



Brussels International Badminton Club

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Extraordinary General Meeting

5 September 2013, 22.15h

Minutes

1. Present: Cathy Tyers (chair), Gunnar Matthiesen, Liliana Bordeianu, Arne Hüttmann, Elien Cardon, Katrin Patzal, Hanne Jörgensen, Simon Jensen, Howard Glasby, Budhiman Hamzah, Nessian o'Leary, Lee Glasby
2. The purpose of the extraordinary general meeting (EGM), which took place on 5 September 2013 at the sports hall in Wezembeek, was to discuss and vote on the proposed new statutes. Members were invited to attend the EGM by e-mail on 9 August. The proposed new statutes and a corresponding updated set of rules & practices were included in the invitation (see annex 1 and 2).
3. The meeting was held in accordance with the provisions of the old statutes governing general meetings of club members. The quorum established by those rules was met. The EGM is therefore valid.
4. The proposed new statutes were briefly presented by the Committee before the floor was opened for discussion and questions.
 - a. No objections against the proposed new statutes were raised.
 - b. Rules & practices: It was suggested to clarify whether, and if so, which restrictions of access to court time apply to secondary members. This point will be taken up in the Rules & Practices. The Committee confirmed its intention to adopt the proposed new rules & practices in their current form (subject to minor and formal changes, including the one mentioned above) at its earliest convenience.
5. **Vote: the proposed new statutes were approved unanimously and will therefore enter into force on the day of their publication on the club's website (6 September 2013).**



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Annex 1: Proposed new statutes (version of 9 August 2013)

1. General

- 1.1. The club shall be known as the 'Brussels International Badminton Club'. The purpose of the club is to promote good standards of badminton for all its members in a friendly international atmosphere.
- 1.2. The Club shall be affiliated to one of the Belgian Badminton Federation's regional leagues.
- 1.3. The Club shall be managed by a Committee consisting of members elected each year by a General Assembly of Club members.
- 1.4. The working language of the Club shall be English for the purposes of general Club documentation and communications. The official languages of Belgium shall apply to external communications and business matters, as appropriate.
- 1.5. Amendments to these statutes may only be made at a General Assembly of members.
- 1.6. All members of the Club are required to abide by these Statutes.
- 1.7. For the purpose of managing the club, the season and the financial year last from 1 August to 31 July of the following year. The term for playing may be shorter. The Annual General Meeting (AGM) of members shall be held in the first quarter of each season.

2. Annual General Meeting (AGM)

- 2.1. The purpose of AGM shall be for the outgoing Committee to report on the past season and the current state of affairs of the club; to elect members of the next Committee and to discuss all items on the agenda.
- 2.2. The outgoing Committee shall convene the AGM at least 20 days in advance of the meeting. The invitation shall be sent to the last known contact address of each Club Member. The invitation shall specify the date, time and venue of the AGM and shall include a draft agenda as well as the draft minutes of the previous AGM.
- 2.3. The outgoing Committee shall invite all Club members to suggest items for the Agenda of the AGM. It shall also invite nominations for the new Committee.
- 2.4. All items on the agenda shall be approved, amended or rejected as appropriate by a simple majority of members present or validly represented at the beginning of each AGM. New items may be added to the agenda at the request of any member entitled to vote, unless opposed by a majority of the members present.
- 2.5. In order for an AGM to be valid, at least 10 members entitled to vote must be present. If this quorum is not met, the outgoing Committee shall convene a new AGM, with 10 days' advance notice, and the quorum for this AGM shall be 8 members.
- 2.6. The Chair of the outgoing Committee shall chair the AGM.

3. The Committee

- 3.1. The Committee is elected at the AGM. It shall be comprised of between five and eight Club members. The gender composition of the Club shall be reflected adequately in the



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Committee, if possible.

The Committee shall appoint a Chair, a Match Secretary, a Treasurer, a Secretary, a Webmaster. It shall serve for a period of one year or until a new Committee is elected.

At least one Committee member has to be proficient in the language of the league the club is affiliated to.

