

1. NAME

1.1 The Club shall be called Oxford Isis Korfball Club, hereafter to be referred to as 'the Club' and shall be affiliated to the National Governing Body.

2. PURPOSE AND INDIVIDUAL RESPONSIBILITY

2.1. The purpose of the Club is to:

- (i) Encourage Club members to play Korfball at the highest level at which they wish, and are able, to play;
- (ii) provide effective organisation and management through the Executive Committee in support of the players and the teams;
- (iii) provide the means for the continued growth and development of the Club in all respects;
- (iv) promote the sport of Korfball in the Oxfordshire area and maintain the integrity of the Club, and
- (v) 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 Oxfordshire Area Association 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.

3.3. All Officers shall be elected at the Annual General Meeting (AGM) and will constitute the Executive Committee.

The Officers of the Club shall be the following:

1. Chairperson
2. Treasurer
3. Secretary
4. Coaching Co-ordinator
5. Publicity Officer
6. Social Co-ordinator

4. GENERAL MEETINGS

4.1 The Annual General Meeting (AGM) shall be held in May each year, with all members receiving at least fourteen days' notice of each meeting via the club website or email.

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 (EGM's) held since the previous AGM;
- (ii) receive the Chairperson's report;
- (iii) receive the Treasurer's report;
- (iv) receive the Secretary's report;
- (v) elect the Officers in accordance with Rule 3.4;
- (vi) receive proposals for the amendment of the Club's Rules and Constitution.

4.3. Nominations for the various Officer posts subject to election at the AGM shall 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. Casual Officer vacancies and additional appointments to other committees shall be filled at the next Annual General Meeting of the Club, or at an Extraordinary General Meeting called specifically for the purpose.
- 4.5. 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. 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. 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.
- 4.8. Extraordinary General Meetings may be requested by not less than eight members, at least two of whom must be Officers of the Club, who shall inform the Secretary accordingly. The Secretary shall provide at least fourteen days' notice of the EGM to all Club members, together with details of each proposed resolution and the names of the proposer and seconder.
- 4.9. The quorum for AGMs and EGMs shall be one quarter of the paying membership of the Club, or 8 members, whichever is greater. 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.
- 4.10. Only fully paid-up members of the Club shall be entitled to vote at AGMs and EGMs. Each such member shall be entitled to one vote on each issue. For a proposed change in the Club's Rules and Constitution to be approved, at least two-thirds of those members 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 Chairperson shall be entitled to exercise a second and casting vote.
- 4.11. At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.
- 4.12. Voting shall be by a show of hands unless a secret ballot on a particular issue is agreed beforehand by a majority vote.

5. ADMINISTRATION

- 5.1. The Club shall be governed by the Executive Committee and shall consist of the Officers elected at the AGM.
- 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 four times a year.
- 5.3. Decisions at Executive Committee meetings shall be taken by majority voting, with the Chairperson 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 Club 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 Chairperson.
- 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

Chairperson or the Vice-Chairperson.

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 co-opt members to the committee, each of whom will have full voting rights.

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. Oxford Isis Korfball club shall 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 Oxford Isis Korfball club;
- (ii) the preparation of annual statements of income and expenditure and a balance sheet;
- (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, and
- (vi) the recording of the assets and liabilities 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 Chairperson and the Treasurer.

7.4. The financial year for the club shall commence on 1st May and end on 31 April the following year.

8. TEAM COLOURS

8.1. The team colours shall be Green/Black

9. LIABILITY

9.1. Oxford Isis 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 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. Oxford Isis 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. Oxford Isis 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. Oxford Isis 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, Oxford Isis 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 Oxford Isis 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 Oxford Isis 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 Oxford Isis Korfball club held on

Signed: Chairperson:

Vice-Chairperson:

Secretary:

Treasurer:

All four signatories are over 21 years of age.