

WOODSTOCK BADMINTON CLUB

CONSTITUTION

1.0 Name

- 1.1 The club shall be known as the Woodstock Badminton Club.

2.0 Objectives

- 2.1 The objectives of the club shall be:
- 2.1.1 To encourage and promote the playing of badminton in all its aspects.
 - 2.1.2 To provide opportunities for social activities for members and friends.
 - 2.1.3 To introduce young people to the sport of badminton.
 - 2.1.4 To provide opportunities for senior citizens to play.

3.0 Membership

- 3.1 Membership in the club is open to any resident in the Province of Ontario who has paid the fee set by the Board. The Board shall review the membership fee annually and adjust it if they deem it to be necessary. Membership is non-transferable and non-refundable.
- 3.2 A member in good standing is any member whose membership is fully paid.

4.0 Voting Rights

- 4.1 Voting at a General Meeting is open to any member whose membership is fully paid, has attained legal voting age in the Province of Ontario, and is present at the General Meeting. Voting by proxy is not allowed.
- At all Board, General or Special meetings, each member eligible to vote, except the Chairman, shall have one (1) vote. In the case of a tie, the Chairman shall have the deciding vote.

5.0 Amendments

- 5.1 The Constitution and/or By-laws may be amended at any Annual General Meeting or at any Special General Meeting of the club providing that:
- 5.1.1 The proposed amendment must be filed with the Secretary at least 21 days prior to a General Meeting. All motions must be seconded by a member in good standing as described in 3.2; that is, any member whose membership is fully paid.
 - 5.1.2 Notice of a General Meeting including a copy of any proposed amendments to the Constitution and By-laws shall be mailed to every member at least 10 days prior to the date of the General Meeting.
 - 5.1.3 A simple majority of those members voting at a General Meeting is required to pass an amendment.

6.0 Conduct of Meetings

- 6.1 All Board and General Meetings shall be conducted according to Robert's Rules of Order. There will be a copy of this book kept at the Woodstock Badminton Club for reference purposes.

7.0 Officers and Management

- 7.1** The affairs of the Woodstock Badminton Club shall be managed by an executive and directors elected at each Annual General Meeting of the Club.

The Executive shall consist of the following:

- 7.1.1** A President
- 7.1.2** A Vice President
- 7.1.3** A Secretary
- 7.1.4** A Treasurer

The Directors may consist of the following:

- 7.1.5** A Publicity Director
- 7.1.6** A Fundraising Director
- 7.1.7** A Membership/Social Director
- 7.1.8** A Youth Program Director
- 7.1.9** A Tournament Director
- 7.1.10** A House Director
- 7.1.11** A Maintenance Director

- 7.2** Each member elected to the Board must have attained the legal voting age in the Province of Ontario at the commencement of his or her term of office.
- 7.3** With the acceptance of a Board position, shall be the commitment to be a fully paid member for the upcoming September season and shall not miss more than four (4) board meetings.
- 7.4** The Board shall hold office for a period of a year commencing June 1st through May 31st.
- 7.5** Any vacancy occurring in the course of a year shall be filled by appointments made by the Board, as remain in office.
- 7.6** The Board shall:
- 7.6.1** Interpret and enforce the provisions of the Constitution and the By-laws of the Club.
 - 7.6.2** Set membership fees and prepare a budget for club expenditures.
 - 7.6.3** Hear and decide all complaints presented by the club members.
 - 7.6.4** Organize social and fundraising activities.

8.0 Duties of Individual Board Members

- 8.1 The President shall:**
- 8.1.1** Call and preside at all meetings of the Board and of the Club, except as otherwise provided for.
 - 8.1.2** Appoint all committees not otherwise provided for, and see that the other Officers and Committees perform their duties.
 - 8.1.3** Be an ex-officio member of all committees.
- 8.2 The Vice-President shall:**
- 8.2.1** Assist the President in the performance of his duties, and shall exercise all the powers of the president in his/her absence.
- 8.3 The Treasurer shall:**