- 3.2. The Committee may assign additional roles to Committee members as needed.
- 3.3. Committee members are obliged to act in the best interest of the Club at all times.
- 3.4. Committee members are not permitted to hold executive positions in other badminton clubs in Belgium and are required to declare any potential conflict of interest to the Committee. In case of a conflict of interest, the concerned Committee member shall abstain from all decisions affected by the conflict of interest.
- 3.5. The Committee may convene an Extraordinary General Meeting at any time for any agenda it deems appropriate. The Committee must convene an Extraordinary General Meeting if at least one third of the Club members make such a request. The rules applying to the invitation, quorum and voting at the AGM (chapters 2 and 4) shall apply by analogy.
- 3.6. The Committee shall meet as needed during the year. The agenda, date and time for each meeting shall be set in consultation with the members of the Committee.
- 3.7. The date of Committee meetings shall be published on the Club's website or otherwise announced to all Club members. Approved minutes of each Committee meeting shall be made available to Club members within a reasonable delay.

4. Voting at the AGM and appointment of Committee members

- 4.1. Entitled to vote are all members aged over 18 years having held full, primary club membership for a period of at least 12 months immediately preceding the AGM and who have paid all due membership fees at the time of the AGM (these shall be subsequently referred to as "voting members").
- 4.2. All voting members are entitled to stand for the Committee. However, no outgoing Committee member shall be eligible for re-election to the Committee if that member has served on the Committee for the three consecutive seasons immediately preceding the election, unless there are not enough eligible candidates to reach the minimum size of the Committee (see section 3.1) and to ensure that all tasks of the Committee can be carried out fully.
- 4.3. Procedure for the election of Committee members:
 - Any eligible club member wishing to stand for the Committee shall declare their candidacy in advance in writing (electronic format is acceptable) to the outgoing Committee or publicly at the AGM before the new Committee is voted in.
 - Each voting member present at the AGM may propose up to two candidates. Any such proposal must be seconded by at least one other voting member present at the AGM, or by two other voting members in the case of candidates nominating themselves.
 - The AGM shall vote on the proposed Committee as a whole, except in cases listed below.
 - If there are more candidates than the maximum number of Committee Members specified in article 3.1, the AGM shall vote on each individual candidate. The eight



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candidates with the highest numbers of votes shall be appointed to the Committee, provided their share in the vote represents at least 50% of the voting members present. (Voting procedure: each voting member may vote “yes” or “no” to every individual candidate. Abstentions are also acceptable.)

- A vote on individual candidates may also be held if requested by a majority of voting members present at the AGM, irrespective of the number of candidates. In such cases, only those candidates receiving the backing of at least 50% of all voting members present will be appointed to the Committee. The voting procedure referred to in the previous paragraph shall be used.
- Where there are fewer eligible candidates (or elected Committee members) than the minimum number of Committee Members specified in article 3.1, the AGM may decide to exceptionally merge two offices in the Committee for the duration of one year, or to seek new candidates.

4.4. Voting procedure for all other matters:

- Voting shall be by a show of hands unless a majority of the voting members present request a secret ballot for all or part of the agenda items.

4.5. Voting members who are not able to attend the AGM are allowed to appoint a proxy who shall vote on their behalf as instructed by the voting member.

If a voting member wishes to appoint a proxy, they must inform the outgoing Committee in writing (electronic format is acceptable) at least two days before the AGM. Votes cast by a proxy on behalf of a voting member shall be submitted in writing to the Chair immediately before the vote and shall only be disclosed after the voting members present at the AGM have voted. No proxy may represent more than two voting members.

4.6. The results of all votes shall be announced immediately to all Club members present and sent out to all Club members within 2 weeks of the date of the AGM.

5. Financial Matters

- 5.1. The treasurer shall present the annual audited accounts to the Committee before submission to the AGM by the end of August. The Committee shall ensure that the audited accounts are available to all Club members upon request. The approved accounts shall be presented at the AGM.
- 5.2. An auditor may be appointed by the Committee and/or at the AGM. The auditor must not be a member of the Committee.
- 5.3. At least two additional members of the Committee shall have access to all of the Club's bank accounts and shall be named as secondary holders of these accounts.
- 5.4. Subscription rates for the new season shall be proposed to the AGM by the Committee, based on the audited accounts of the previous season and expected expenditure / income for the forthcoming season. If the Committee foresees a rise in the subscription rate, it shall state this unambiguously in the agenda of the AGM.

