



Constitution West Wales Tropics Basketball Club

1. Name

A Club has been formed to promote and play the sport of Basketball, hereinafter referred to as “the sport”. The Club shall be called “West Wales Tropics”, hereinafter referred to as the “Club”

2. Affiliation

The Club and its members shall be affiliated to the sport’s Governing Body in Wales (Basketball Wales)

3. Aims and objectives

The aims and objectives of the Club shall be:

- To provide coaching and competitive opportunities within the sport
- To provide training and playing facilities for its members
- Membership of appropriate leagues for the purpose of establishing regular competitive play for the Club’s representative teams
- To promote the sport within the local community
- To uphold the rules of the sport as determined by FIBA
- To provide all its services in a way that is fair to everyone
- To ensure that all future and present members receive fair and equal treatment

4. Membership

- Membership of the Club shall be open to all, without discrimination on the grounds of ethnicity, nationality, sexual orientation, religion or beliefs, gender, age or disability
- Membership shall consist of registered playing and non-playing members
- A playing member is any person who plays in competition or training sessions organised under the aegis of the Club
- A non-playing member is a person involved in the administration of the Club, and/or the coaching and officiating during training sessions and/or the organisation of games events and competitions arranged by the Club
- All members shall be subject to the regulations of the constitution, of Basketball Wales and FIBA. By joining the Club, they shall be deemed to have accepted the constitution and also the code of conduct that the Club has adopted
- All playing members and non playing members who officiate in competition shall be required to register with Basketball Wales annually, through the Club

5. Membership fees

- Playing members shall pay membership fees as determined at the Annual General Meeting (AGM) each year
- Playing members' registration fees shall be paid prior to applying for their Basketball Wales License
- Non playing members' who officiate in competition for the Club shall have their Basketball Wales License fee paid by the Club

6. Officers of the Club

The Officers of the Club shall be

- Chairperson
- Treasurer
- Secretary
- Officers shall be elected annually at the AGM
- An Officer's term shall last only until the subsequent AGM, but the person stepping down shall be eligible for re-election

7. Management Committee

The Club shall be managed by a Management Committee, hereinafter referred to as the "Committee". The Committee shall consist of:

- The three Officers of the Club, senior team coach, junior team coach, two child welfare representatives and two players' representatives; a total of nine positions
- Where an Officer of the Club also serves as one of the team's coach, that coach's place on the Committee shall be taken by the relevant team's assistant coach
- Each of these nine posts shall have the right to a single vote at meetings of the Committee
- Committee meetings shall be convened by the Chairperson of the Club and shall be held no less than four times per year
- The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of people co-opted shall not exceed one third of the total number of persons serving on the committee at that time
- The Committee shall be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club
- The Committee shall have powers to appoint sub-Committees as necessary and appoint advisers to the Committee as necessary to fulfil its business
- The Committee shall have the power to invite representatives of suitable organisations to Committee meetings; these representatives shall not have any voting rights

- The Committee shall be responsible for disciplinary hearings of members who infringe the Club rules/regulations/code of conduct/constitution
- The Committee shall be responsible for taking any action of suspension or discipline following such hearings

8. Election to the Committee

The members of the Committee shall be drawn from the membership, as defined in clause 4 of this constitution. All nominations of candidates for election to the Committee shall:

- Have the consent of the nominee; be seconded; be received by the Secretary not less than 14 days before the AGM
- Candidates shall be elected by paper ballot at the AGM and shall be members of the Committee from the conclusion of that AGM until the conclusion of the following AGM
- Uncontested posts may be filled by nomination(s) and election at the AGM
- The Secretary shall send all members a list of all nominations not less than 7 days prior to the AGM

9. Rules for the Committee

- a) 21 days notice of any meeting of the Committee shall be given by the Chairperson, except when:
- The date of the meeting had been agreed at the previous management meeting, in which case 7 days notice shall be given
 - In an emergency the Chairperson may call a meeting at 4 days notice.
- b) All members of the Committee shall be entitled to vote (as listed at in Clause 7 above). The quorum shall be five of those members entitled to vote
- All votes shall be determined by a simple majority
 - Meetings shall be open to all members of the Club

