EGMs and the AGM.
* The Secretary produces the agenda for meetings, in consultation with the committee.
* The Secretary shall take the register at Committee meetings

Welfare Officer

* Ensure the wellbeing of all society members
* Being a point of contact if anyone has any problems
* Running surveys to see how the society can improve
* Make sure no one is forced to do anything they do not consent to or under coerced consent
* Responsible for recording and handling any welfare complaints directed against RecBad or its members.

Social Sec

* Organise socials
* Planning dates and times of socials
* Publicizing socials
* Organizing discounts
* Contacting venues
* Organizing a Christmas meal and an end of year BBQ
* The Social Secretary shall be responsible for any task pertaining to improving our engagement with our members, or increasing our membership.

Tour Sec

* Organize the RecBad tour
* Arranging RecBad to attend the various ISBT tournaments happening throughout the year, specifically Enschede (Dec) and Utrecht (Mar), making bookings, organizing travel and publicizing the events, as well as leading them yourself

COVID-19 Officer

* Keeping up to date on university/government COVID-19 guidelines and responsible for ensuring RecBad runs in accordance with these and other measures approved by the committee.
* Responsible for contacting the necessary people if there is a COVID-19 case at RecBad.
* Ensure sanitising of equipment.
* Assist with the administration required for members pre-booking onto sessions.

In-Week Officer

* The point of contact for any questions on booking courts outside of RecBad sessions.
* Managing the group chat for members wishing to book courts during the week and adding those wishing to join.
* Liaise with the rest of committee to facilitate the grading of those yet to be graded to enable those with similar experiences to play.

1. **Other committee detail amendments**

* The Instagram login should be shared with the Social Secs, President and whoever is designated to handle the account
* No member shall be expelled from the committee without justifiable reason (see disciplinary procedure for guidance).

1. **Disciplinary procedure against Committee Members:**
2. The Committee shall have the power to give notice to any Officer of RecBad, after discussion with the Groups Officer, on the grounds of bringing RecBad into disrepute by means of disciplinary proceedings.
3. The disciplinary procedure will be conducted by a meeting of the committee, with the Groups Officer invited to attend the meeting. The meeting will be structured in this way:
4. The accused shall be given a written formal notice that disciplinary procedure has been instigated against them. This shall be at least 24 hours before the meeting, and shall include a specific accusation(s).
5. The committee (including the accused) will firstly hear evidence from witnesses about their particular action. If the witness is uncomfortable giving their testimony orally they made do so in written format, this however must be submitted prior to the meeting.
6. The accused will then be given the right to reply. This right may be exercised by the accused or by a representative on behalf of the accused.
7. The committee will then hold a secret ballot, in which the accused is not allowed to vote, on whether the accused should remain a member of the committee or not. The accused will be found guilty by a vote 51% majority or greater.
8. Quorum for this vote will be 66% of committee (excluding the accused).
9. Where any Officer of RecBad is given notice by the Committee, a report of the matter shall be made to the next General Meeting of RecBad.
10. Students who are expelled from RecBad have the right of appeal to the Societies Committee.

Students who are expelled from RecBad have the right to request reinstatement to RecBad at the next or any subsequent AGM. Should this occur a vote of only committee members will proceed after a reading of the initial report that was produced at the time of the incident. To reinstate the student(s) a vote in favour must be 2/3 or greater.

1. **Disciplinary Procedure against Members:**
2. The Committee shall have the power to expel any member from RecBad, after discussion with the Societies Officer, on the grounds of misconduct, or for conduct of a nature opposed to the objects of RecBad and SUSU by disciplinary proceedings.
3. The disciplinary procedure will be conducted by a meeting of the committee, with the Groups officer invited to attend the meeting. The meeting will be structured in this way:
4. The accused shall be given a written formal notice that disciplinary procedure has been instigated against them. This shall be at least 24 hours before the meeting, and shall include a specific accusation(s).
5. The committee will firstly hear evidence from witnesses about their particular action.
6. The accused will then be given the right to reply. This right may be exercised by the accused or by a representative on behalf of the accused.
7. The committee will then hold a secret ballot, in which the accused is not allowed to vote, on whether the accused should remain a member or not. The accused will be found guilty by a 51% majority or greater.
8. Quorum for this vote will be 66% of committee (excluding the accused).

1. Students who are expelled from RecBad have the right to request reinstatement to RecBad at the next or any subsequent AGM. Should this occur a vote of only committee members will proceed after a reading of the initial report that was produced at the time of the incident. To reinstate the student(s) a vote in favour must be 2/3 or greater.
2. Where any member of RecBad is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the RecBad.
3. Students who are expelled from RecBad have the right of appeal to the Societies Committee.
4. **Constitutional amendments:**

* The Committee may amend the constitution, to either improve it grammatically or to improve the constitution and running of the society.
* All members of the RecBad Committee will be given the opportunity to vote on any constitutional amendments unless alternative structure is accepted by members at an EGM or AGM. To pass an amendment, there needs to be at least a 2/3 majority.
* Constitutional amendments only come into effect after an AGM and ratification of constitution at the first committee meeting of the new academic year unless alternative structure has been accepted by members at an EGM or AGM.