6. Club Rules and Practices

- 6.1. The Committee is responsible for making decisions for the day to day running of the Club. To facilitate this, a 'Rules and Practices' document shall be maintained and made available



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to the Club members. There shall be no point of conflict between this and the Statues approved by the AGM. If there is nevertheless an conflict, the Statutes take precedence.

- 6.2. The 'Rules and Practices' define the roles of all Committee positions, meetings, financial management, expenses, social events, league relations, prizes, court assignment & play, shuttles, coaching & training, teams, publicity, website, insurance, privacy and any other aspects necessary to run the Club.
- 6.3. The Committee may amend the 'Rules and Practices' acting by a majority of five Committee members or 60% of Committee members (whichever the higher). Such changes shall be announced to all Club members, who shall have a period of 21 days to make comments for consideration by the Committee.

7. Membership

- 7.1. Persons wishing to become members shall complete an application form that shall be handed to or sent to a Committee member. Membership is subject to approval by the Committee and payment of the due subscription fee.
- 7.2. The following classes of membership apply:
 - (a) Full adult membership: members aged 18 or above;
 - (b) Full junior membership: young members who have shown aptitude for the game and are over 12 but under 18 or are still in full time education at the time of joining. The Committee may admit younger persons if this is in the interest of the Club;
 - (c) Full family membership: This comprises one or two parents and junior members of their family.
 - (d) Secondary membership: members who are registered with a different club in Belgium and whose league affiliation fees and all other related expenses are paid for by that club. Secondary members are not entitled to represent the Club in competitions and tournaments and the Committee may restrict the training times that are open to secondary members. The reduced scope of the secondary membership shall be reflected adequately in the annual subscription fee.

8. Subscriptions

- 8.1. Annual subscription rates shall be paid at the latest by September 30 unless a later date is specified by the Committee. Access to courts may be denied to any person who has not renewed their subscription by that date. The annual subscription rate covers one season as defines in chapter 1.7.

Those joining after 1 January shall pay a reduced rate to be determined at the discretion of the Committee. The Committee may grant other arrangements in exceptional circumstances.
- 8.2. Prospective new members may attend the first session for free and will be charged a visitor's fee for subsequent visits. The total visitor's fees may be deducted from the subscription. Attendance of visitors and visitor fees shall be at the discretion of the Committee.

9. Teams



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- 9.1. The Committee shall decide on the number of teams (mixed, ladies and men) to participate in the league competition. The Rules and Practices established by the Committee shall set the framework within which each team operates. The Committee shall make the formal nominations for each team with the league.
- 9.2. The Committee shall make recommendations on the assignment of active players to the designated core teams for the season. These core teams shall be the basis for the selection of teams for each match. The size of the core teams, which shall be defined in the Rules and Practices, shall reflect the overall number of Club members interested in playing in the competition.
- 9.3. The Committee shall appoint a team captain for each team, after consultation of the probable members of each team.
- 9.4. Team captains shall implement the Club's rules about the league competition laid down in the Statutes, the Rules and Practices and other relevant decisions as far as their team is concerned. They shall be accountable to the Committee.
- 9.5. Team Captains shall be responsible for reporting on matches and for finding substitutes where necessary.

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Annex 2: Proposed new rules & practices (version of 9 August 2013)

1. Introduction

This document is compiled in accordance with Chapter 6 of the Statutes. Its purpose is to guide the management of the Club by the Committee, the organisation of the teams in the league competition and to facilitate the day to day running of the Club.

All members are expected to be familiar and comply with the Club's Statutes and the rules and practices described in this document.

The Rules and Practices define the roles of different positions in the Committee and lay down specific requirements for meetings, financial management, expenses, social events, participation in the league competition, prizes, court assignment & play, shuttles, coaching & training, teams, publicity, website, insurance, privacy and any other aspects necessary to run the Club.

