## THE RULES OF THE LEINSTER BRANCH, Badminton Union of Ireland

| Approved at Annual General Meeting 20-05-18 |  |
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| 1. THE BRANCH |  |
| 1.1 <br> The Branch shall be called the Leinster Branch Badminton Union of Ireland or in a shortened format, Leinster Badminton, hereinafter called the "Branch". |  |
| 1.2 <br> It shall have for its object the provision of facilities for the playing, promotion and management of Badminton within the area of the Branch as played under the Laws and Rules of the Badminton World Federation and Rules of the Badminton Union of Ireland Ltd. |  |
| 1.2.1 <br> The Branch may engage in activities other than the promotion of Badminton, with a view to subsidising or supporting the game, and may employ staff expressly to engage in organising and managing badminton or otherwise in relation to such subsidiary or supporting activities. |  |
| $1.3$ <br> The Branch shall consist of such bona fide Badminton Clubs, County Associations, Badminton Organisations and individuals who affiliate to it. |  |
| 1.4 <br> The government and management of the Branch shall be exercised through: - <br> a) The Council <br> b) The Executive Committee <br> c) The General Secretary (appointed by the Executive Committee - this position is that of a salaried employee, subject to contract of employment and appointed by the Executive Committee) |  |
| 1.5 <br> The Branch may extend support, financial or otherwise to the Badminton Union of Ireland Ltd., or another Branch or any affiliated Club with the object of promoting badminton, and may co-operate with other sporting organisations for the development of sport generally or badminton in particular. |  |
| 2. THE COUNCIL |  |
| 2.1 <br> The Council shall consist of the following, all of whom shall have one vote <br> - The President of the Branch. <br> - The Vice-Presidents of the Branch. <br> - The Chairman of the Executive Committee <br> - The Honorary Treasurer of the Branch. <br> - Members of the Executive Committee. <br> - One representative of each Club that has paid the full affiliation fee, and any agreed levy, to the Branch, either directly or through a County Association (rule 2.13 \& 2.13.1). <br> - Honorary Life Members. |  |
| 2.2 <br> The Council shall meet in General Meeting annually in April of each year. |  |
| 2.2.1 <br> Council meetings shall be chaired by the President or in his/her absence by his/her nominee. |  |
| 2.3 <br> Any affiliated member of an affiliated Club shall be entitled to attend and speak at a General Meeting, but, if a vote is taken, only those enumerated in Rule 2.1 shall be entitled to vote. |  |
| 2.3.1. <br> If upon the taking of a vote, the meeting be equally divided, the Chairperson of the Meeting shall have a second or casting vote. |  |
| 2.3.2 <br> No person except the Chairperson of the meeting in the circumstances stated shall have more than one vote. |  |

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## 2.4

The following business shall be dealt with at the Annual General Meeting of Council: -
(a) Minutes of the previous meeting of the Council.
(b) The President's Report (see Rule 2.6, 2.8).
(c) Consideration of the President's Report.
(d) Report from the Chairperson of the Executive Committee (see Rules 2.7, 2.8).
(e) Consideration of the Chairperson's Report.
(f) Honorary Treasurers Report, including presentation of audited accounts for the previous year.
(g) Adoption of Honorary Treasurers Report.
(h) Election of a President to serve for two consecutive years.
(i) Election of two Vice-Presidents to serve for two consecutive years. Vice Presidents may only serve a maximum of four consecutive years.
(j) Election of a Chairperson of the Executive Committee to serve for two consecutive years.
k) Election of four members of the Executive Committee to serve for two consecutive years. Executive members may only serve a maximum of four consecutive years. However they become eligible for election again twelve months after retiring.
(1) Election of Honorary Treasurer to serve for two consecutive years. May only serve a maximum of four consecutive years.
(m) Appointment of an auditor to serve for two years.
(n) Any other business.

