

## 4. ADMINISTRATION

4.1 The Administration of the Association shall be vested in a Management Committee consisting of the following Officers: -

Chairman, Deputy Chairman, Secretary, Treasurer, **Chair of Junior Committee**, Chairman of Development Group.

These Officers will be unpaid volunteers. An honorarium may be paid in exceptional circumstances.

To be eligible for election each Officer, except **Chair of Junior Committee**, shall be proposed in writing to the Secretary by an affiliated club by 30th April in each year, alternatively the Management Committee may propose such Officers. It shall be permissible for one individual to occupy not more than two of these positions but with only one vote at Management Meetings. **The Chair of Junior Committee will be elected by the Junior Committee.**

The names of all nominees for positions described above shall be published on the Agenda for the Annual General Meeting. When there are more candidates than vacancies the election shall be by ballot. They shall retire annually but shall be eligible for re-election. They shall assume the office at the conclusion of the A.G.M. at which they are elected and continue until the conclusion of the A.G.M. at which they retire. The Management Committee shall have power to fill vacancies, co-opt, and arrange for individuals to shadow Officers for the purpose of succession planning.

4.2 The Management Committee shall nominate, for approval at the AGM, a non executive President of the Association to serve for a three year period. The Management Committee shall also nominate Vice Presidents: such distinction to be reserved for those who have rendered outstanding service to Badminton in Sussex.

4.3 The Management Committee shall make functional appointments to deliver specific badminton related activities within the County. The number and roles of these positions will be at the discretion of the Management Committee. The Management Committee may also appoint individuals to assist the Committee. An honorarium may be paid in exceptional circumstances.

The appointments will be confirmed at the AGM or if there are vacancies, appointments will be made during the following year.

**The Management Committee will normally meet as a Management Group comprising the Management Committee and the individuals appointed who shall be entitled to attend make reports and contribute to Management Committee the meetings. The Management Committee may meet in its own right as necessary.**

The following groups will be invited to nominate a representative to attend and contribute to Management **Committee Group** meetings.

District Associations

The Badminton Umpires Association of England (Sussex area)

4.4 The Management Committee will establish standing committees to manage specific activities. Such committees will nominate a representative to attend, make reports and contribute to Management **Committee Group** meetings.

These will normally include:

4.4.1 A Development Group to promote and develop badminton. **This group will be responsible for the direction and management of the Badminton Development Officer.**

4.4.2. A Junior Badminton Committee to manage badminton for young people. This committee will maintain separate accounts and funds, which shall be consolidated into the Association's accounts at the end of each financial year.

4.5 The Management Committee shall nominate an individual and an alternate to represent Sussex on the Council of BADMINTON England.