

MARKHAM BADMINTON CLUB

CONSTITUTION



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MARKHAM BADMINTON CLUB

CONSTITUTION & RULES

(TOGETHER WITH BY-LAWS & OTHER REGULATIONS)

ARTICLE 1: NAMES

The Club shall be known as the Markham Badminton Club, hereafter referred to as the 'MBC'.

ARTICLE 2: OBJECTIVES

1. To foster and promote the game of badminton by providing the opportunity for any person to play organized badminton at recreational and competitive levels while developing good character and sportsmanship.
2. To assist all participants in reaching their potential through the development of players, coaches, and administrators.
3. To encourage a positive and rewarding badminton environment among volunteers, players, coaching staff, and spectators.

ARTICLE 3: MEMBERSHIP

- Membership shall include annually registered players, elected Board of Directors and positions appointed by the Board.
- All members in good standing shall have voting privileges at Annual General Meetings (AGM) and Special General Meetings (SGM), with the following exceptions: registered players under the age of 18 as at December 31st of the current year.
- The total membership of the MBC shall be fixed at each Annual General Meeting, subject to the provision that the Board shall have overriding power to vary the number should financial circumstances warrant the necessity.
- When the number of members reaches the agreed maximum, each new applicant shall be placed on a waiting list and will be considered for membership in strict date order as and when a vacancy occurs.
- Termination of Membership – Board member has the right to refuse or not renew membership by a majority vote from the Board.

ARTICLE 4: BOARD OF DIRECTORS (BOARD)

The affairs of the Markham Badminton Club shall be conducted by the Board members, which shall consist of a President, Vice President Finance, Secretary and four Directors (total seven) with full voting privileges. The Board members shall be at least 25 years old.

1. The Board shall be elected at the Bi-Annual General Meeting subject to termination of office by resignation or otherwise, shall remain in office for a period of two years.
2. The Board shall meet as and when it is considered necessary.
3. Nominations to the Board of Directors shall be provided to the Secretary in writing twenty-one (21) days prior to the Annual General Meeting.
4. The following positions shall be elected for a two-year term at the Annual General Meeting held in even numbered years:
 - President
 - Secretary
 - Vice President of Programs
 - Vice President of Special Events
5. The following positions shall be elected for a two-year term at the Annual General Meeting held in odd numbered years:
 - Vice President Finance
 - Vice President of Operations
 - Vice President of Marketing & Communications
6. Under normal circumstances, the President shall manage the day-to-day operation of the MBC and preside at all meetings. In the case of an equality of votes at any meeting, the President shall have a casting vote.
7. The Vice President Finance shall discharge all the duties of the President when the President is absent.
8. The Vice President Finance shall conduct the financial business of the MBC. The Vice President Finance shall keep an accurate ledger of accounts, and provide a current financial report at each Annual General Meeting.
9. The Secretary shall keep and maintain the Minutes of all meetings, and provide a copy of those Minutes to all board members within 10 days of the meeting. The Secretary shall be the custodian of all documents and correspondence. The Secretary shall keep and maintain lists of all members.
10. The Directors shall act in an advisory capacity or otherwise assist in the management of the MBC as requested by the President in regards to internal and external communications, promotions, socials, tournaments, coaching, and other special activities.
11. Honorary Board Member:
 - All nominations for Honorary Board Members, when approved by the Board, shall be life long.
 - The Honorary Board Member shall act in both an advisory and managerial capacity as requested by the President and/or the executive.
 - The Honorary Board Member has no voting privileges.
12. Three Board members shall form a quorum.

ARTICLE 5: ANNUAL GENERAL MEETING

The Annual General Meeting will be held in October of each year for the following purposes.

- The purpose of the meeting is to review the activities of the past fiscal year, consider amendments to the Constitution and elect members to the Board.

- All matters will be decided by a simple majority of votes cast by members present by a show of hands unless a motion has been proposed to hold the vote by secret ballot or as defined in certain circumstances elsewhere in this Constitution or By-laws.

ARTICLE 6: SPECIAL GENERAL MEETINGS

The Board may at any time, for any purpose, call a Special General Meeting; however, they shall only do so upon receipt in writing from any five members, stating their reasons for which the meeting is to be called. At a Special General Meeting no business shall be transacted other than that for which the meeting was called.

No resolution shall be passed at a Special General Meeting unless a minimum of fifty percent of the current Board member is present.

ARTICLE 7: RULES OF ORDER AT MEETINGS

The Annual General Meeting shall take place no later than October 31st. The purpose of the meeting is to review the activities of the past fiscal year, consider amendments to the Constitution and elect members to the Board.

The election of the Board shall be decided by a simple majority of votes cast by members present by a show of hands unless a motion has been proposed to hold the vote by secret ballot.

The request for a Special General Meeting shall specify the agenda of the meeting and no other business will be conducted without the unanimous consent of those at the meeting.

Members shall have voting privileges per Article 3: Membership.

All matters will be decided by a simple majority of votes cast by members present, except as defined in certain circumstances elsewhere in this Constitution or By-laws.

