

# Cardiff City Korfball Club

## Constitution

Updated 9<sup>th</sup> of August 2025



## 1. Title

- 2.1. The Club shall be called Cardiff City Korfball Club (CCKC), hereafter to be referred to as 'the Club' and shall be affiliated to the governing bodies: the Welsh Korfball Association (WKA) and the International Korfball Federation (IKF).

## 2. Objectives

- 2.1. To foster and promote the sport of korfball for all ages and abilities, regardless of race, religion, gender, sexual orientation, or identity.
- 2.2. To provide accessible opportunities for recreational and competitive korfball.
- 2.3. To develop and improve the level of playing, coaching, and refereeing of korfball.
- 2.4. To ensure the Club strives to offer senior, student, youth, and junior korfball to the city and region of Cardiff.

## 3. Membership

- 3.1. Membership of the club shall be open to any person, adhering to the membership rules outlined in the Appendix, and paying the relevant subscription and membership fees as determined by the Annual General Meeting (AGM) of the Club.
  - 3.1.1. Members of the club are required to pay subscription fees by monthly standing order, unless they have agreed to the pay-as-you-go (PAYG) rate. The Executive Committee shall have the power to vary subscription fees for Members experiencing financial hardship. The Club has a duty to publicise its commitment to offering reduced rates to ensure it remains accessible to the community.
- 3.2. Honorary Membership may be offered to an individual if agreed by a vote at a general meeting of the Club. Conferring Honorary Membership should be viewed as recognition for outstanding services and contributions to the Club over a significant period of time. Honorary Membership shall be for life, unless revoked by a resolution of the executive committee, and will bestow voting privileges regardless of current participation or subscription, though Honorary Members will still be required to pay subscription fees to participate in Club activities.

## 4. Committee

- 4.1. The Committee shall be composed of as many executive officers as deemed appropriate but must include the following positions:
  - 4.1.1. Chair
  - 4.1.2. Secretary
  - 4.1.3. Treasurer
  - 4.1.4. Recruitment Secretary
- 4.2. Executive Officers shall be elected at the Annual General Meeting of the Club, from, and by, the voting Members of the Club.
  - 4.2.1. A non-voting Member, or non-member, may be permitted to run for election with approval from the Executive Committee.
- 4.3. Executive Officers are elected for a period of one year, but may be re-elected to the same office, or another office, the following year. No person may serve on the committee for a term of greater five years.
- 4.4. Executive Officers are expected to give notice of their intended resignation. This notice period is expected to be, in the absence of extenuating circumstances, the period of time required to call a general meeting.

- 4.4.1. Should a position listed in 4.1 become vacant, an existing Executive Officer may assume it without election, provided no officer holds more than one position.
- 4.4.2. A general meeting must be called if any of the positions listed in 4.1 cannot be filled by the existing Executive Officers.
- 4.5. Officers elected at an AGM will officially take over their roles following a hand-over meeting with the club's preceding Executive Officers. This should take place no later than three weeks following the AGM. If no handover takes place, newly elected officers automatically assume their roles after the three week period has lapsed.
- 4.6. Officers may be co-opted, from the voting Members of the Club, by a meeting of the Executive Committee. Such officers, as may be appointed, shall retire at the next AGM following their appointment and shall be eligible for re-appointment or election as an Executive Officer.

