

# Club Constitution

*Last Updated: 3<sup>rd</sup> June 2022*

## **Name**

- The Organisation shall be called the Guildford Baseball & Softball Club.
- The Guildford Baseball & Softball Club shall consist of the following programmes:
  - Guildford Mavericks Baseball – Adult
  - Guildford Mavericks Baseball – Juniors
  - Guildford Softball

## **Affiliation**

- The Guildford Baseball & Softball Club shall be affiliated to the British Baseball/Softball Federation or anybody acting as the National Governing Body for baseball or softball in this country.

## **Aims and Objectives**

- The objectives of the Guildford Baseball & Softball Club shall be to promote and further the interests of Baseball and Softball in Guildford and the surrounding area.
- The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Baseball/softball

## **Membership**

- The Guildford Baseball & Softball Club shall consist of the officers and members.
- Membership of the Guildford Baseball & Softball Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, nationality, religion or other beliefs except as a necessary consequence of the requirements of baseball/softball. The club may have different classes of membership and subscription on a non-discriminatory basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people playing. The club committee may refuse membership or remove it only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- In accepting membership, a person agrees to abide by the constitution of the Guildford Baseball & Softball Club and the rulings of the Guildford Baseball & Softball Club Executive Committee.
- Members under the age of 16 years shall be considered as junior members.

- Junior members shall not have the right to vote at meetings, but their parents or guardians are entitled to vote on their behalf as full members on the committee of the Guildford Baseball & Softball Club.

## **Membership Fees**

- Membership fees shall be stipulated by the Guildford Baseball & Softball Club Executive Committee, distinguishing between each group of players as it deems fit.
- Annual membership fees shall fall due on 1 March of each year and are payable to the Guildford Baseball & Softball Club.
- The Executive Committee may decide upon other charges or subscriptions at its discretion.

## **Officers**

- The officers of the Guildford Baseball & Softball Club shall be
  - Chair
  - Treasurer
  - Secretary
  - Baseball Team Managers (Mavericks, Millers, Gold Cats)
  - Junior Programme Mgr
  - Child Welfare Officer
  - Media Officer
  - Umpires Co-ordinator
  - Facilities Manager
- These officers shall hold office for two calendar year, being elected annually at the Annual General Meeting (see paragraph 9). All officers shall retire annually but shall be eligible for re-appointment.
- The Executive Committee may fill any casual vacancy occurring.

## **Executive Committee**

- The management of the Guildford Baseball & Softball Club shall be vested in the Executive Committee.
- The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership provided the Executive Committee acts in accordance with the Constitution, in honesty and good faith.
- The Executive Committee shall consist of:

- General Manager
- Secretary
- Treasurer
- Officers of the Club as appropriate
- The Secretary shall convene meetings of the Executive Committee and the Committee shall meet four times a year.
  - January (Off season)
  - March (Pre-season)
  - June (Mid-Season)
  - October (AGM – post season)
- The quorum for the transaction of business at Executive Committee meetings shall be 3 (three). Note this quorum will differ for General Meetings.
- Every question at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present, with every voting member having one vote. In the event of an equality of votes, the General Manager shall have a casting vote.
- The interpretation of the Constitution of the Guildford Baseball & Softball Club shall be vested in the Executive Committee, who shall decide all questions relating to the Guildford Baseball & Softball Club, save those specified in or involving an amendment to the Constitution (see paragraph 14).
- The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. This decision shall be in accordance with the Equal Opportunities Statement and the non-discriminatory policy specified in 4.2.

## **Finance**

- All monies raised by or on behalf of the Guildford Baseball & Softball Club shall be applied to further the objects of the Guildford Baseball & Softball Club and for no other purpose.
- The Treasurer is responsible for the finances of the Guildford Baseball & Softball Club.
- The financial year of the Guildford Baseball & Softball Club ends on 31st September.
- Proper accounts shall be kept of all sums of money received and paid out by the Guildford Baseball & Softball Club.

