

# BUCKINGHAM SQUASH & RACKETBALL CLUB



## CONSTITUTION

### 1 Name

The club will be called **Buckingham Squash & Racketball Club**.

### 2 Aims and objectives

The aims and objectives of the club will be to:

- be affiliated to England Squash & Racketball
- offer coaching and competitive opportunities
- promote the club within the local community and England Squash & Racketball
- ensure a duty of care to all members of the club
- provide all its services in a way that is fair to everyone
- 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.

Members will be enrolled in one of the following categories:

- Individual member
- Joint member
- Family member
- Junior member / (full time) Student member
- Lifetime Member (only to be granted at AGMs)

### 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: annually in May by subscription.

### 5 Officers of the club

The officers of the club will be:

- Chair
- Secretary
- Treasurer
- League Secretary
- Membership Secretary
- Child Welfare Officer

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

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### 6 Committee

The club will be managed through the Management Committee consisting of:

- Chair
- Secretary
- Treasurer
- League Secretary
- Membership Secretary
- Child Welfare Officer
- And elected committee members

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and hold no less than four meetings per year.

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

The Management Committee will be responsible for adopting new policies, 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.

### 7 Finance

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

Any monies drawn against club funds should hold the signature of the Treasurer or "The Chair".

### 8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 7 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.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be the chair, treasurer and two other members of the club.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

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### 9 Discipline and appeals

After failure of members to resolve an issue between themselves and/or leisure centre staff, a formal complaint can be made in writing to the Secretary. All formal complaints regarding the behaviour of members must contain details of all attempts to resolve the issue. The secretary will follow up the complaint with the other party and report back to the committee when they meet to consider the issue.

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, removal of the right to represent the club in team matches, relegation or withdrawal for an appropriate period from the leagues. 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 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. Any appeal must be made within 14 days of the results of the hearing. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

### 10 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote (>50%) of the members present at the meeting. For those unable to attend, a written communication to the Chair or Secretary to dissolve or not will be counted so long as it's received prior to the meeting.

In the event of dissolution, any material assets (such as equipment) of the club that remain will become the property of England Squash & Racketball and any "cash at the bank" to be disposed of as decided by the committee.

### 11 Amendments to the constitution

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

### 12 Declaration

**Buckingham Squash & 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 Treasurer