

CONSTITUTION

1. The Club shall be called 'Southwell Squash Club'.

2. The objectives of the Club shall be to promote the playing of affordable, accessible, enjoyable squash and encourage sporting, recreational, and social intercourse in connection therewith.

2.1 The Club will promote equal opportunities and does hereforth adopt the related and relevant polices of Squash England as the Governing body.

3. The Club shall be affiliated to England Squash.

The Committee may at any time seek advice from England Squash in respect of any aspect of its administration and/or operation, including complaints/concerns.

4. Membership - The Club shall comprise the following classes of membership:

4.1 Voting: Adult Female playing;

4.2 Voting: Adult Male Playing.

4.3 Voting: Adult Student playing, 18 or over but in full time education.

4.4 Child/ Junior – under 18 years;

4.5 Voting: Honorary; Club Coach/Assistant Coach.

4.6 Non-voting: Social (non-playing)

4.2 The maximum membership of the Club shall be at the discretion of the Committee.

4.3 All applications for membership should be made to the Committee and election shall be at its absolute discretion. Preference will be given to applicants residing within a radius of five miles of the Market Place, Southwell, and/or at the absolute discretion of the Committee.

4.4 No candidate who has been elected a member shall be entitled to the privileges of the Club until payment of the entrance fee (if appropriate) and first annual subscription. If such are not paid within one month after notice being sent informing the member of his/her election, such election shall be void.

4.5 The Committee shall have power to elect as honorary life members any person who, in the opinion of the Committee, has rendered significant services to the Club; such election to be ratified at the Annual General Meeting next ensuing the date of such election.

5. Fees

5.1 The level, if any, of Entry Fee shall be determined by the Members at the Annual General Meeting.

5.2 The level of Annual Subscription for each category of Member shall be determined by the Members at the Annual General Meeting.

5.3 The Club year shall run from the 1st Sept to the 30th Aug. Annual subscriptions shall become due on the 1st Sept in the Club year.

5.4 Reduced membership fees where applicable can be considered via committee decision (e.g. late or hardship applications).

5.5 The names of all members whose current subscriptions have not been paid in any year and who neglect to comply with a written request for payment within 16 days shall cease to be club members after the expiration of 16 days, unless a reason satisfactory to the Committee is given for the delay. Until a member has paid the annual subscription, they shall not be entitled to the benefits of membership, including Club Nights, Team matches, and any cover provided by the Club's insurance policies.

5.6 All Players playing County Team Squash are required to ensure they meet any insurance requirements of Notts County Squash Association and or Squash England in order to play Team Squash.

AGM

6. Annual General Meeting

6.1 An Annual General Meeting of the Club shall be held in every year, not later than 30 June.

6.2 The notice convening the meeting will be displayed on the Club notice board not less than 14 days before the meeting, specifying the matters to be dealt with, (except items per Paragraph 6.4).

6.3 Notice of the meeting may also additionally be done via the Club Whats App group.

6.4 Voting by members may be done via proxy. Attendance at meetings may be done remotely and or online if the majority of the committee agree to such.

POSITIONS - Volunteer roles

6.3 Nominations for the positions of Secretary, Treasurer, and other members of the committee may be proposed and seconded in person at the Annual General Meeting. Additionally, nominations may be proposed in writing to the Secretary at least 7 days prior to the meeting. Southwell Squash Club www.southwellsquashclub.co.uk

6.3.1 The positions of the committee and the roles of the committee members should be linked to best practice as outlined by Squash England's 'volunteer roles', and reviewed annually.

Most volunteer roles are club or county-based and tend to take up a couple of hours a week. For the main roles, there are tasks that need undertaking all year round but for competition roles these will usually just require your time in the lead-up to and during the event. Learn more about some of the typical roles below.

Roles

6.3.2 Chairperson - leads the committee on club strategy, vision and mission. The chair delegates duties across the committee, builds and leads the team and provides a link for members to raise questions.

6.3.3 Treasurer – responsible for the management of the club’s finances and communicating these to the committee.

6.3.4 Secretary – manages the day-to-day business of the club, undertakes annual club registration, takes the minutes (notes) of committee meetings and is the club main contact.

6.3.5 Committee member – attends meetings and supports the delivery of the club strategy. They can take on specific duties and represent members’ views. E.g. Membership.

6.3.6 Safeguarding /welfare officer- responsible for safeguarding at the club. They should be well known and available to all members, as the first point of call for any issues or concerns.

6.3.7. Marketing and PR officer – responsible for communication, publicity and promotion of the club and club activity, including social media.

6.3.8 Club captain – manages the club’s external teams.

6.3.8 Team manager – recruits and selects team(s) to play in leagues along with ensuring matches are organised and results submitted.

6.3.9. Tournament organiser – runs tournaments at the club and recruits appropriate volunteers.

6.3.10 Sponsorship manager – sources additional revenue through various opportunities and ensures sponsors needs are serviced.

