

Constitution of Petersfield Squash Club

1. NAME AND ADDRESS

- 1.1. The Club shall be known as Petersfield Squash Club.
- 1.2. The address of the Club shall be that of the Secretary for the time being.

2. AIMS AND OBJECTIVES

- 2.1. The aims of the Club are to foster, develop and facilitate the game of squash in Petersfield and the surrounding area.
- 2.2. The objectives of the Club, in support of those aims, are to
 - 2.2.1. provide a forum for friendly and competitive sport
 - 2.2.2. arrange and facilitate competitions within the Club and at County and/or wider levels
 - 2.2.3. provide coaching, for juniors and others
 - 2.2.4. arrange related social and/or fund-raising events from time to time

3. INCOME

- 3.1. Any income or other resources of the Club, howsoever derived, shall be applied solely towards the promotion of the aims and objectives of the Club as set out in this Constitution.

4. MEMBERSHIP

- 4.1. Membership of the Club shall be open to any individual or family, in accordance with the categories set out below, who is willing and able to contribute to the aims and objectives of the Club.
- 4.2. Applications for membership shall be forwarded to the Membership Secretary, at the address shown on the current membership application form, accompanied by the relevant subscription.
- 4.3. Applicants will be admitted provisionally to membership subject to the provision that the Committee reserves the right to refuse any application, if objections to it have been raised, which – at the discretion of the Committee – are deemed to have substance.
- 4.4. In the case of an application being refused all monies paid at the time of the application shall be immediately returned to the applicant.

- 4.5. A member may resign membership by giving notice in writing to the Membership Secretary and the resignation shall take effect from the date of receipt of such notice. A member who resigns shall not be entitled to a refund of any subscription already paid.
- 4.6. The Committee shall have the power – following consideration at a disciplinary meeting of the Committee – to suspend or terminate the membership of any member whose conduct, in the majority opinion of the Committee, following such a meeting, justifies such a course. The decision, along with the reason for it, shall be conveyed in writing to the member by the Secretary.
- 4.7. In the event of an appeal, a final decision shall be taken by a majority vote of the membership of the Club at a general meeting, after consideration of any written submissions or personal representations which the member concerned wishes to make.
- 4.8. Honorary membership of the Club may be granted by the Committee to any person whose contribution to the aims and objectives of the Club has – in the Committee's opinion – merited such recognition. Honorary membership shall become effective from the date of the acceptance by the person concerned of the Committee's invitation.
- 4.9. Members shall inform the Membership Secretary of their contact details and of any subsequent change in them.

5. SUBSCRIPTIONS

- 5.1. Rates of annual subscription shall be determined by the Committee, for acceptance or otherwise at the AGM.
- 5.2. Annual subscriptions shall fall due on the 1st August each year and shall be paid under arrangements made by the Committee.
- 5.3. Any member whose subscription has not been received within two months of the due date shall automatically cease to be a member.
- 5.4. Ceased membership may be reinstated, by decision of the Committee, on payment of due arrears of subscription.
- 5.5. No subscription shall be payable by any Honorary Members.

6. MANAGEMENT

- 6.1. The Club shall be managed by a Committee consisting of not less than four members of the Club. The Committee will normally consist of eight members of the Club.
- 6.2. The Committee shall be composed of a Chairman, a Secretary, a Treasurer and such other roles as may be set from time to time

by the Committee. Where there is no separate Membership Secretary, the current membership application form will make it clear which member of the Committee is acting in that role.

- 6.3. Committee members shall normally be appointed or elected by the membership at an Annual General Meeting for a period of two years, but up to two members may be co-opted to fill any vacancy.
- 6.4. Retiring Committee members shall be immediately eligible for re-election.
- 6.5. Three members of the Committee shall form a quorum.
- 6.6. The Committee shall meet at least three times a year.
- 6.7. In the absence of the Chairman, a meeting may appoint its own Chairman for that meeting only.