- 8.3.1 Prepare the annual budget for the operation of the Club, for approval by the Board.
- 8.3.2 Supervise expenditures by the Board to ensure agreement with the details of the budget previously approved.
- 8.3.3 Provide a brief financial report at all meetings at the Board and a full report for the Annual Meeting.
- 8.3.4 Co-ordinate the finance committee, if one is formed by the Board.
- 8.4 **The Secretary shall:**
 - 8.4.1 Prepare minutes of all Board and Club meetings.
 - 8.4.2 Notify all Board members of each Board meeting beforehand.
 - 8.4.3 Maintain records and files as required.
- 8.5 **The Board will each assume one or more of the following:**
 - 8.5.1 **Publicity Director:**
 - Place advertisements in newspapers, on television and on the radio, and contact the Recreation Department of the city, and the schools.
 - Write routine newsletters and contact reporters for special events.
 - Receive all correspondence, and distribute it to appropriate Board members.
 - Maintain the club bulletin board.
 - 8.5.2 **Fundraising Director:**
 - Co-ordinate fundraising activities of the club including Bingos and ticket sales.
 - Recommend to the Board additional fundraising activities.
 - Contact service organizations as required to seek community support.
 - Contact Wintario and other grant-giving organizations.
 - 8.5.3 **Membership/Social Director:**
 - Report monthly to the Board on the status of memberships.
 - Recommend courses of action to be taken to improve membership.
 - Initiate contact with members and recommend procedures, which will develop community spirit in the club.
 - Plan and organize social events within the club, such as potlucks, to bring the membership together for interactive gatherings.
 - 8.5.4 **Maintenance Director:**
 - Organize a committee of non-board members to be responsible for the upkeep of the building, including minor repairs and improvements.
 - Inspect the premises regularly and report to the Board the condition of the building and equipment as required.
 - Recommend necessary and advisable courses of action.
 - 8.5.5 **Youth Program Director:**
 - Arrange suitable supervision for youth program events.
 - Co-ordinate all activities arranged for members of the youth program(s).
 - Report to the Board on the progress and the problems associated with the youth program.
 - Recommend to the Board suggestions for the improvement of the youth program(s).

8.5.6 Tournament Director:

Prepare annually a list of tournaments, including youth tournaments.
Organize and co-ordinate all club tournaments.
Represent the club at meetings of WOBA at which tournaments are discussed.

8.5.7 House Director:

Establish a committee of non-Board members to be responsible for activities of the committee.
Organize special cleanup days as required in the spring and fall.
Organize the routine housekeeping of the premises.
Order supplies, as needed for the upkeep of the club, including the concession.
Contact club members to arrange help for tournaments.
Approve requests for rentals, and notify members who are affected by the rentals.

9.0 Signing Authority

9.1 The President, Vice-President, and Treasurer shall have the authority to issue cheques on the behalf of the Woodstock Badminton Club. The signatures of at least two (2) of the three (3) above-mentioned Officers would be required to validate each cheque.

10.0 Annual General Meeting

10.1 The Annual General Meeting of the club shall be held prior to the fiscal year-end of May 31 of each year. The exact date to be chosen by the Board.

10.2 A Special General Meeting of the club shall be held at the written request of six members in good standing and/or Board members. The date of this Special General Meeting should be agreeable to both the Board and the members requesting the meeting.

10.3 The agenda of the Annual General Meeting shall include at least the following:

10.3.1 Approval of the minutes of the last General Meeting.

10.3.2 Reports of the Board members concerning the past season's activities and plans for the future.

10.3.3 Proposed amendments to the Constitution and/or By-laws.

10.3.4 Election of Officers.

10.4 All matters presented at Board, General, or Special Meetings shall be passed by a vote of a majority of the members in good standing present and voting at that meeting.

11.0 Dissolution

11.1 Upon dissolution of the Club, and after the payment of all debts and liabilities, the proceeds from the sale of the assets will be distributed among charitable

organizations determined by the Board.

WOODSTOCK BADMINTON CLUB
BY-LAWS

1.0 Membership

1.1 Definition of categories

1.1.1 Family Membership

For the purpose of membership, a family shall be defined as one (1) or two (2) parent/guardians and their children. The children must be 17 years of age or under as of September 1st of the current badminton season. To be considered as children in a family membership, adults between the ages of 18 and 25 must be single and in attendance full time in school. After the age of 25, the adult then becomes ineligible to be considered as a part of a family membership.

