



Brussels International Badminton Club

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STATUTES

Adopted by the Extraordinary General Meeting on 5 September 2013

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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 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.



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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 candidates with the highest numbers of votes shall be appointed to the Committee,



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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



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available to the Club members. There shall be no point of conflict between this and the Statutes 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.



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9. Teams

- 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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