7. ACCOUNTS / FINANCE

- 7.1. The accounts of the Club shall be presented to the Annual General Meeting following the end of the financial year on 30th April.
- 7.2. The Committee shall have the power to instruct the Treasurer to open such bank and/or other accounts as appropriate to conduct the affairs of the Club.
- 7.3. Any two of the Chairman, Secretary, and Treasurer (or any other Member of the Committee authorised so to do) must sign all necessary documents and shall have authority to transfer monies from the Club's accounts. Payment of routine accounts may be made by the Treasurer acting alone, subject to regular, detailed reports to the Committee.

8. GENERAL MEETINGS

- 8.1. Annual General Meetings (AGMs)
 - 8.1.1. The Club shall hold an Annual General Meeting (AGM) in each calendar year.
 - 8.1.2. The date of AGM shall be decided by the Committee, but it shall not be less than nine months and not more than fifteen months after the previous AGM.
 - 8.1.3. Whenever possible, the AGM shall be held outside the main squash playing season.
 - 8.1.4. Ten voting Members shall form a quorum for an AGM.
 - 8.1.5. The agenda for the AGM shall be arranged by the Committee.

- 8.1.6. In addition to motions for the AGM tabled by the Committee, motions may be tabled by any Member of the Club, where supported in writing by at least ten other Members. All such notices of motions shall be submitted to the Secretary not less than four weeks prior to the date of the AGM. Accepted notices of motion shall be placed on the agenda for the AGM.
 - 8.1.7. At least 14 days prior to the AGM, the Secretary shall post the agenda on the Club notice board and circulate it by e-mail to all those Members who have lodged e-mail accounts with the Membership Secretary.
 - 8.1.8. On behalf of the Committee, the Treasurer shall present the accounts, made up to the end of the financial year just closed, for the approval of the AGM.
- 8.2. Extraordinary General Meetings (EGMs)
- 8.2.1. An EGM of the Club shall be convened either
 - 8.2.1.1. by the decision of the Committee or
 - 8.2.1.2. by a request in writing, to the Secretary of the Club, signed by not less than ten Members.
 - 8.2.2. In the case of 8.2.1.2 above, the EGM shall be held not less than three weeks and not more than three months after the date on which a request to the Committee is received by the Secretary of the Club.
 - 8.2.3. Ten voting Members shall form a quorum for an EGM.
 - 8.2.4. The agenda for the EGM shall be prepared by the Committee. The agenda shall state the business of the EGM and no other business shall be transacted.
 - 8.2.5. At least 14 days prior to the EGM, the Secretary shall post details of the meeting and its agenda on the Club notice board and circulate it by e-mail to all those Members who have lodged e-mail accounts with the Membership Secretary. In cases of extreme urgency, the Committee may elect to shorten this notice period.

9. VOTING PROCEDURES

- 9.1. Each individual Member aged 18 or over and each adult Family Member shall have one vote at any general meeting.
- 9.2. Voting shall be by a written ballot or by a show of hands, as determined by the meeting.

- 9.3. A simple majority shall be required to make any Committee election or appointment or to pass any motion, except a change of this Constitution.
- 9.4. In the event of a tied vote the Chairman of the Club shall exercise a casting vote.

10. AMENDMENTS TO THE CONSTITUTION

- 10.1. Any amendment or addition to this constitution shall be made only at an Annual General Meeting or an Extraordinary General Meeting.
- 10.2. No such amendment or addition shall take effect unless two thirds of those Members present and voting are in favour.

11. DISSOLUTION

- 11.1. The Club shall be dissolved only by resolution of an Annual General Meeting or Extraordinary General Meeting, for which due notice shall have been given.
- 11.2. Dissolution shall take effect only if two thirds of those Members present and voting are in favour.
- 11.3. If, upon the dissolution of the Club there remain any outstanding balances, they shall be given or transferred to some other organisation or group having similar objectives or some charitable organisation, at the determination of the majority of those voting at the time of the dissolution.

12. INTERPRETATION OF THE CONSTITUTION

- 12.1. The Committee shall have the power to determine any question which may arise concerning the interpretation of any part of the Constitution.