## 5. Committees

- 5.1. The affairs of the Club shall be controlled by the Executive Committee, comprising of the Executive Officers. The Executive Committee shall meet at agreed intervals and not less than four times per year.
- 5.2. The duties of the Executive Committee shall be:
  - 5.2.1. To control the affairs of the Club on behalf of the Members.
  - 5.2.2. To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members before every Annual General Meeting. The Club shall maintain a bank or building society account and the Executive Officers shall be authorised signatories. The Club accounts must require a minimum of two signatures to authorise changes to the account.
  - 5.2.3. To co-opt additional Officers as the Executive Committee feels necessary. Co-opted officers shall not be entitled to a vote on the Executive Committee.
  - 5.2.4. To inform Members of the times and venues of all club trainings, fixtures, meetings, and social activities.
  - 5.2.5. To distribute copies of the constitution and other relevant literature to the Members.
- 5.3. The Executive Committee will make decisions on the basis of consensus. If a consensus is not found and a decision is required, the Chair shall be entitled to call a majority vote, with the Chair casting an additional vote in the case of a tie.
- 5.4. Quoracy for committee meetings shall be at least greater than 50% of its members.

## 6. General Meeting

- 6.1. The Annual General Meeting of the Club shall be held between the end of the season and the 31<sup>st</sup> of August each year. 21 clear days written notice shall be communicated to Members.
- 6.2. Members should advise the Secretary in writing of any items of business to be moved at the Annual General Meeting at least 14 days before the meeting.
- 6.3. The Secretary shall circulate or give notice of the agenda and proposed budget not less than 7 days before the meeting.
- 6.4. The business of the Annual General Meeting shall be to:
  - 6.4.1. Confirm the minutes of the previous AGM, and any general meetings held since the last AGM.
  - 6.4.2. Receive the statement from the Chair.
  - 6.4.3. Receive the accounts for the year from the Treasurer, accompanied by the proposed budget for the forthcoming year.
  - 6.4.4. Receive the annual report of the Executive Committee from the Secretary.

- 6.4.5. Elect the Executive Officers of the Club.
- 6.4.6. Review Club subscription and membership fees for the forthcoming season.
- 6.4.7. Transact such other business as necessary.
- 6.4.8. Items of Other Business will be accepted at the discretion of the Chair.
- 6.5. Extraordinary General Meetings (EGM) may be convened by the Executive Committee, or on receipt by the Secretary of requests in writing from voting members of the Club. Notice of at least 21 days shall be given.
- 6.6. Nomination of candidates for election as Executive Officers may be made in writing to the Secretary in advance of the AGM, or verbally during the AGM. Members are free to nominate themselves. Nominations must be seconded by another voting member, and this may be done at the meeting in the case of written nominations that have not been seconded in writing.
- 6.7. At all general meetings, the chair will be taken by the Executive Officer occupying the position of Chair or, in their absence, by another Executive Officer.
- 6.8. Decisions made at a general meeting shall be by a simple majority of votes from those voting Members attending the meeting. In the event of equal votes, the Chair shall be entitled to an additional casting vote.
- 6.9. Quoracy shall be 20% of active voting Members of the Club. Should a general meeting not be quorate, then no business may be officially transacted. Honorary members who are not currently active within the club (i.e. those not paying subscriptions) will not be counted towards the quorum.

## 7. Voting

- 7.1. Each voting Member shall be entitled to one vote.
- 7.2. Voting Members must meet the following conditions:
  - 7.2.1. Aged at least 16 years during the academic year in which the general meeting is held.
  - 7.2.2. Belonged to the Club for a minimum continuous period of 3 months prior to the general meeting, unless waived by the Executive Committee.
  - 7.2.3. Membership and subscription fees be fully paid to date.
  - 7.2.4. Executive Officers do not need to meet the aforementioned requirements.
- 7.3. Voting privileges shall be extended by proxy to a parent or guardian of any members under the age of 16 during the academic year in which a general meeting is held.
- 7.4. PAYG Members are not presumed to possess voting privileges, unless granted by the Executive Committee.
- 7.5. Non-members engaged with the Club, such as volunteers, appointed coaches or other officials, may be considered a voting Member at the discretion of the Executive Committee.

## 8. Welfare

- 8.1. All Members must agree to the Club's code of conduct.
- 8.2. The Executive Committee will ensure that coaches and volunteers are sufficiently DBS checked should this be required.
- 8.3. In the event that the Club does not have a dedicated Welfare Officer, the functions of this role will be undertaken by the Secretary.