## 2.5

In addition to the specific business mentioned in Rule 2.4 General Meeting shall have power to deal with such business as may come before it including changes in the Rules (subject to Rules 7.1, 7. 1.1 and 7.1.2) and the appointment of an individual or a sub-committee for a specific undertaking, provided that such appointment is not normally made by the Executive Committee.
2.5.1

An individual or a sub Committee appointed by the Council, shall report to Council at a time prescribed by Council. Such reports shall be submitted to the Executive Committee for inclusion in the notice of the next General Meeting.
2.6

The President shall, on behalf of the Branch, submit a report to the Annual General Meeting. This report will be circulated in advance with the notice calling the meeting.
2.7

The Chairperson of the Executive Committee shall submit a report on behalf of the Executive Committee to the Annual General Meeting of the Council. This report will be circulated in advance with the notice calling the meeting. In his/her report, the Chairperson shall deal for the most part with the Branch's successes and failures in achieving its object as set out in Rule 1.2. It will be appropriate, however, for him/her to set out the Branch's short-term and long-term targets as agreed by the Executive and to deal with such other subjects as the Executive thinks fit.
2.8

The President's report, Chairperson's report and the Honorary Treasurers report and any other formal report shall be put on record with the Minutes of the General Meeting at which they were presented.
2.9

A Special General Meeting may be held at any time at the request of the Council or the Executive Committee or upon a requisition signed by at least 15\% of Council Members.

### 2.9.1

Only such matters as appear on the Agenda shall be determined at a Special General Meeting.
2.10

The President and Vice Presidents shall each hold office from $1^{\text {st }}$ September following their election until the $31^{\text {st }}$ August of the year in which they retire.
2.11

The Chairperson and Honorary Treasurer shall hold office from the termination of the General Meeting at which he/she was elected until the termination of the corresponding meeting two years later.

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## BADMINTON

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## 3.4

The Chairperson of the Executive Committee will have the responsibility to lead the Executive:
(a) In devising ways and means of promoting Badminton in all its aspects throughout the Branch and in particular in assisting the Badminton Union of Ireland Ltd. in implementing its policy.
(b) In setting short-term and long-term targets, again having regard to the Badminton Union of Ireland's policy.
(c) In achieving the aims set out in these targets.
(d) In developing the administration of the game in the Branch at all levels.
3.4.1

At all meetings of the Executive Committee five shall form a quorum.

### 3.4.2

If upon the taking of a vote at an Executive Committee Meeting, the meeting is equally divided, the Chairperson of the meeting shall have a second or casting vote.
3.5

To be eligible to be considered as a candidate for election as President, Vice-President, Chairperson, Honorary Treasurer or a member of the Executive Committee, a person: -
(a) Shall be a fully affiliated member of a club fully affiliated to the Branch.
(b) Shall be proposed and seconded by two persons who are fully affiliated members of a Club or Clubs fully affiliated to the Branch, both of whom shall sign a proposal form, which must be received by the General Secretary at least 21 days prior to the scheduled date of the General Meeting.
(c) Shall sign a declaration on the proposal form that he/she is prepared to act if elected and is aware of his/her responsibilities under Rule 3.2, 3.2.1, and 3.2.2.
(d) Honorary life members of the Branch shall be eligible for these offices and shall be entitled to propose or second a candidate.

### 3.5.1

A retiring officer or member of the Executive Committee may be re-elected in accordance with Rule 3.5. \& 2.4 (j).

## 3.6

The names of retiring officers and members of the Executive Committee offering themselves for re-election together with the names of any persons who are nominated for election under Rule 3.5 shall be included in the notice of the General Meeting.

## 3.7

The Executive Committee may co-opt to fill a vacancy on the Committee and the member so co-opted will act during the unexpired period of his/her predecessor's term. The person co-opted must be fully affiliated as per rule $\{3.5$ (a) $\}$.