1.1.2 Senior Couple

A senior couple is considered to be two (2) adults, 18 years of age or older as of September 1st of the current badminton season, and who are living as a married couple or in a common-law relationship.

1.1.3 Senior Single

An adult who has attained the age of 18 as of September 1st of the current badminton season.

1.1.4 Limited Afternoon Couple

A limited afternoon couple is considered to be two (2) adults, 18 years of age or older as of September 1st of the current badminton season, who are living as a married couple, or in a common-law relationship. Play is limited to the designated Limited Afternoon times of play as per the schedule of the current badminton season.

1.1.5 Limited Afternoon Senior

An adult who has attained the age of 18 as of September 1st of the current badminton season. Play is limited to the designated Limited Afternoon times of play as per the schedule of the current badminton season.

1.1.6 Full Time Student

A person who is attending school on a full time basis, and is between the ages of 18 and 25 as of September 1st of the current badminton season.

1.1.7 Junior Members

A junior member is 17 years of age or under as of September 1st of the current badminton season.

1.1.8 Social Members

Any person who wishes to become a member of the WBC as a social and non-playing member. Social membership allows the person to participate in "Social Events", club championships, and not limited to the following: volunteer as a club opener, run for office, bingos, and fundraising.

1.2 Full Year Membership

A full year membership will run from the third Monday in September to the second Sunday of September of the following year.

1.3 Summer Membership

Any member, who wishes to be a member for the summer season, May 1st to the 2nd Sunday in September, will pay a fee to be determined by the board.

1.4 Half Year Membership

Any member, who wishes to be a member for one half of the season, September-December, or January-April, will pay one half of the Full Year Membership fee of their correct category.

1.4.1

Membership requests outside of the guidelines named in 1.4 are to be brought to the attention of a Board member for consideration on a case by case basis by the then existing Board of Directors.

1.5 Membership Fee Structure

The Senior Single fee will be used as the base fee for this schedule.

1.5.1	Family	200% of base fee
1.5.2	Senior Couple	150% of base fee
1.5.3	Senior Single	the base fee
1.5.4	Limited Afternoon Couple	90% of base fee
1.5.5	Limited Afternoon Single	60% of base fee
1.5.6	Full Time Student	80% of base fee
1.5.7	Junior	65% of base fee
1.5.8	Social Member	15% of base fee

1.6 Terms of Payment

- 1.6.1** A person who wishes to become a member of the Woodstock Badminton Club must sign a membership form indicating their intent to be a member, may pay in full or leave a 25% deposit before being allowed to play. If a person does not wish to make a commitment, the court fees must be paid. Court fees cannot be applied to membership.
- 1.6.2** Membership must be paid in full by October 31st of the current badminton season.
- 1.6.3** A member who has signed a membership form and not paid fees by October 31st is subject to a late penalty of \$25.00. The member cannot play until fees and penalties are paid.
- 1.6.4** An early payment discount of 5% will be applied to all memberships for which payments are received in full at the Club by October 15th of the current badminton season.
- 1.6.5** Post-dated cheques for October 31st will be accepted, however no discount will apply to the fee.
- 1.6.6** All memberships will be subject to an administration fee, the value of which will be determined by the executive and board of directors, each year.

2.0 Liquor Policy

- 2.1** The Woodstock Badminton Club does not hold a liquor license. The Board of Directors and/or the Woodstock Badminton Club will not accept responsibility for any alcoholic beverages on the premises.

2.2 Any person or persons who rent the Woodstock Badminton Club, and who will have alcohol on the premises, must purchase an appropriate permit from the Liquor Control Board of Ontario, and thus accepts responsibility for the consumption of alcohol under that permit.

3.0 Adult Night(s)

3.1 Tuesday nights from 7 pm to 11 pm are reserved for adults 18 years or older and juniors under the age of 19 who are competing in this junior age division and at a National level.

3.2 Wednesday nights from 7 pm to 11 pm are reserved for Secondary School students and adults.

4.0 Club Openers

4.1 Any person who opens the club must be at least 18 years of age and a club member in good standing.

5.0 Club Rental

5.1 Club rental policy is as outlined in Appendix B.

6.0 Posting of Minutes

6.1 The secretary or designate shall post one (1) copy of the minutes of all Board and General meetings on both bulletin boards in the lounge.