The Rules and Practices may be amended by the Committee, acting by an absolute majority of at least five officers or 60% (whatever the higher). There shall be no point of conflict between these Rules and Practices and the Statutes approved by the AGM. If any direct or indirect conflict nevertheless occurs, the Statutes take precedence.

2. Positions in the Committee

Committee members elected by the AGM according to the provisions of the Statutes shall be allocated specific positions in the Committee. A different Committee member shall be appointed to each of the positions required by the Statutes (except in cases provided for by the Statutes). Depending on the size of the Committee, other positions may be merged.

Committee positions listed below that are not explicitly required by the statutes are not compulsory, but nevertheless strongly recommended in order to ensure a good functioning of the club.

2.1. Chairperson

The Chairperson is responsible for management of the Committee and chairing the meetings as well as contracts (halls & insurance), equipment and maintaining a list of members (unless this role is taken over by a dedicated membership secretary).

2.2. Treasurer

The Treasurer is responsible for payments of invoices, accounts, financial reporting (mid-term, end-of-year), income and expenditure, balance sheet, projections and annual external audit.

2.3. Secretary

The Secretary is responsible for the management of meetings, including the preparation of an agenda and the minutes. This includes preparations for the AGM in cooperation with the Chair and other Committee members as appropriate.

2.4. Social secretary

The Social Secretary is responsible for the organisation and management of social events.



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2.5. Match secretary

The Match Secretary is responsible for maintaining all correspondence and relations with the League, including: club affiliation, membership registration, match schedules, tournaments and contacts with other clubs.

2.6. Web master

The web master is responsible for maintaining the club's website and updating content on a regular basis and for ensuring hosting and domain name renewal arrangements.

2.7. Membership secretary

The membership secretary is responsible for the management of the list of club members and ensures that the Committee always has an up-to-date and accurate membership list at its disposal. The membership secretary liaises with the treasurer to ensure that all members pay the due membership fee and may also act as a point of contact for prospective new members.

2.8. Other tasks and roles

Committee members may perform other tasks as required – either in addition to any of the roles described above or as their only role in the Committee. The Committee may also designate new functions not mentioned above (for example the post of a Vice Chair or a Publicity secretary).

3. Meetings

3.1. Annual General Meeting

The Annual General Meeting (AGM) shall be held in a public place with easy access for all members. The notice and agenda for the AGM are prepared in accordance with Article 2 of the Statutes.

3.2. Committee meetings

Committee or Club documents are available to any member upon request. Any member may address the Committee and attend Committee Meetings as an observer, but shall not be eligible to vote.

There should be at least 6 Committee meetings per season. An indicative calendar for the entire season is recommended. The agenda for each meeting should be issued at least 7 days before the meeting. Minutes shall be kept of all meetings, outlining decisions taken and proposed actions. The first committee meeting should be held as soon as possible after the AGM and cover the following items:

- Appointment of Committee members to Committee posts, reflecting the conclusions of the AGM and, in particular, its vote on the members of the Committee
- Management of the club's bank account (including access for the treasurer to all bank transactions)
- Handover actions: e.g. addresses for contracts, League, insurance, contacts etc.

4. Financial Management



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4.1. **Subscription**

The subscription rate is proposed by the Committee and approved by the AGM. The mid-season fee is applicable to new members joining the club from January onwards.

The Treasurer is required to submit an estimate for the subscription fees for the next season at the end of the current season. The estimate should be presented to the Committee at the last Committee meeting of the season.

4.2. **Audit**

The Treasurer shall compile the accounts after the end of the season and submit them to the appointed auditor. The audited accounts shall then be sent to all members of the Committee for comments before being presented at the following AGM.

4.3. **Expenses**

The club shall reimburse Members for expenses incurred by Committee Members or other Members for club-related business. This may include expenses for stationery, stamps and copying. The Committee may approve other reasonable expenses such as entertainment. Travel expenses are not reimbursed.

