



CONSTITUTION OF THE **WELLINGTON RACQUETEERS**:

ADOPTED ON: Wednesday 22 February 2017 – AMENDED ON: 17 April 2024 (this version)

1. **Name**

The name of the Group shall be the **Wellington Racqueteers**.

2. **Aims**

The aims of the Group shall be:

- To provide a forum for members of the Lesbian, Gay, Bisexual, Transgender & Intersex (LGBTI) community in the Wellington region (and their friends, family members and members of other similar groups worldwide) who are interested in playing social badminton.
- To reserve courts for members to play at a recurring time/venue (generally every Wednesday evening from 6-7pm at Wellington Badminton Centre in Hataitai) and organize periodic after-badminton social evenings and other social events as appropriate.
- To work with other LGBTI sports groups within Rainbow Team Wellington in order to promote sports & social opportunities for members of our wider community.
- To organize a tournament as part of periodic Rainbow Team Wellington Sports Weekend events.
- To organize and enter a team in periodic trans-Tasman LGBTI badminton tournaments.

3. **Powers**

In order to achieve its aims the Group may:

- (a) Raise money
- (b) Open bank accounts
- (c) Take out insurance
- (d) Organise courses and events
- (e) Work with other groups and exchange information
- (f) Do anything that is lawful which will help it to fulfil its aims.

4. Membership

- (a) Membership of the Group shall be open to any person over 18 or any organisation living or located in the Wellington region who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- (b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief. Any individual Member acknowledges that the primary aim of the Group is to provide a forum for LGBTQI+ community members.
- (c) Every individual Member and each organisation shall have one vote at General Meetings.
- (d) The membership of any Member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- (e) Each Member Organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

5. Management

- (a) The Group shall be administered by a Management Committee of the Officers and not more than 3 other Ordinary Committee Members elected at the Group's Annual General Meeting (AGM).
- (b) The Officers of the Management Committee shall be: the Co-Chair (Sport), the Co-Chair (Community), the Treasurer; the Secretary; the Social Co-Ordinator, and the Ordinary Committee Members.
- (c) The Management Committee shall meet at least 3 times a year.
- (d) Either the Co-Chair (Sport) or the Co-Chair (Community) shall Chair all meetings of the Group.
- (e) The quorum for Management Committee meetings shall be 3 Members.
- (f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Meeting Chair shall have a second vote.
- (g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Management Committee Officer, provided that person has the right to be heard before a final decision is made.
- (h) The Management Committee may appoint another Member of the Group as an Officer to fill a vacancy provided the maximum number is not exceeded.

6 Duties of the Officers

- (a) The duties of the **Co-Chair (Sport)** are to:
 - Be responsible for the organization of the Group's sporting activities;
 - Be responsible for the relationship with Wellington Badminton Centre;
 - Oversee organization of and participation in periodic sports tournaments;
 - Ensure that sporting activities are carried out in accordance with recognized codes/rules;
 - Chair meetings of the Committee and the Group (and give reports when necessary);

- Act as spokesperson for the Group when necessary
- Organise/Provide feedback and coaching
- Follow up on missed payments
- Create Poll for session numbers and manage computer system and software
- Manage shuttle use
- Maintain relationship with Badminton Wellington – email and Hello Club
- Greet new members and introduce them to how the club works
- Keep committee on track and help other committee members
- Point of contact for club issues
- Moderate joining requests – filter out fake profiles, potential malicious content etc.

(b) The duties of the **Co-Chair (Community)** are to:

- Be responsible for the organisation of the Group's community activities.
- Be responsible for the relationship with Rainbow Wellington, Rainbow Team Wellington & the Trans-Tasman Tournament Organisers group, other groups of interest, media.
- Chair meetings of the Committee and the Group (and give reports where necessary).
- Act as spokesperson for the Group when necessary.
- Strive towards diverse representation at the club (promotion and focus group events e.g. Wahine night).
- Moderate joining requests (filter out fake profiles, potential malicious content).
- Maintain and moderate social media content.
- Follow up missed payments from sessions.

(c) The duties of the **Secretary** are to:

- Record the minutes of all Meetings.
- Prepare agenda for meetings.
- Responsible for the maintenance of the Club's Google Drive (Club's records, documents, etc.), including arrangements for the archiving of such items.
- Deal with and answer correspondence (example: monitoring the club's email account). Forward to appropriate committee member if their attention is required.
- This can also include sending communications to club members regarding club specific items, including via email and/or Facebook.
- Moderate joining requests - filter out fake profiles, potential malicious content.
- Perform such other duties as may be required by the Committee (example: representing the club at public events).
- Welcome new members of the club - individual email, and bulk Facebook public welcome.

(d) The duties of the **Treasurer** are to:

- Supervise the financial affairs of the Group (and give reports where necessary).
- Keep proper accounts that show all monies collected and paid out by the Group.

- Act as spokesperson for the Group when necessary.
- Maintain membership status database.
- Cross-reference player roll against payments received (quarterly).
- Regularly top up the club's HelloClub account.
- Other financial administration support including event payment support, invoicing (receiving and sending), and budgeting.
- Provide a regular list of outstanding payments for co-chairs to follow up.
- Moderate joining requests - filter out fake profiles, potential malicious content.

(e) The duties of **Social Co-ordinator** are to:

- Organise and lead monthly socials and promote this through word of mouth, email and social media, eg: a Facebook event.
- Actively grow the group through promotion (word of mouth, social media, attendance at external activities/events etc.).
- Moderate joining requests (filter out fake profiles, potential malicious content).
- Maintain and moderate social media content.
- In conjunction with the Co-Chair Community, attend and coordinate external events (eg: Pride march/Hikoi, Out in the City).

(f) The duties of **Ordinary Committee Members** are to:

- Represent the Group at functions/meetings that the Group has been invited to.
- Act as spokesperson for the Group when necessary.
- Assist other committee members with club related activities as required.
- Actively grow the group through promotion (word of mouth, social media).
- Represent the Group at functions/meetings that the Group has been invited to.

7. Finance

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed by the Treasurer and one other nominated official.
- (d) The Group will produce guidelines for Members with respect to payments & subscriptions.

8. Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of February.
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 6 Members.
- (c) The business of the A.G.M. shall include:
 - (i) Receiving a report from the Co-Chairs on the Group's activities over the year;
 - (ii) Receiving a report from the Treasurer on the finances of the Group;
 - (iii) Electing a new Management Committee and
 - (iv) Considering any other matter as may be decided.

9. Special General Meeting

A Special General Meeting may be called by the Management Committee or by any 6 Members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on Wednesday 22 February 2017.

Signed by: Co-Chair (Sport): _____

Co-Chair (Community): _____

Secretary: _____

Treasurer: _____

Other Committee Members: _____