7.0 Smoke Free Policy

7.1 The Woodstock Badminton Club is a smoke free facility. There is a complete ban of smoking in all locations within the premises of the Woodstock Badminton Club.

8.0 Youth Funding For Provincial and National Championships

8.1 The Woodstock Badminton Club may provide limited sponsorship for Provincial and National Championships to Junior members who meet the following criteria :

- a) a Junior member, in good standing, of the Woodstock Badminton Club,
- b) an OBA carded player,
- c) has played in a minimum of three (3) OBA/CBA sanctioned tournaments in the current badminton season.
- d) participates in Board approved fundraising initiatives designed to raise funds for this purpose.

8.2 Junior member(s) must apply in writing to the Board at least 90 days prior to the Provincial and/or National tournament. The application must include the following :

- a) the name of the tournament for which they are requesting sponsorship
- b) the name, OBA number of each Junior member applying
- c) a list of the sanctioned tournaments that they have played in and plan on playing in prior to the tournament for which funds are being requested
- d) an outline of monies requested with suitable justification

- e) a signed letter of consent from the parent/guardian of each Junior member
- f) the Board may request additional fundraising. The Junior member(s) must then provide an outline of fundraising ideas and expected proceeds.

8.3 All proceeds from each fundraising event and Woodstock Badminton Club sponsorship will be divided equally among all participating applicants.

9.0 Woodstock Badminton Club Merit Award

9.1 The Merit Award recognizes the outstanding contribution to the Club of one (1) member per season. The Award is to be presented at the Annual General Meeting to a member who has contributed the most to the operation of the Club over the past season

9.2 Nominations for this award are to be made by the first Friday in March.

9.3 The Board will compile a 'profile' of all nominees and post it in the lounge by the third Tuesday in March.

9.4 Voting for the Merit Award is to be done by the Board based upon the nominees submitted. Voting by proxy is not allowed.

9.5 The winner will be announced at the Annual General Meeting.

9.6 The winner will have his/her name inscribed on the plaque in the lounge, as well as receive a coupon for \$100.00, which can be applied to either next season's membership, or a purchase(s) at the concession booth.

10.0 WBC Club Championships

10.1 The WBC Club Championships are to be held each season for members only, if sufficient numbers exist as determined by the tournament director. The Club Championships will consist of:

- a) Senior – A flight with Consolations and C flight with Consolations (if sufficient numbers exist)
- b) Junior – A flight with Consolations (if sufficient numbers exist) with age categories as set by OBA:
U10, U12, U14, U16 and U19 and limited to a maximum of three (3) events. The winners' names will be entered on the club championship plaques.

**Woodstock Badminton Club
Club Rental Policy**

1. Requests to rent the club may only be made in persons, who are at least 19 years of age. All requests must be approved by the House Director.

2. The undersigned is considered to be in charge while they are at the club. They are responsible for the behaviour of guests, and also for the proper use of the premises. SECURITY of the club is to be of paramount importance. The undersigned is to be the last person to leave and must ensure that the lights are turned off, the heat is turned down, and that the security system has been activated.

3. **The Liquor Policy of the Woodstock Badminton Club**
 The Woodstock Badminton Club does not hold a liquor license. The Board of Directors and/or the Woodstock Badminton Club will not accept responsibility for any alcoholic beverages on the premises. Alcohol is therefore not allowed on the premises. Any person or persons who rent the Woodstock Badminton Club and who will have alcohol on the premises must purchase an appropriate permit from the Liquor Control Board of Ontario, and thus accepts responsibility for the consumption of alcohol under that permit.
 A person who purchases a permit must inform the House Director of the number of the permit.

4. Fee structure: Members - \$50.00 flat fee
 Non-members - \$25.00 per hour with a 2 hour minimum and \$150.00 maximum

YOUR SIGNATURE BELOW SIGNIFIES YOUR ACCEPTANCE OF THE ABOVE CONDITIONS.

Name of club renter: _____

I will be purchasing a permit for alcohol, (yes or no?) _____

Permit Number: _____

Signature of House Director: _____

Signature: _____ Date: _____