BERMUDA BADMINTON ASSOCIATION

CONSTITUTION

1. Name

The name of the organisation shall be The Bermuda Badminton Association (BBA), hereinafter referred to as “the Association”.

2. Status

The Association shall be a non-profit, voluntary sporting organisation and shall be the governing body for the sport of badminton in Bermuda.

3. Objectives

The objectives of the Association shall be to:

a. Promote, develop, and regulate the sport of badminton in Bermuda.
b. Encourage participation at all levels, including junior, senior, recreational, and elite performance.
c. Organise and sanction competitions, leagues, and tournaments.
d. Select and manage national teams and representatives.
e. Ensure high standards of sportsmanship, integrity, and fair play.
f. Develop coaching, officiating, and administrative capacity.
g. Affiliate with regional and international badminton bodies, including Badminton Pan Am and the Badminton World Federation (BWF).
h. Represent Bermuda in international badminton matters.

4. Affiliation

The Association shall seek affiliation with:

- The Bermuda Olympic Association (if applicable),
- Badminton Pan Am, and
- The Badminton World Federation (BWF).

The Association shall comply with the rules and regulations of these bodies where applicable.

5. Membership

5.1 Categories

Membership shall be open to:

a. Clubs – recognised badminton clubs in Bermuda.
b. Individuals – players, coaches, officials, or supporters.
c. Honorary Members – persons who have rendered distinguished service to badminton (no voting rights unless otherwise stated).

5.2 Admission

Membership applications shall be made in a form approved by the Executive Committee and approved by them.

5.3 Rights

Only fully paid-up members and affiliated clubs shall have voting rights at General Meetings.

5.4 Termination

Membership may be suspended or terminated by the Executive Committee for misconduct, non-payment of fees, or actions contrary to the objectives of the Association, subject to the right of appeal.

6. Governance

The Association shall be governed by:

a. The General Meeting, and
b. The Executive Committee.

7. General Meetings

7.1 Annual General Meeting (AGM)

The AGM shall be held once each calendar year and shall:

- Receive reports from officers,
- Approve financial statements,
- Elect officers,
- Set membership fees,
- Consider amendments to the Constitution.

7.2 Special General Meetings

May be called by the Executive Committee or upon written request of at least one-third of voting members.

7.3 Quorum

A quorum shall consist of 25% of voting members or such number as determined by the Executive Committee.

8. Executive Committee

8.1 Composition

The Executive Committee shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Tournament Director (optional)
- Development/Coaching Officer (optional)
- Up to three additional members

8.2 Duties

The Executive Committee shall:

a. Manage the affairs of the Association.
b. Implement decisions of the General Meeting.

c. Control finances and property.
d. Appoint sub-committees as necessary.

8.3 Term of Office

Officers shall serve for a term of two (2) years and may be re-elected.

9. Officers' Responsibilities

President: Provides leadership, chairs meetings, represents the Association.
Vice-President: Assists the President and acts in their absence.
Secretary: Handles correspondence, records minutes, maintains records.
Treasurer: Manages finances, keeps accounts, presents financial reports.
Tournament Director: Organises competitions and events.
Development/Coaching Officer: Oversees player, coach, and official development programmes.

10. Finance

a. The Association shall operate on a non-profit basis.
b. Funds shall be derived from membership fees, grants, sponsorships, and fundraising.
c. All monies shall be deposited in an account in the name of the Association.
d. Cheques or withdrawals shall require two authorised signatories.
e. The financial year shall end on 31 December (or another agreed date).
f. Annual accounts shall be examined or audited as appropriate.

11. Discipline and Conduct

a. Members shall abide by the rules, regulations, and codes of conduct adopted by the Association.
b. The Executive Committee shall have the power to discipline members for misconduct, including suspension or expulsion, subject to due process.
c. A right of appeal shall be provided.

12. Selection of Teams

a. The Association shall establish transparent selection policies for national representation.
b. Selection shall be based on merit, performance, fitness, and conduct.
c. A Selection Panel may be appointed by the Executive Committee.

13. Safeguarding and Equality

a. The Association shall promote equality, diversity, and inclusion.
b. Discrimination on the basis of race, gender, age, disability, religion, or sexual orientation is prohibited.
c. The Association shall adopt safeguarding policies to protect children and vulnerable adults.