Agenda for Annual General Meeting

1. Roll Call
2. Approval of Minutes of the previous Annual General Meeting
3. President's Report
4. Financial Report
5. Consent by members that the financial statements will be unaudited (simple majority of votes cast by members present by a show of hands)
6. Reports of the Directors
7. Unfinished Business
8. Amendments to the Constitution
9. Roll Call
10. Election of Board Members (in descending order of authority)
11. New Business
12. Adjournment

Presiding Officer at the Annual General Meeting

The President of the MBC shall preside at the Annual General Meeting or Special General Meeting. In the absence of the President, the Vice President Finance shall preside.

ARTICLE 8: FINANCIAL POLICIES

No Board Member shall receive remuneration.

The Board shall approve all matters of finance relating to the MBC.

The annual membership fee shall be decided upon by the Board prior to the beginning of each season's play.

The Markham Badminton Club will maintain a reserve balance to ensure its protection against unforeseen economic hardship. This reserve balance is to be retained from MBC membership fees and shall not exceed 50% of the former year's operating expenses. Any surplus beyond this reserve amount is to be used for a reduction of membership fees or for some other worthwhile promotion of MBC's objectives.

Financial Statements

- MBC's financial year shall be from September to August
- An annual Financial Report will be issued to the Board prior to the Annual General Meeting
- The MBC Financial records will be unaudited, annual financial statements shall be available for review by all members
- All members shall consent at the AGM that the financial statements will be unaudited.
- An annual budget shall be prepared no later than 60 days after the Annual General Meeting and approved by the Board
- The Budget will be prepared in accordance with the MBC's By-laws.

Financial Controls

- No Board Member shall have an expense account.
- Money spent by any Board Member or Members with the intention that he or she be reimbursed, must have supporting receipts attached to a cheque requisition completed in the proper form with an explanation submitted to the Vice President Finance for approval.
- Purchases/cheques issued above \$150 must be approved by the Board.
- All cheques issued will be signed by the Vice President Finance and one other Board member (provided they are not related).
- Any purchase over \$150 shall be presented at the general meetings.
- All player registrations shall be receipted and type of payment noted.
- Sponsors, all sponsorship funds, payable to Markham Badminton Club, will be submitted to the Vice President Finance.
- All sponsorship funds will become part of MBC general revenues, unless otherwise directed by the sponsor.
- All funds of the Club shall be placed in a Bank account under the name of the Markham Badminton Club and the Vice President Finance shall ensure that all club funds are deposited in this account. The Vice President Finance shall be authorized to withdraw MBC funds from this account as and when required provided that the cheque authority is countersigned by one other Board member.

ARTICLE 9: CONDUCT

The Board shall have the power to expel a member from the Markham Badminton Club in very exceptional circumstances subject to a written warning being handed to the member in question personally at least fourteen days prior to the intended meeting to implement the expulsion.

ARTICLE 10: WAITING LISTS FOR MEMBERSHIP

The Secretary shall maintain a waiting list. The Board will then decide whether or not to accept their application for membership.

ARTICLE 11: BY-LAWS AND REGULATIONS

The Board shall have the power to make or repeal minor by-laws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management of the MBC. All such by-laws and regulations shall be binding upon members, temporary members and guests until repealed by board or set aside by resolution at a General Meeting of the Club.

ARTICLE 12: AMENDMENTS TO CONSTITUTION

Proposed amendments to the constitution to be put before the Annual General Meeting should be presented in writing to the Secretary, 21 days before the date of the AGM. These proposed amendments should then be displayed on the MBC notice board for the members to see.

ARTICLE 13: DISSOLUTION

Upon dissolution of the Club, any physical & monetary assets will be kept by Badminton Ontario in Trust until a new board of directors can step up to run the club. We will leave it in the discretion of Badminton Ontario governing body to qualify a new board of directors for Markham Badminton Club.

BY-LAWS & OTHER REGULATIONS

1. Club members and guests must check in on each visit to the facility.
2. Club members are permitted to bring guests who shall pay a guest fee at an amount determined by MBC. The Club Member is responsible that the guest fee is paid at each visit.
3. The MBC reserves the right to expel any member and limit the number of guests that are permitted to use the facilities at any given session.
4. The MBC reserves the right to change, amend or modify rules at any time without prior notice to the members.
5. MBC is not responsible for any lost or stolen items.
6. It is the responsibility of the parent(s) or the accompanying guardian to look after and control the children in their charge at all times.
7. Non members (including children) are not permitted to be on the courts at any time.
8. Proper non-marking athletic footwear must be worn on the court areas at all times. There are NO EXCEPTIONS. No player wearing street shoes or wet court shoes will be permitted to enter the court areas. Players must change into their court shoes prior to entering the court areas.
9. No food or drinks are permitted on the court areas.
10. All members and guests will exercise and follow proper court etiquette at all times. Members and guests will conduct themselves in a manner that will not disturb other players, their matches, safety and enjoyment of the facilities.
11. Members and guests shall restrain themselves from using profanities. Profanity, denigratory or offensive slogans on any attire and/or behaviour as such are deemed to be unacceptable.
12. When approached by any MBC staff member regarding breaches of these rules or common sense, members and guests shall comply immediately.