

CONSTITUTION OF HENLEY SQUASH AND RACKETBALL CLUB

1 Name

The club will be called *Henley Squash and Racketball Club* and will be affiliated to *England Squash and Racketball (ESR)* and *Oxfordshire Squash and Racketball Association (OSRA)*.

2 Aims and objectives

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities in squash and racketball
- to promote the club within the local community and squash and racketball circles generally
- to ensure a duty of care to all members of the club
- to provide all its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment.

3 Membership

Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Membership is open to all via the completion of the application form and payment of fees, see below. Once this is done the applicant is deemed to be part of the club. Entry into the divisions / league will then be arranged and to ensure entry at the correct level, once the player has been assessed to show his/her abilities in relation to other league members.

4 Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid by 1st June by annual standing order. Members joining part way through the year will be charged a pro rata monthly rate. If the member is already in ESR, that part of his membership fee will be discounted. Those that are unable to afford the full fees should make an application to the Management Committee to see if the fees can be discounted.

5 Officers of the club

The officers of the club will be:

- Chairman
- Secretary (including the duties of Membership Secretary)
- Treasurer and Teams Captain ('Teams Captain' is the designated club contact for ESR and OSRA)
- Teams Coordinator
- League Administrator
- Any other relevant position by agreement of the Management Committee

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

6 Management Committee

The club will be managed through the Management Committee consisting of the positions listed above – see (5) - including any other relevant positions as agreed by the Management Committee. Only these positions will have the right to vote at meetings of the Management Committee. One person may fill more than one role, but will only have one vote. The Management Committee will be convened by the Secretary of the club and held no less than four times per year.

The quorum required for business to be agreed at Management Committee meetings will be: 3

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules / regulations / constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

All communications from the club must go through the Management Committee or through someone they have appointed.

Communications between Management Committee members in any format on club matters must stay within the Management Committee until agreement is reached by majority of the Management Committee. Contravention of this may result in removal from the Management Committee.

7 Finance

All club monies will be banked in an account held in the name of the club.

The club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 31st May.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. The AGM has the right ask the Treasurer for further details or a more detailed breakdown of the accounts and these should be provided to the AGM attendees for approval within 45 days of the AGM.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.

The club is an exclusively non-profit making entity. Any surpluses that become available will be reinvested back into the club. No profits will be distributed to members or third parties.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the accounts.

Elections of officers are to take place at the AGM. Nominations for all members standing for election (or re-election) should be submitted in writing (or email) to the club Secretary at least 14 days prior to the AGM. This is to ensure that (in the case of a contested election) canvassing of the membership can take place.

All members have the right to vote at the AGM – either in person, or by proxy. A proxy vote must be submitted in writing (or email) to the club Secretary prior to the AGM.

The quorum for AGMs will be 8. In the event that less than 8 people attend the AGM, the meeting will be declared quorate in any case, so long as all the membership were notified of the meeting 21 days in advance and no objections from members were raised prior to the AGM as to its location or date.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

Any member may call an EGM, so long as they get agreement from at least 50% of the membership. Such agreement is to be provided to the club Secretary as a list of names.

Procedures for EGMs will be the same as for the AGM.

9 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the club Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 14 days of the club Secretary receiving the appeal.

Anybody deemed to be bringing the club into disrepute by a majority of the Management Committee may have a restriction enforced upon them, possibly including loss of their membership.

10 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of England Squash and Racketball.

11 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12 Declaration

Henley Squash Club and Racketball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

Name:

Club Chair

SIGNED: DATE:

Name:

Club Secretary