

Woking Squash Rackets Club

Constitution and Rules

Revised January 2004, adopted by General Meeting 20 October 04

1. NAME OF THE CLUB:

The Club shall be called the WOKING SQUASH RACKETS CLUB (hereinafter called “the Club”).

2. OBJECTIVES:

- a) To promote the game of squash rackets.
- b) To provide facilities, match and team arrangements, affiliation to England Squash, and any thing else deemed necessary to achieve the first objective.

3. MANAGEMENT COMMITTEE:

A Constitution

The management of the Club shall be in the hands of a Management Committee, which shall consist of Officers (Chairman, Vice-chairman, Honorary Secretary, Treasurer and Bar Officer), and Members (not less than three or more than six).

There may also be *ex officio* members, see rule 12.

All committee posts are honorary.

B Election

- All Officers and Members of the Committee (other than *ex officio* members) shall hold office from their election until the next Annual General Meeting, with the exception that the Committee shall elect the Chairman and a Vice-Chairman from among its members. Should circumstances require, any officer or member of the Committee may be removed from their designated role, by unanimous agreement of the remainder of the Committee.
- The Committee should nominate a Chairman, or reselect the existing Chair, at the Committee meeting held prior to the AGM.
- All retiring members shall be eligible for re-election without nomination.
- Nominations for new officers and members to serve on the Committee shall be made in writing, signed by the nominee and two ordinary members and shall be in the hands of the Honorary Secretary at least four days prior to the Annual General Meeting. The nomination shall stipulate whether it is for a specific Officer, or for a Member.
- Where there is more than one candidate for an Officer post, or more candidates for Members than there are available posts, then an election shall take place. If no election is necessary, voting shall be en bloc for all candidates.
- When any of the Officer posts are not elected specifically, the Committee shall elect the holder from among its members at the first meeting of the Committee after the AGM. Any such elections shall be subject to ratification at the next Annual General Meeting.

C Powers and Duties

The Committee shall do all such things as may be necessary to further the objectives of the Club, but in particular:

- a) To appoint specific committee members, sub-committees and/or additional *ex-officio* members for special purposes, and to delegate to them the powers necessary for the achievement of the purpose. In particular, for bar management, court use, maintenance, match fixtures, tournament organisation, membership administration, social events. The purpose, powers, and period of the appointment shall be made clear to the person(s) concerned at the time of appointment.

- b) To receive applications for membership of the Club, and approve or reject such applications. Where the decision is to reject an application, to make known to the applicant the reason for rejection.
- c) To appoint honorary members of the Club.
- d) To elect Officers or Members of the Committee when a post becomes vacant during the year, or when an Officer post is not filled by specific election at the AGM.
- e) To expel any member from the Committee, or from the club if deemed necessary in the interests of the Club and its members. Reasons for so doing will be made in writing.
- f) To ensure that the facilities of the Club are managed such that their use achieves the best balance between players of all standards and interests (e.g. social, league, club team).
- g) To make any bye-laws deemed necessary from time to time (see 10 below).
- h) Any members causing damage to club premises or property shall at the discretion of the Committee be called upon to make good such damage.

D Quorum

At all meetings of the Committee, five members shall form a quorum.

E Voting

Every member of the Committee present shall have one vote, and in the event of an equality of votes the Chairman shall have a second or casting vote. The Chairman does not hold power of veto.

F Meetings

Meetings of the Committee shall be held bi-monthly, or whenever deemed necessary by the Chairman. Also, a meeting may be called by the Honorary Secretary when requested by not less than three members of the Committee. Not less than seven days notice shall be given to Committee members of the Committee Meetings, except in those cases where all members of the Committee agree to waive such notice.

4. CLUB MEMBERS:

- a) There shall be the following classes of Club membership:
 Family members – Two adults and their children residing at the same address
 Full members – individuals of 18 years or over.
 Youth/Student – in full time education to age 23 yrs
 Junior members – individuals under the age of 18.
 Honorary members – may be elected at the discretion of the Committee, and may be time limited or lifetime.
 Non-playing members – any individual wishing to use the Club and play not more than four times in one year.
 Other categories may be introduced from time to time at the discretion of the Committee.
- b) Application for membership shall be made on a form to be provided by the Membership Secretary. Such form shall be completed and signed by the applicant, and forwarded to the Membership Secretary.
- c) The Committee may invite any person or persons to be Honorary Members of the Club for such periods as the Committee may think fit. Such Members shall be entitled to all the privileges of membership without payment of any annual subscription.
- d) Junior Members shall not be eligible to vote at any meeting of the Club.
- e) Non-playing members shall be permitted to use the courts up to three times a year.
- f) Each new member shall receive from the Membership Secretary notice of his or her acceptance for membership, with a copy of the Rules and with a request to pay the entrance Fee (if any) and Subscription for the current year. Until such payments have been made they will not be entitled to the privileges of membership. If the payment is not made within one calendar month the Member's name may be erased from the list of members.