6.3.11 Social events lead – responsible for the running of an inclusive social programme.

6.3.12 Internal league organiser – manages and runs internal leagues.

6.3.14 Junior organiser – organises junior squash activities (coaching, playing, events and social opportunities).

ADMINISTRATIVE BUSINESS

6.4 Any Member shall be entitled to put a written proposition to the Annual General Meeting, provided this is signed by a minimum of 6 Members and received by the Secretary at least 7 days before the Meeting.

6.5 The business of the Annual General Meeting shall include, but not be limited to, the following:

6.5.1 To receive reports for the AGM from: the Chairman, the Secretary, the Treasurer.

6.5.2 To receive, consider, and if approved adopt, the statement of the Club's accounts for the preceding year ended.

6.5.3 To elect a committee comprising: the Chair, the Secretary, the Treasurer, plus not more than 9 and not less than 2 additional Committee Members.

6.5.4 To determine whether any Entry Fee should be paid, and if so to determine such level.

6.5.5 To determine the level of Annual Subscription for each category of Member.

6.5.6 To ratify any alterations to the Constitution

6.5.7 To ratify the election of honorary life Members under Paragraph 4.5.

6.5.8 To determine whether an Auditor should be appointed and if so, to appoint an Auditor.

6.5.9 To elect Team Managers; where the Team Manager for any team is not so elected, such election will be delegated to the Committee.

6.5.10 To review, and if thought appropriate amend, the Club's policy for juniors, children and young people.

6.5.11 To consider written propositions submitted under Paragraph 6.4.

6.5.12 To deal with any special matter which the Committee desires to bring before the Members, and to receive suggestions for consideration by the Committee.

6.5.13 Determination of voting shall be by a majority of Members present at the Meeting and entitled to vote. The Chairman of the entire meeting shall be the 'outgoing Chairman', who shall have a casting or additional vote in the event of equality of votes.

7. Management and Control

7.1 The management and control of the funds and affairs of the Club shall be vested in the Committee.

7.2 The Committee shall be elected at the Annual General Meeting, and subject to termination of office by resignation or otherwise, shall remain in office until their successors are elected at the Annual General Meeting next following their election.

7.3 Retiring Members of the Committee shall be eligible for re-election.

7.4 At its first meeting following the Annual general Meeting, the Committee shall elect a Club Chairman to preside at Committee and all other Meetings of the Club. Until such meeting and election, the 'outgoing Chairman' of the previous year shall remain as Chairman.

7.5 During the year the Committee shall have power to fill any vacancy that may occur, and to co-opt up to 4 additional Members of the Club when it considers desirable.

7.6 The Committee shall have power to make rules for regulating the conduct and affairs of the Club, providing the same are not inconsistent with this Constitution. Such rules shall be posted on the Club notice board and be binding on all members.

7.7 A minimum of 14 days' notice of a Committee Meeting shall be given by the Secretary to all Committee Members, unless all Committee Members agree to hold a particular meeting within a shorter period of notice.

8. Conduct

8.1 The Committee shall have power to expel any Member deemed to have materially offended

against the rules of the Club and/or whose conduct has in the opinion of the Committee rendered the Member unfit for membership of the Club.

8.2 Before any such member is expelled the Secretary shall give the Member seven days' written notice informing the Member of the complaints made and requesting attendance at a Complaints Meeting to consider them. All Committee members have the right to participate at a Complaints Meeting, and to receive relevant information and 7 days notice thereof. No member shall be expelled unless at least two-thirds of the Committee then present vote in favour of expulsion. Should the Member not be able to attend on the nominated day, and following reasonable endeavours by the Committee to rearrange a mutually acceptable alternative date, the Committee may at its absolute discretion hold the Complaints Meeting in the absence of the Member and Southwell Squash Club www.southwellsquashclub.co.uk determine the issue; no member shall be expelled unless at least two-thirds of the Committee then present vote in favour of expulsion.

8.3 General Behaviour

8.3.1 Southwell Squash Club is committed to safeguarding and promoting the well being of all its members. The Club believes that it is important that Members, Coaches, administrators, parents and carers associated with the Club should at all times show respect and understanding for the safety and welfare of others, and that they should be encouraged to be open at all times, and to share with the Committee any concern or complaint they may have about any aspect of the Club. The Committee should treat any concern or complaint with due gravitas, and without recrimination to the person reporting the complaint/concern.

8.3.2 Southwell Squash Club adopts the Squash England – Code of Conduct as its code of conduct policy. <https://www.englandsquash.com/code-of-conduct>

8.3.3 Members should respect opponents.

8.3.4 Where possible, members should keep to agreed timings for games and inform their opponent, coach or team captain if they become available or are going to be late.