## 3.8

A person, other than a salaried employee of the Branch, who has a financial interest in the operation of the Branch to an amount in excess of that sanctioned by Council, currently $€ 1000$, shall not be eligible to serve on the Executive Committee or any Branch Committee which could take a decision on any matter which could be to his/her financial advantage. The Executive shall review the amount bi-annually and shall submit to Council any proposal for an increase.

### 3.8.1

Any member of the Executive or any member of a sub-committee, who, during a financial year of the Branch, has benefited to an extent greater than that allowed under Rule 3.8 must resign their position on any such committee. This requirement to resign will also apply to any committee member who is deemed by the Executive likely to benefit in excess of the allowed amount.
3.9

The Executive Committee may award Honorary Life Membership to persons who have given exceptional service to Leinster Badminton over a protracted period. Honorary Life Members may attend and vote at General Meetings.

### 3.10

The Executive Committee may delegate authority and responsibility for various activities to individuals and sub-committees and may draw up and/or approve byelaws for regulating such activities.

### 3.10.1

If a vacancy occurs on any sub-committee, the remaining members shall have power to co-opt a new member to fill the vacancy subject to the approval of the Executive Committee.

### 3.11

Unless it is otherwise stated to be the case on appointment, the term of office of an appointee or sub-committee shall terminate on the subsequent $31^{\text {st }}$ May.

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### 3.11.1

Subsequent to the General Meeting in each year the Executive Committee shall appoint persons or sub-committees to take office on $1^{\text {st }}$ August, so that continuity of operations is assured.

### 3.11.2

The Executive Committee may appoint Assistant Honorary Treasurers and delegate to them such powers and duties, as it may consider desirable.

### 3.13

The General Secretary shall give seven clear days notice of each meeting of the Executive Committee and shall notify each member of the Committee individually in writing, indicating the business of the meeting, provided that in the case of urgency, the term of notice may be abridged.
3.14

Members of the Executive Committee shall be entitled to free admission to all matches and tournaments played within the area of the Branch and under the auspices of the Branch.

## 4. FINANCE

4.1

The Financial Year of the Branch shall end on $31^{\text {st }}$ December.

## 4.2

It shall be the responsibility of the Honorary Treasurer to ensure that all monies received are lodged to the credit of the Branch with its Bankers for the time being.

## 4.3

Cheques drawn on the account of the Branch, whether the said account is overdrawn or otherwise, shall be signed by any two of three persons authorised by the Executive Committee.

## 4.4

The Honorary Treasurer, at his/her discretion, may make disbursements by cash provided always that any one disbursement shall not exceed the amount currently agreed by the Executive Committee.
4.5

As soon as possible after 31st December each year the Honorary Treasurer shall prepare for approval by the Executive :
(a) The Income and Expenditure account for the financial year ending 31st December and Balance Sheet as at that date for audit.
(b) An Estimate of Income and Expenditure under such heads of responsibility as are appropriate, for the following financial year.
(c) An estimate of Capital Expenditure for the following financial year.
(d) A Balance Sheet showing the position at the end of the following financial year on giving effect to the estimates in (b) and (c).

## 4.6

As soon as possible after 31st December and not later than the following $31^{\text {st }}$ January each sub-committee shall provide the Honorary Treasurer with a financial report of their activities for the preceding year.
4.6.1

To enable him/her to complete the estimates of Income and Expenditure and Capital Expenditure the Honorary Treasurer shall have power to call on the various officials, committees and sub-committees of the Branch after 1st January each year, and each such official, Committee or Sub-Committee shall submit its figures to the Honorary Treasurer not later than $31^{\text {st }}$ January.
4.7

The Honorary Treasurer shall send the estimate of Income and Expenditure, the estimate of Capital Expenditure and the Balance Sheet for the following financial year together with a copy of the accounts for the previous financial year, to the members of the Executive Committee by 1st February each year.
4.7.1

The Executive Committee shall meet in February each year and discuss the Honorary Treasurer's estimates in respect of the following financial year.