## 9. Youth members

- 9.1. In the event that the Club accepts members under the age of 18, the Club will:
  - 9.1.1. Have a Child Protection Policy in place, or ensure that the Safeguarding Policy sufficiently covers Child Protection.

- 9.1.2.Ensure that all coaches who are running sessions where members under the age of 18 are present are DBS checked.

## 10. Dissolution

- 10.1. If, at any General Meeting of the Club, a motion is passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 10.2. If, at that Special General Meeting, the resolution is carried by at least two- thirds of the voting Members present at the meeting, the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 10.3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having objectives similar to those of the Club.

## 11. Alterations to the Constitution

- 11.1. Any proposed alterations to the Club Constitution may only be considered at an AGM or EGM, convened with the required written notice of the proposal. Any alteration must be proposed by a voting Member of the Club, and seconded by another voting Member. Such alterations shall be passed if supported by not less than two-thirds of the vote.
- 11.2. This constitution has been accepted by the Members of the Club at the Annual General Meeting of 09/08/2025.

## Appendix 1 – Membership

- 1 Members shall be required to show respect for code of conduct policies adopted by the Club, and to observe the rules and boundaries set by the WKA and IKF.
- 2 Members shall be expected to actively participate in Club activities including fund raising, organising, and promoting the sport.
- 3 Members must show respect for other members of the Club, and for the officers, members, and officials of other clubs and associations.
- 4 The Executive Committee reserves the right to take action if any members are found to be in breach of the Club's standards, codes or policies, or to have behaved in a manner damaging to the reputation of the Club. Action will be taken in accordance with the Club's Disciplinary Policy, up to and including permanent exclusion from the Club.
- 5 Members shall be required to abide and be bound by the Constitution of the Club.

### Club fees

Player Monthly Membership is set at £35 per month, and includes all training, matches and selected tournaments.

Discounted monthly membership rates are available as follows:

|           |                                                               |
|-----------|---------------------------------------------------------------|
| Students: | 60% of the full rate (rounded up to the nearest whole pound). |
| Coaches:  | 75% of the full rate (rounded up to the nearest whole pound). |
| Junior:   | 50% of the full rate (rounded up to the nearest whole pound). |

The PAYG rate is set at 25% of the full monthly rate (rounded up to the nearest whole pound) and is payable per match, training or event (e.g. tournaments).

## Appendix 2 - General Standing Orders

- 1 A motion must be seconded by a second separate party, to be voted upon.
- 2 Prior to the vote on a motion, amendments may be discussed until a final proposal is voted upon.
- 3 Other Business, not included on the agenda for a general meeting, may be accepted with the permission of the Chair or, in their absence, another Executive Officer chairing the meeting.
- 4 Votes may be cast in absentia by giving written indication of voting intention to the Secretary, following the publication of the agenda.
- 5 Proxy voting will be allowed if written permission is sent or shown to the Secretary, outlining who will be casting votes on the Member's behalf. Proxy votes may only be cast by another voting Member of the Club, and will be allocated to the Chair if no other voting Member is specified.
- 6 The results of votes on any motion at a general meeting will be binding upon the Executive Committee, unless there is a significant change in the circumstances that would affect its implementation or the motion is recorded as being indicative.
- 7 In this case of significant change of circumstance, the significant change will be minuted during a committee meeting and the Executive Officers will make a decision in the best interest of preserving the intent of the original motion.

## Appendix 3 - Executive Standing Orders for Committee Meetings

- 1 Motions and amendments must be passed with complete consensus of the Executive Officers. If a consensus is not found and a decision is required, the Chair shall be entitled to call a majority vote, with the Chair casting an additional vote in the case of a tie.
- 2 Other Business, not included on the agenda for a committee meeting, will be accepted with the permission of the Chair or, in their absence, another Executive Officer chairing the meeting.