4.4. **Various**

The Treasurer shall report the financial status of the Club to the Committee at least three times a season. Invoices should be sent immediately to the Treasurer who shall pay them promptly. The treasurer shall approve the purchase of equipment and merchandise such as the bulk purchase of shuttles (plastics/feathers), T shirts etc. The Committee shall approve other costs such as League fines. The nominated officers shall issue receipts for all cash receivable and these shall be given to the treasurer at the end of the season before the audit.

5. **Social Events**

Social events organised by the club include a Christmas/ New Year's party, a summer BBQ and any other event deemed relevant (weekends away, other sporting activities, etc.).

End-of-season team dinners shall be organised by the respective team captains.

6. **League competition and tournaments**

The Club shall be affiliated to the Flemish Badminton League ("BadmintonVlaanderen"). Any changes to this affiliation shall be approved unanimously by the Committee after consulting the Club's membership.

Any club member wishing to play in official tournaments or in the league competition may be registered with the League. The respective request should be sent to the Match Secretary who will make the necessary arrangements. Registration with the League is an essential condition to play league matches and tournaments, but does not guarantee a place on a team.

6.1. **League Matches and Teams**



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The Committee ensures the Club's participation in the League competition as foreseen in the Statutes.

League matches shall be conducted in accordance with the regulations of the Badminton League.

The Club's participation in the league competition is organised by the Match Secretary who shall maintain regular contacts with the respective regional and provincial badminton organisations and who shall be responsible for the Club's official communication with the League. The Match Secretary shall monitor the participation of each team in the league competition throughout the season and take all necessary action to ensure a smooth running of the competition.

The Match Secretary, in cooperation with the team captains, shall monitor the draft match schedules provided by the League and check them for potential overlaps with hall closures and other problems that might occur (two matches scheduled on the same day, etc.). The Match Secretary shall inform the opposition and the League of any required amendments in accordance with the applicable rules.

If a match needs to be rescheduled during the season (extraordinary hall closure, bad weather, etc.), the team captain and the Match Secretary shall make all the necessary arrangements and inform the league, the opposition and all team members in due time.

In accordance with the League's provisions, the Club establishes a ranking of all its mixed, men's and ladies' teams.

6.2. Team players and substitutes

Each team shall have a core team designated at the beginning of the season by the Committee in agreement with the respective team captains. For practical reasons, this may be different to the official nomination of team members to the League.

The selection criteria for the core teams shall be the classification and strength of each player and the coherence of the team. If there is sufficient demand for places on the teams, each core team should consist of six players.

If there is sufficient demand, the lowest ranked teams may be opened up to more upcoming players to allow them to gain match practice.

The number of players selected by the captains for individual competition matches may exceed six, especially when there is strong demand for places on the teams and/or in teams that have been designed to give upcoming players more match experience.

Team players shall only play for one team per season. However, if a team requires a substitute, it is acceptable for members of lower teams to play in a higher team from time to time. "Playing down" is not acceptable unless there is no other alternative to ensure a full team. In order to ensure that enough players are available for every match, team players are obliged to attend and notify team captains in good time if they cannot attend a match.

In case several teams require the same player, the captains shall endeavour to find a suitable solution for all parties concerned. The higher teams shall have priority in the selection of substitutes from lower teams, although the individual circumstances of the teams concerned may be taken into account.

Team players should ensure they do not register for tournaments if they are needed for a match on the same day. In case of case of doubt, they should always check in advance with their team captain. Team matches take precedence over tournaments in cases of conflict.



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Team players are expected to wear the Club shirt at official matches.

6.3. The role of team captains

The day to day organisation of the teams throughout the season falls within the responsibility of the team captains. They shall ensure the completeness of their teams, enlist substitutes as appropriate, complete match sheets on time and manage the team's participation in the league competition as appropriate and in accordance with the provisions of the League.

The Committee shall only intervene in the day to day management of the teams in exceptional circumstances or if any of the Club rules specified in this document or by the Committee are breached.

The line-up for each team match is the responsibility of the team captain. Team members shall respect the captain's decisions regarding the line-up.