### 4.7.2

The Executive Committee shall sanction, or modify and sanction, the figures shown under the various heads of responsibility, and may defer sanction of figures, pending enquiry, until a subsequent meeting.
4.8

When the Executive Committee has sanctioned expenditure under a head of responsibility, this sanction shall entitle the Honorary Treasurer to make payments up to such total without further reference to the Executive Committee. The Executive Committee shall not sanction capital payments greater than $€ 50000$ without prior approval by Council.

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4.8.1

The Honorary Treasurer shall monitor the progressive total of payments under each head of responsibility so that he/she may issue timely warning to those responsible.
4.8.2

At any time the Honorary Treasurer may bring a request for supplementary sanction under any head of responsibility before the Executive Committee.

### 4.8.3

The Hon Treasurer shall be entitled to make disbursements up to an amount agreed annually by the Executive. He/she may also make emergency disbursements above that amount with the agreement of the Chairperson.

### 4.8.4

Cheques, direct debits, credit transfers and standing orders in excess of $€ 1000$ must be signed by two of three signatories designated by the Executive. These shall normally be the Chairperson, Honorary Treasurer and General Secretary.
4.9

The Notice calling the General Meeting shall be accompanied by:
(a) Income and Expenditure account for the previous financial year. These accounts shall be externally audited and made available to the Revenue Commissioners on request.
(b) Balance Sheet compiled as at the said year-end. The said Income and Expenditure Account and Balance Sheet shall be signed by the Honorary Treasurer and bear the certificate of the Auditor .

## 5. TRUSTEES

## 5.1

The Executive Committee shall have power to appoint not less than two and not more than four persons to act as Trustees for and on behalf of the Branch.

### 5.1.1

Any person so appointed as a Trustee shall hold office until death, resignation, or removal by a resolution of the Executive Committee.
5.2

The Trustees shall have, and shall be deemed always to have had, power to purchase, sell, take on lease or make leases or letting of any real or leasehold property on behalf of the Branch and shall hold and deal with all such property for such purposes as the Executive Committee may from time to time direct.
5.2.1

In particular the Trustees shall have, and shall be deemed always to have had, power to purchase property inter alia by way of taking a mortgage thereon of up to $100 \%$ of the Purchase Price.
5.3

The Trustees may from time to time borrow such monies as the Executive Committee may deem necessary and for the purpose of securing repayment thereof, the Trustees, or any one of them designated by a resolution of the Executive Committee, may deposit the title deeds of any property held by them as such Trustees, or such other securities as the said Committee may direct, as continuing and collateral security for the present and future obligations of the Branch for whatever purposes incurred.

## 5.4

Upon the death, resignation or removal of a Trustee, the Executive Committee may appoint another person to act in the place or stead of the Trustee so dying, resigning or being removed.
5.5

The Trustees shall be included in the circulation of minutes of Executive Committee meetings and accompanying documentation.
5.6

The Trustees should bring any concerns they may have about the conduct of Branch business to the attention of the Executive. In the event that such concerns are not being addressed by the Executive, they shall have special power to convene an Extraordinary General Meeting of Council.
5.7 An entry in the Minutes records kept by the General Secretary shall be conclusive evidence of: -
(a) The appointment, resignation or removal of a Trustee or Trustees.
(b) All directions at any time given to the Trustees by the Executive Committee in pursuance of the powers hereinbefore given to such Committee.

## 5.8

The Branch shall indemnify the Trustees against any losses or expenses they may properly incur in connection with Branch business.

## 6. AFFILIATION

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 Representative matches.