- An audited statement of accounts shall be presented at the Annual General Meeting of the Guildford Baseball & Softball Club.
- The funds of the Guildford Baseball & Softball Club shall be lodged at a bank or building society in an account in the name of the Guildford Baseball Association, and all cheques, drafts, etc drawn on these accounts shall be signed by the Treasurer.
- All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties

## **Annual General Meeting and Other Meetings**

- The Annual General Meeting (AGM) of the Guildford Baseball & Softball Club shall be held in every year during the month of October when the Annual Report for the previous season of the Executive Committee and the Statement of Accounts up to the end of the financial year shall be presented.
- Not less than 14 (fourteen) days notice of the AGM shall be given to all members by the Secretary. The Internet shall be a suitable medium for such notice.
- The AGM shall elect such officers of the Guildford Baseball & Softball Club as it may from time to time determine.
- The Secretary may receive nominations for officers at any time, including during the AGM. Nominations shall require two votes (nominated and seconded). Nominations can only be accepted from persons eligible to vote at the AGM.
- The Executive Committee shall determine the dates of the General Meetings and the Executive Committee meetings. In addition, the Chief Executive may call a meeting when s/he considers it necessary or desirable, or upon the written request of two members of the Executive Committee.
- All members shall be entitled to vote at General Meetings of the Guildford Baseball & Softball Club and shall have equal voting rights.
- The quorum for general meetings shall be 20% (twenty percent) of the voting membership present and eligible to vote.
- An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 20 (twenty) members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members.

## **Voting Procedures**

- Each member shall be entitled to one vote.

- A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority (see paragraph 14.6).
- In the event of a tied vote, the General Manager shall have a casting vote in addition to a deliberative vote.

## **Property and Staff**

- Responsibility for all property owned or leased by the Guildford Baseball & Softball Club and for the employment of paid staff and volunteers rests with the Executive Committee.
- Members of the Executive Committee may receive stipends from funds, thus making them staff, should the Executive Committee deem it necessary. Such staff may continue to hold voting positions on the Executive Committee but shall not be eligible to vote on matters relating to their own employment.
- Members of staff who do not sit on the Executive Committee shall report to the Executive Committee.
- The Executive Committee shall have the authority to dismiss and discipline staff as it deems fit, within the bounds of the contract with such employee.

## **Discipline and Appeals**

- The Executive Committee shall have the power to take appropriate disciplinary action against any member and shall have authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of the Guildford Baseball & Softball Club.
- There shall be the right of appeal to a disciplinary committee that shall be convened when such an appeal arises. Such committee shall include a majority of non-Executive Board Members. An appeal should be made within 28 (twenty-eight) days of the disciplinary action.
- The appeal should normally be considered within 14 (fourteen) days of it being received by the Secretary.
  - Note: For more detailed disciplinary procedures, see the BSUK Welfare Policy.

## **Dissolution Procedures**

- Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sports governing body for use by them in related community sports.

- The Guildford Baseball & Softball Club may be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose upon the request of 20% (twenty percent) of its active members. At least 28 (twenty-eight) days notice of the meeting shall have been sent to all members of the Guildford Baseball & Softball Club. Should there not be quorum at such a meeting, it shall be in the power of those present to wind up the Guildford Baseball & Softball Club, requiring a two-thirds majority.
- In the event of the passing of the resolution to wind up Guildford Baseball & Softball Club, the members shall appoint a representative committee, which shall be empowered to distribute assets, including cash and investment in hand, to Clubs having similar objectives as their own.

## **Review of the Constitution**

- This Constitution shall be open to review at any time.
- Amendments to the Constitution shall only be agreed at the Annual General Meeting of the membership.
- Additions to, or alterations of, the Constitution shall be submitted to the Secretary not less than 10 (ten) days before the date of the Annual General Meeting. No resolution involving an amendment to the Constitution may be proposed or amended from the floor of a meeting.
- In the event of a proposal for amending the Constitution being received in writing prior to the General Meeting, the Secretary shall inform the membership of the proposed motions not less than 3 (three) days before the Annual General Meeting.
- Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary at any time before the General Meeting.
- Any alteration to the Constitution shall require a two-thirds majority of members present and voting.
- In the event of any question or matter arising that is not provided for in the Constitution, the Executive Committee, whose decision shall be final, shall deal with such question or matter.

**Signed by:**

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**Michael Burdett (General Manager, Treasurer & Head Coach)**