5. SUBSCRIPTIONS and FEES:

- a) All subscriptions shall become due on 1st May in each year. Any member not sending his or her resignation to the Honorary Secretary before the 1st May shall be liable for the subscription in the ensuing year. The payment of his or her subscription by a member entitles him or her to all the privileges of the Club, and at the same time indicates his or her acquiescence in, and submission to, all the Rules and Bye-Laws in force for the time being.
- b) The annual subscription for all classes of members shall be at such rates as shall from time to time be determined by the Committee, as approved by members at the Annual General Meeting.
- c) The entrance fee (if any) for all classes of members shall be at such rates as shall from time to time be determined by the Committee. The Committee may remit the whole or part of the entrance fee of any member.
- d) If any Member's subscription remains unpaid for one month, a surcharge will be applied. If the subscription remains unpaid for two months, his or her membership will be deemed to have lapsed, but may be reinstated at the discretion of the Committee on payment of all arrears.

6. AUDITOR:

An auditor shall be elected at the Annual General Meeting.

7. GENERAL MEETINGS:

A Annual General Meeting:

An Annual General Meeting of the Club shall be held once in every year during the month of October, when the following business shall be conducted:

- i) The election of Officers and Members of the Management Committee.
- ii) The presentation, discussion and adoption (if accepted) of the accounts for the preceding financial year.
- iii) The election of an Auditor.
- iv) Review of the activities and management of the Club, including team reports.
- v) A discussion of policy for the management of the Club for the ensuing year.
- vi) Such other business as shall have been communicated to the Honorary Secretary and included in the notice of the meeting sent to the members, or as the Chairman of the Meeting may decide.

B Extraordinary General Meeting:

The Committee may convene an Extraordinary General Meeting at any time. Or, by the requisition in writing of not less than twelve Members or one fifth of the total number Members (whichever shall be the less) of the Club eligible to vote, given to the Honorary Secretary, stating the purpose for which such meeting is required. In this case, the meeting shall be convened within twenty-eight days of the request.

C Notice of Meetings:

The Honorary Secretary shall, at least 14 days before any Annual or Extraordinary Meeting, send to every member eligible to vote, at his postal or email address in the Club's books, a notice of the Meeting, stating the time and the place where it will be held, and the business to be conducted.

D Procedure at Meetings:

- i) The quorum at an Annual General Meeting shall be 10 Members.

- ii) At all meetings, every Member eligible to vote who is not in arrears with his subscriptions, shall be entitled to be present, and to record one vote only upon any question. In the event of an equality of votes, the Chairman of the Meeting shall have a second or casting vote. Voting at Meetings shall be by a show of hands, or otherwise as the Chairman shall direct.

8. FINANCE:

- a) The Honorary Treasurer shall be responsible for maintaining records of all expenditure, income and any other financial aspect of the Club.
- b) The financial year of the Club shall run from May 1st to April 30th in each year.
- c) The accounts shall be presented at the next Annual General Meeting and discussed and voted upon at such meeting.

9. ALTERATION OF THE CONSTITUTION AND RULES:

The Rules of the Club shall not be altered except by a majority of two thirds of the members present and voting at any Annual General Meeting, or at an Extraordinary Meeting called for the purpose.

10. BYE LAWS:

The Committee is empowered to make, repeal and amend such bye-laws as it may from time to time consider necessary for the well-being and proper operation of the Club, which shall have effect until set aside by the Committee or General Meeting. All bye-laws shall be promulgated at least by posting on the Club notice board.

11. LIQUOR LICENCE:

- a) Intoxicating liquor may only be supplied to members and their guests, and to visiting members of other Clubs during such hours as may be decided by the Committee, and within the provisions of the Licensing Act 1964 and subsequent amendments, and subject to any conditions imposed by the registration certificate issued thereunder.
- b) The licensee shall be a serving member of the Committee.
- c) The management of the bar shall be in the hands of a Bar and Social Sub-committee, chaired by a Bar Officer, assisted by two other members of the Committee. This Sub-committee has the authority to run the bar on Club premises, set its own prices, is responsible for organising social functions, may use any profit for the benefit of members at its discretion, and must produce annual accounts.
- d) A Visitor's Book shall be kept in a prominent position in the Club, and the Bar Manager shall ensure that all guests and visitors are signed in by a member.
- e) The Licensee shall ensure that the Licence is renewed as required by the appropriate Licensing Authority.
- f) The 'bar' shall be construed as the top floor of the Club.

12. TRUSTEES

Where required by the terms of the tenancy of the Club's premises, Trustees shall be appointed by a General Meeting, and all property of the Club shall be vested in them, and shall indemnify them. Without prejudice to their right of indemnity, the Trustees shall deal with the property of the club as directed by the Committee from time to time. The Trustees shall be *ex officio* members of the Committee, and shall remain in office until members in a General Meeting shall appoint other persons in their place, and the property of the Club shall have been effectively vested in the new Trustees.