Nevertheless, team captains shall ensure that all team members are treated fairly in the selection process and the match line-ups. This includes that all core team members are asked to play regularly and that players should normally be able to expect to play a minimum of two individual matches per team match (unless the concerned team member explicitly agrees to play only one match). If more than six players have been selected of the match, the concerned players should be informed that they will only play one match.

The Committee shall approve teams and captains for the following season in good time before the start of the season. Nobody shall serve as a captain of more than one team in any given year, unless no suitable alternative candidate is available.

7. Courts, training and play

At least one member of the Committee should be present during the normal Club sessions. All members are required to comply with the local regulations of the sports hall with respect to footwear, consumption of food/drinks, timing/departure etc. In general, the first members to show up shall put up the nets and the last ones shall put them away.

7.1. Hall bookings

The Committee ensures that an adequate sports hall is available for training sessions and matches. Subject to the number of members, two training sessions during the week and one weekend session for training and matches are deemed appropriate. Training sessions may be reduced or suspended in periods of low demand, for example in the summer months, and at times when the hall is unavailable.

In accordance with the match schedule of the BadmintonVlaanderen, hall space for matches must be available throughout the entire level and mixed seasons (usually from September (sometimes the last weekend of August) until the end of April). Public holidays are exempt from this rule.

7.2. Court Assignments

The Committee makes court assignments at the beginning of the season. This includes partitioning and timings of all courts at all sessions for the following:



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- League matches
- Casual play (doubles and singles)
- Coaching (if appropriate)

7.3. Casual Play

In order to allow a good mix of different players together with frequent changes of partners and opponents, one game of doubles shall be played on a typical session, followed by a change of courts and partners. Anyone waiting should be given priority for the next game.

Singles or matches (up to 3 games) should only be played if there is sufficient court space available and if nobody is waiting. All players are asked to contribute to a rotation of partners/opponents that allows every present club member to get a fair share of games with different partners and at adequate levels. Higher ranked players are kindly asked to adapt their game to leisure players when appropriate.

7.4. Coaching & Training

Courts and times may be reserved for coaching sessions. However, this shall not obstruct access for casual players to a sufficient number of courts. Coaching at different levels shall be arranged at the discretion of the Committee, in function of the available means and demand.

7.5. Shuttles

All shuttles used shall be in accordance with the approved list from the League.

The Club provides plastic shuttles for competitions, coaching/training and leisure play. Currently, the preferred plastic shuttles are yellow Yonex Mavis 300s.

The Club provides feather shuttles for the league competition only. Members have to provide their own feather shuttles for training, leisure play and tournaments. Feather shuttles may be purchased from the club.

7.6. Steve and Heather Cole Memorial Prize

The Steve and Heather Cole Memorial Prize shall be awarded annually to one male and one female player who win the most points in their category during singles matches played for the club in the league competition. The prize shall be awarded at a club event.

8. Publicity

The club shall maintain a website, written in English: www.brusselsbadminton.com. As the website is one of the main channels of communication with the members of the club, it shall be updated on a regular basis, providing members with all relevant information about the club, including competition results and announcements, practical matters such as hall closures and the announcement of events.

The website shall include a presentation of the club for prospective new members and shall present an attractive public image of the club. All pages shall be written in good English avoiding inappropriate language.

If required, the club shall advertise regularly in periodicals such as The Bulletin, Newcomer and other relevant publications, and advertise with posters at international organisations, EU institutions, companies, embassies, consulates, NGOs, etc.



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9. Insurance

All members are required to have their own medical insurance and civil liability insurance. The club shall have a complementary insurance for members up to 65 years of age. This is in addition to personal medical insurance schemes and the insurance of the League. A membership list should be sent to the insurance company every 6 months.

The club shall maintain a register of injuries incurred by members. Any injuries must be reported to a Committee Member within 2 days. The relevant insurance authority shall be informed within 8 working days. Insurance claim forms are available from each Committee member.

10. Privacy

The Committee is required to maintain a membership list containing personal and private information. The information must be kept up to date and shall be changed upon request by a Member. The club shall respect the privacy of all of its members and comply with the appropriate legislation on this issue. The Club will not divulge this information to third parties. The information shall be used only by the Committee and strictly for Club related business only.

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