



# WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)

## Constitution (Agreed 17/06/24)

### 1. Title

- 1.1. The organisation shall be called Woking Blackhawks Basketball Club hereafter to be referred to as "the Club".
- 1.2. The Club may consist of one or more of a Youth Section and a Senior Section at any time.
- 1.3. Provisions within this Constitution that relate to any one section shall only be in effect to the extent that the relevant section is in operation.

### 2. Objectives

- 2.1. To foster and promote the sport of Basketball at all levels, providing opportunities for recreation and competition.

### 3. Governing Body

- 3.1. The Club shall be affiliated to the National Governing Body relevant to each section (currently England Basketball in respect of both the Youth Section and the Senior Section).

### 4. Membership

- 4.1. Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.
- 4.2. The classes of membership available shall be.
  - Full Member (over 18 years of age)
  - Junior Youth Member (under 18 years of age)
  - Non playing Volunteer Full Member
  - Occasional Full Time Student – for over 18's in full time education playing during the holidays only
  - Honorary life member (see Clause 14)

### 5. Officers

- 5.1. The Officers of the Club shall be as follows:
  - Chair
  - Secretary
  - Treasurer
  - Head of Youth Basketball
  - Head of Senior Basketball

### 6. Election of Officers

- 6.1. All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.
- 6.2. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

### 7. Executive Committee

- 7.1. The affairs of the Club shall be controlled by an Executive Committee comprising the Officers of the Club. The Executive Committee shall meet at agreed intervals and not less than four times per year.
- 7.2. All meetings of the Executive Committee shall be chaired by the Chair of the Club or, in their absence, by a deputy appointed by the Executive.



# WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)

## Constitution (Agreed 17/06/24)

- 7.3. Decisions made at an Executive Meeting shall be by a simple majority of votes from the Executive Officers attending the meeting. In the event of equal votes, the Chair shall be entitled to an additional casting vote.
- 7.4. A quorum for an Executive Meeting shall be 3 Officers of the Club including 1 from the Chair, Secretary and Treasurer.
- 7.5. The Officers of the Club may co-opt other Club members onto the Executive Committee as Officers to undertake specific roles including, but not limited to, Membership Secretary, Fundraising, Information Officer, Welfare Protection Officer.
- 7.6. The Executive Committee shall appoint a Safeguarding Officer who will be invited to attend as non-voting members of the Executive.
- 7.7. The Executive Committee shall consider whether to appoint a Data Protection Officer who, if appointed, will be invited to attend as non-voting members of the Executive.
- 7.8. The Heads of Section may nominate members from their respective sections to represent specific membership groups within their section. Such nominated members may attend Executive meetings as non-voting members.
- 7.9. In the event that a Chair of the Executive Committee is not elected then the Head of Youth Basketball and the Head of Senior Basketball shall act as Chair of the Executive Committee on a rotating basis.
- 7.10. Unless otherwise agreed between the respective Heads of Section, the Head of Youth Basketball will act as Chair for the first executive meeting of the year, the role of Chair will subsequently rotate between the Heads of Section, changing at the start of each Executive Meeting.
- 7.11. The duties of the Executive Committee shall be:
  - 7.11.1. To control the overall affairs of the Club on behalf of the Members and to coordinate matters between the various sections.
  - 7.11.2. To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members.
  - 7.11.3. The Treasurer should ensure an Independent Inspection of the accounts is performed prior to the Annual General Meeting.
  - 7.11.4. To co-opt additional members of the Executive as the Executive feels is necessary. Co-opted members shall not be entitled to a vote on the Committee.
  - 7.11.5. To make decisions based on a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.

### 8. Section Committees

- 8.1. At the discretion of the Head of each Section, a Section committee can be formed to undertake and implement the programmes and activities of the section concerned.
- 8.2. The structure of the committee will be at the discretion of the Head of Section and members will be co-opted by the Head of Section.
- 8.3. Sections may operate their own Bank account (see Clause 9.4)

### 9. Bank Accounts

- 9.1. The Club shall maintain a bank current account(s) and the Officers shall be authorised to sign Club cheques: two from the Executive Officers (Chair, Treasurer and Secretary) or one Executive Officer and one other Officer.



# WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)

## Constitution (Agreed 17/06/24)

- 9.2. The Club authorises the use of the business telephone and online banking services and that the primary user will have access to the accounts online and be able to make payment solely.
- 9.3. The primary user, with regard to business telephone and online banking services, will be the Treasurer who will also have authority, with the Agreement of the Chair and Secretary to register additional users who may make payments solely.
- 9.4. If a Section operates a Bank Account then the Head of Section, Section Financial Manager and Club Treasurer will be authorised to operate the account. Cheque authorisation will be two signatures from those Authorised to sign. The signatories shall be ratified by the Executive Committee who may also authorise additional signatories as deemed appropriate. The requirements of Clauses 9.2 and 9.3 will also apply.
- 9.5. Should the Section cease to operate an account all funds will be returned to the main Club account.
- 9.6. The Section Financial Manager shall provide to the Club Treasurer all details of account for inclusion in the main Club accounts.

### 10. General meetings

- 10.1. The Annual General Meeting shall be held not later than the end of June each year. Not less than 21 clear days' notice shall be given to Members of the Annual General Meeting by the Secretary.
- 10.2. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall make available to Members the agenda for the Annual General Meeting not less than 7 days before the meeting.
- 10.3. The business of the Annual General Meeting shall be to:
  - 10.3.1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 10.3.2. Receive the Club accounts for the year from the Treasurer.
  - 10.3.3. Receive updates from each of the Heads of Section.
  - 10.3.4. Elect the Officers of the Club i.e. Chair; Secretary; Treasurer; Heads of Section.
  - 10.3.5. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

NOTE: The agenda can provide for "Any Other Business", but Members are encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.

- 10.4. Special General Meetings may be convened by the Executive Committee or on receipt by the Secretary of a request in writing from not less than 25 Full Members of the Club. At least 21 days' notice of the meeting shall be given.
- 10.5. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 10 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
- 10.6. All General Meetings shall be chaired by the Chair of the Club or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.
- 10.7. Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chair shall be entitled to an additional casting vote.



# WOKING BLACKHAWKS BASKETBALL CLUB

[www.wokingblackhawks.co.uk](http://www.wokingblackhawks.co.uk)

## Constitution (Agreed 17/06/24)

10.8. A quorum for a General Meeting shall be 3 Officers of the Club including 1 from the Chair; Secretary and Treasurer.

10.9. Each Full Member of the Club shall be entitled to one vote at General Meetings.

### 11. Alterations to the Constitutions

11.1. Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

### 12. Dissolution

12.1. If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

12.2. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

12.3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary Club having objects similar to those of the Club.

### 13. Child Protection

13.1. The Club will comply with the child protection policy and procedures of the National Governing Bodies.

### 14. Honorary Life Membership

14.1. Life Membership may be granted by the Executive Committee to individuals of the Club in recognition of their service or other meritorious action.

14.2. Life Members may attend Executive meetings as non-voting members. Life members are entitled to attend and vote at Annual General Meetings and Extraordinary General Meetings.