8.3.5 Members must wear suitable kit.

8.3.6 Members must pay any fees for training, matches, or events (including social) promptly.

8.4 Associated conduct records should be retained 5 years.

9. Seeding

A Seedings Sub-Committee, comprising the Club Captain as Chairman of the Meeting and the Team Managers, will meet as required to recommend to the Committee the Members' seeding lists. In the event of absence of the club captain those team Captains Managers will elect a Chairman of the meeting. Voting of recommendations to be by a majority of those present. The Committee will review the recommendations and endorse or revise as it so determines.

10. Honorary President

The Committee may approach a person of high standing and repute within the district for the purpose of becoming honorary president of the Club. Such office shall be held for period of two years, but may be extended at yearly intervals subject to mutual agreement. The Honorary President shall have the same rights as an Honorary Member.

11. Special General Meeting

11.1 A Special General Meeting may be convened by the Committee at any time and for any reason, subject to 14 days-notice of the date and agenda for such meeting being posted on the Club notice board.

11.2 A Special General Meeting must be convened by the Committee within 21 days from the receipt of a requisition in writing signed by not less than 6 Members specifying the object of the meeting, for any of the following purposes:

to consider and if approved sanction, any proposed alterations to the Constitution,

to remove any member or members of the Committee from office and to fill any vacancy or vacancies caused thereby,

to deal with any special matter which the Members requiring the meeting may desire to place before the Club,

The Committee will determine the date for such meeting, within the proscribed timescale, and post notice of the date and agenda for such meeting on the Club notice board, with a minimum of 14 days notice.

Those Members requisitioning such meeting will elect a spokesperson to present the proposition to the Meeting.

12. Quorum

Committee Meeting: 3 Committee Members provided any one is either the Chairman, the Secretary or the Treasurer; otherwise, 4 Committee Members.

Complaints Meeting: 4 Committee Members

Special Meeting: 10 voting Members

Annual General Meeting: 8 voting Members.

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13. Chairing of Meetings, Voting and Speaking at Meetings

13.1 The Club Chairman shall have the right to attend any meeting of the Club and, if present and excluding the Seedings Sub-Committee, be Chairman of such meeting (subject to 13.3 below).

13.2 In the absence of the Club Chairman from any meeting, and excluding the Seedings SubCommittee, those Committee Members present must elect one of their number to be Chairman of that meeting. If only 1 Committee Member is present, that person shall be the Chairman of the meeting,

13.3 No Committee Member, including the Club Chairman, may act as a Chairman or Committee Member of a Complaints Meeting if that person is the subject of the complaint.

13.4 In the absence of any Committee Member at a duly convened meeting, the Members present and entitled to vote must elect one of their number to be Chairman of that meeting.

13.5 Only Committee Members may vote at a Committee Meeting.

13.6 Only Adult playing (voting) Members may vote at a Special or Annual General Meeting.

13.7 The Chairman of any meeting shall have a casting or additional vote, in the event of equality of votes.

13.8 Junior, Social and Honorary Members, and Coaches may attend and speak at meetings, but shall not be entitled to vote and shall not be counted as part of the necessary quorum.

13.9 At any duly convened meeting, the Chairman of the meeting should allow sufficient eligible Members present to speak such that a fair balance is achieved regarding the issues. If, in the view of the Chairman, a member speaking becomes over-repetitive or of excessive duration, the Chairman will have the right to silence such Member.

13.10 All Members may attend Committee Meetings, but shall not be entitled to notice of such, and may only speak if a majority of Committee Members present so determine.

14. Juniors, children and young people

The Club is committed to creating and maintaining the safest possible environment for children and young people to enjoy playing squash. It will adopt the England Squash code and policies in this respect, and regularly review their effectiveness. The policy on such will be posted on the Club notice board.

Records should be retained 25 years in respect of any concern/complaint (including 'abuse') made regarding Junior squash activities

15. Discrimination

15.1 The Club is responsible for ensuring that all those who wish to participate in its activities are treated fairly and on an equal basis, and will give equal opportunity irrespective of age, gender, marital status, sexual orientation, ethnic origin, disability or religious persuasion.

15.2 The Club will comply with the England Squash Equal Opportunities Policy for associated matters.

16. Insurance

16.1 The Club will maintain appropriate cover in respect of: civil liability, public liability, employers liability, directors and officers liability, abuse liability.

16.2 This does not preclude the taking out of additional insurance cover eg. Members personal accident insurance, at the discretion of the Committee.

17. Dissolution

17.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special Meeting to be held not less than 28 days thereafter to discuss and vote on the resolution.

17.2 If at that Special Meeting, the resolution is carried by at least two thirds of the Voting Members present at the meeting, the Committee thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

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17.3 After discharging all debts and liabilities of the Club the remaining assets shall not be paid or distributed to the Members of the Club, but shall be transferred to some other voluntary organisation considered by the Committee to having objectives similar to the Club.

Considered / adopted by the Members at the Annual General Meeting held June 2023