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| 8.4 <br> The President shall be entitled to wear a blazer with a badge carrying on it the inscription "L.B.B.U.I." above the Harp and "President" below it. Past Presidents may also wear a similar blazer showing the years of office. |  |
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| 9. DISCIPLINARY |  |
| 9.1 <br> The Executive Committee shall have the power to appoint a Disciplinary Committee as required which shall have the power to suspend the affiliation of any member affiliated to the Branch whose conduct has been found to be prejudicial to the interest of the Branch or the game of Badminton or who has not complied with the Rules of the Branch. |  |
| 9.1.1 <br> The said suspension shall operate to suspend all the rights and privileges normally attaching to such affiliation including suspension from all competitive and representative badminton and the holding of any office or membership of any Sub-Committee. |  |
| 9.1.2 <br> This power of suspension may also be applied against any club, league or County Association. |  |
| 9.1.3 <br> The Disciplinary Committee shall also have the power to impose such other penalties as it may think just which may include reprimand, fine, and exclusion. |  |
| 9.1.4 <br> These powers shall be exercised under the existing procedures on disciplinary matters adopted by the Branch. |  |
| $9.2$ <br> A reprimand may be verbal or written. |  |
| $9.3$ <br> Exclusion shall mean prohibition from taking part in all or specified competitions run by the Branch. |  |
| $9.4$ <br> Suspension shall mean withdrawal for a definite period of the rights and privileges attaching to affiliation. |  |
| $9.5$ <br> There shall be a right of appeal from the decision of the Disciplinary Committee to an Appeals Committee appointed by the Executive Committee |  |
| 9.5.1 <br> An Appeals Committee shall operate in accordance with the Guidelines for Appeals Committees, a copy of which is available in the Branch office. |  |
| 9.5.2 <br> A right of final appeal, in respect to decisions from the Appeals Committee relating to the International Laws of Badminton or National Rules and Codes of Conduct, may be made to Badminton Union of Ireland Ltd. |  |
| 9.5.3 <br> Any suspension or penalty shall not come into force until a ruling is made on the appeal unless there are circumstances where there would be danger of further serious offence or damage to other members or to the Branch. |  |
| 9.6 <br> The Executive Committee shall have the power to impose a penalty on any member, player, club, league, county association that does not comply with the rules and regulations of any authorised Branch competition. |  |
| 9.6.1 <br> These penalties shall include reprimand, fine, and exclusion. |  |
| 9.7 <br> The Branch shall notify forthwith the Badminton Union of Ireland Ltd. in writing of any disciplinary action whatsoever taken against any member or club. |  |
|  | 0. GENERAL |

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## 10.

The Trustees, Council, Executive Committee, Sub-Committees of the Executive Committee and all persons duly authorised to act on behalf of the said Trustees, Council, Executive Committee and Sub-Committees shall be indemnified to the extent of the assets and property of the Branch against all and any liabilities, expenses, actions, claims, costs, damages and demands incurred or occasioned in good faith by them or any of them in pursuance of their authorised activities on behalf of the Branch.
10.1

The Executive Committee shall have power to prohibit the playing of matches on such dates as it may from time to time determine.

## 10.2

If upon the winding up or dissolution of the Branch there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Branch. Instead, such property shall be given or transferred to some other body or bodies having main objects similar to the main objects of the Branch. The body or bodies to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Branch under or virtue of Clause 10.3 hereof. Members of the Branch shall select the relevant body or bodies at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.
10.3

The income and property of the Branch shall be applied solely towards the promotion of its main objects as set forth in these Rules. No portion of the Branch's income and property shall be paid of transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Branch. No Officer shall be appointed to office of the Branch paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Branch. However, nothing shall prevent any payment in good faith by the Branch of:
a) Reasonable of proper remuneration to any member of the Branch (not being an officer) for any services rendered to the Branch
b) Interest at a rate not exceeding 5\% per annum on money lent by officers or other members of the Branch to the Branch.
c) Reasonable and proper rent for premises demised and let by any member of the Branch (including any officer) to the Branch.
d) Reasonable and proper out of pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Branch.
e) Fees, remuneration or other benefit in money or money's worth to any company of which an officer may be a member holding not more than one hundredth part of the issued capital of such company.