14. Amendments to the Constitution

This Constitution may only be amended at a General Meeting by a two-thirds (⅔) majority of voting members present and voting, provided notice of the proposed amendment has been given at least 21 days in advance.

15. Dissolution

a. The Association may be dissolved by a resolution passed by two-thirds (⅔) of members present at a Special General Meeting called for that purpose.
b. Any remaining assets after settlement of liabilities shall be transferred to another non-profit sporting organisation in Bermuda with similar objectives.

16. Interpretation

The Executive Committee shall have the authority to interpret this Constitution, subject to confirmation by the General Meeting.

17. Conflict of Interest

a. All officers and committee members shall act in the best interests of the Association at all times.
b. A conflict of interest arises where a person has a personal, financial, or professional interest that could improperly influence their duties.
c. Any person with a conflict of interest must declare it as soon as it arises.
d. The person shall not vote or participate in any discussion or decision related to the matter.
e. A register of declared conflicts of interest shall be maintained by the Secretary.

18. Transparency and Accountability

a. The Association shall operate in an open and transparent manner.
b. Minutes of General Meetings and financial statements shall be made available to members upon request.
c. Major decisions affecting the direction, finance, or structure of the Association shall be communicated to members in a timely way.
d. The Executive Committee shall be accountable to the membership through the AGM.

19. Code of Ethics and Integrity

a. The Association shall adopt a Code of Ethics consistent with the principles of fairness, integrity, respect, and responsibility.
b. All members, officials, coaches, and athletes shall comply with the Code.
c. Breaches of the Code may be subject to disciplinary action under Article 11.

20. Anti-Doping

a. The Association shall comply with the World Anti-Doping Code and the regulations of the Badminton World Federation and Badminton Pan Am.
b. The use of prohibited substances or methods is strictly forbidden.
c. The Association shall cooperate fully with anti-doping authorities and testing programmes.
d. Education on anti-doping shall form part of athlete development programmes.

21. Safeguarding and Protection of Children and Vulnerable Adults

a. The Association shall adopt and enforce a Safeguarding Policy.
b. All officers, coaches, team managers, and volunteers working with juniors or vulnerable adults shall comply with safeguarding requirements.
c. Appropriate background checks shall be required where permitted by law.
d. Any safeguarding concern must be reported and managed according to the Safeguarding Policy.
e. The welfare of participants shall be the paramount consideration.

22. Equality, Diversity, and Inclusion

a. The Association is committed to equality of opportunity and treatment.
b. Discrimination, harassment, or victimisation of any form is prohibited.
c. The Association shall take reasonable steps to ensure accessibility and inclusive participation.
d. Policies shall be adopted to promote diversity at all levels of the sport.

23. Data Protection and Privacy

a. The Association shall comply with applicable data protection legislation in Bermuda.
b. Personal data shall be collected only for legitimate purposes and handled securely.
c. Members shall have the right to access and correct their personal data.
d. Data shall not be shared with third parties without lawful basis or consent.

24. Risk Management and Insurance

a. The Executive Committee shall identify and manage risks to the Association, including financial, operational, and reputational risks.
b. The Association shall maintain appropriate insurance cover, including public liability, professional indemnity (where applicable), and event insurance.
c. Risk assessments shall be carried out for tournaments and activities.

25. Financial Controls and Anti-Fraud

a. Proper financial controls shall be maintained to safeguard the Association's assets.
b. No officer shall misuse Association funds or property.
c. Financial records shall be kept accurately and transparently.
d. Any suspicion of fraud or financial misconduct shall be investigated immediately.

26. Complaints and Whistleblowing

a. The Association shall establish a formal complaints procedure.
b. Members may raise concerns about misconduct, governance failures, or safeguarding issues without fear of retaliation.
c. Complaints shall be handled fairly, confidentially, and promptly.
d. A Whistleblowing Policy shall be adopted.

27. Selection, Appeals, and Fair Process

a. All selection and disciplinary processes shall follow the principles of natural justice: right to be heard, impartial decision-makers, and right of appeal.
b. Written procedures shall be published and made available to members.

28. Environmental Responsibility

a. The Association shall seek to minimise its environmental impact.
b. Sustainable practices shall be encouraged at events, including waste reduction and responsible use of facilities.

29. Review of Governance

a. The Executive Committee shall review governance policies at least every two years.
b. Amendments shall be proposed to ensure continued compliance with best practice and international sporting standards.

This Constitution forms the foundational governing document of the Bermuda Badminton Association.