10. General Meetings

a) The Annual General Meeting (AGM) shall be held each year at such time and place as determined by the Committee, at approximately 12 monthly intervals, but no more than 14 months after the date of the previous AGM. At each AGM the following business shall be conducted:

- Receive and confirm the minutes of the previous AGM
- Presentation of the Club's financial accounts for the year
- Presentation of the Club's projected financial situation for the forthcoming year, and the setting of all fees
- Presentation of the Chairperson's report
- Election of Officers to the Committee
- Any other business brought before the meeting which has been submitted in writing to the Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Chairperson

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- 33% of the membership
- The Chairperson
- 2/3 majority of the Committee

11. Rules for general meetings

- A minimum of 21 days notice in writing, stating the business to be discussed shall be given to all members by the Secretary
- The Chairperson, or in his/her absence an Officer of the Committee selected by the meeting, will take the Chair
- All members shall register with the Secretary prior to the start of the meeting
- Each Committee member shall have one vote
- Where a Committee member holds more than one post, that member shall only have one vote
- All votes shall be determined by a simple majority. The Chair votes last; so in the event of a tied vote, the Chairpersons vote shall be the casting vote
- The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions

12. Discipline and appeals

- All complaints regarding the behaviour of Club members should be submitted in writing to the Secretary
- The Committee shall meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing
- There shall be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 21 days of being received by the Secretary

13. Suspension, Refusal or Termination of Membership

a) The Committee shall be entitled to:

- Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in clause 3 of this constitution
- For good and sufficient reason, to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.

b) The member may apply for reinstatement at the next general meeting

c) Any member who fails to pay their fees by the date required shall forfeit their right to membership of the Committee and attendance at general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid

d) Any member under suspension shall be barred from taking part in any match or event under the control of the Club

e) The Committee shall inform the member in writing of any decision to terminate their membership

f) Notification of the termination of a membership shall be forwarded to the Governing Body

14. Criminals Records Bureau checking procedure

- The Committee shall decide if a member needs to have a CRB check. Should a check be required, the Secretary shall pass the contact details of the member to be checked to the nominated co-ordinator, who shall carry out the necessary procedure through a Registered Body
- If the check comes back clear, the CRB co-ordinator shall inform the Secretary and the member shall be able to perform the role that they were nominated/volunteered to fulfil
- If the check contains details of an adverse record, the CRB co-ordinator shall inform the Secretary immediately. The Secretary shall inform the Chairperson and Treasurer and they shall meet to discuss the entries held on the CRB disclosure and make a decision whether the member may be allowed to perform the duties intended.
- Only the Chairperson, Secretary, Treasurer and CRB co-ordinator will be privy to the information held in the CRB report and this information must not be disclosed or discussed with anyone else other than the member concerned.

15. Finance

- The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in clause 3 of this constitution
- All Club monies shall be banked in an account held in the name of the Club
- The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques and any other withdrawal documents on behalf of the Club, of which two signatories shall be needed
- The Treasurer shall be responsible for the finances of the Club
- The financial year of the Club shall start on 1 April and end on 31 March
- An audited statement of annual accounts shall be presented by the Treasurer at the AGM
- All surplus income or profits shall be re-invested in the Club. No surpluses or assets shall be distributed to members or third parties

16. Dissolution

- a) Any resolution to dissolve the Club may be voted on at any Committee meeting provided that:
- The terms of the proposed resolution are received by the Secretary at least 42 days before the meeting at which the resolution is to be brought forward and that
 - At least 28 days notice of the proposed resolution shall be given in writing by the Secretary to all members and that
 - Such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) Upon dissolution of the Club, after all Club liabilities have been cleared, all remaining financial and material assets shall only be used for approved sporting or charitable purposes and may only be given to:
- The sport's governing body in Wales (Basketball Wales)
 - A registered Community Amateur Sports Club
 - A Charity

17. Amendments to the constitution

- The constitution shall only be changed through agreement by majority vote of the Committee

Declaration

This constitution was adopted at the meeting of the Committee held onand comes into effect immediately

Signed: _____ Date: _____

Name (printed): _____

Chairperson

Signed: _____ Date: _____

Name (printed): _____

Secretary

Signed: _____ Date: _____

Name (printed): _____

Treasurer