

## TRURO SQUASH CLUB



### 1. NAME OF CONSTITUTION

- 1.1 The Club will be called Truro Squash Club and will be affiliated to England Squash.

### 2. AIMS AND OBJECTIVES

- 2.1 The aims and objectives of the Club will be:

To offer coaching and competitive opportunities in squash and squash 57 (Racketball).

To promote the Club within the local community.

To manage Truro Squash Club.

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

- 3.1 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 practise that the Club has adopted.

- 3.2 Members will be enrolled in one of the following categories:-

3.2.1 Full Member. A full member shall be entitled to vote at any General Meeting of Members. There shall be no lower age limit for full membership.

3.2.2 Honorary Member. An honorary member shall be elected at a General Meeting for life or for such shorter period as the Club shall decide and who shall not be entitled to vote at any General Meeting of Members.

3.2.3 Student Member. Student membership which shall be open to persons below the age of 26 years on the 1st October in each year provided that person is in full time education. Student Members under the age of 18 shall not be entitled to vote at any General Meeting of Members.

3.2.4 Junior Member. Junior membership shall be open to children under the age of 19 years on the 1st October in each year. The total number of Junior Members and the times during which they shall be permitted to play shall be at the discretion of the General Committee. A Junior Member shall not be entitled to vote at any General Meeting of Members. If a Junior Member applies for full membership he or she shall be admitted to full membership without further formality on payment of the appropriate proportion of subscription.

In the event of a Junior Member reaching the age of 19 years without having applied for full membership, his or her membership shall cease on the 30th September

following the attainment of the age of 19 years. Having ceased to be a Junior Member, he or she shall not be entitled automatically thereafter to full membership but shall following the procedure laid down for the election of a full member including joining the waiting list (if any).

- 3.2.5 Day Time Member. The overall numbers and playing times available to Day Time Members shall be at the discretion of the General Committee. A Day Time Member shall not be entitled to vote at any General Meeting of Members.
  - 3.2.6 Out-of-County Member. Out-of-County Membership shall be open to persons resident outside Cornwall. Out-of-County Members shall not be entitled to vote at any General Meeting of Members.
  - 3.2.7 Social Member. Social Membership shall be open to anyone who has attained the age of 18 years. A Social Member may use the facilities of the Club with the exception of the courts. A Social Member shall not be entitled to vote at any General Meeting of Members.
  - 3.2.8 Trial Member. Trial membership shall be equivalent to full membership (see 3.2.1) for a time limited period expiring 3 months from acceptance of their application. Once the trial membership has expired, the member can exercise the right to continue with membership on paying the remaining membership fee as laid down by the Club from time to time, subject to the General Committee not having any objection to extending the membership. A Trial Member shall not be entitled to vote at any General Meeting of Members.
- 3.3 All applications for membership shall be made in writing using the allotted application form. The election to membership shall be at the absolute discretion of the General Committee. Reason(s) shall be given to any candidate in the event of his/her rejection, but no application shall be rejected on the grounds of the applicant's colour, race, creed, gender, ability or sexual orientation.
  - 3.4 The General Committee shall have power to elect members of other Clubs to use and enjoy the premises and facilities of the Club for any period the General Committee agree. Such visitors shall not be entitled to vote at any General Meeting of Members.
  - 3.5 Any members desiring to withdraw from the Club must give at least 1 months' notice in writing to the Honorary Secretary. Should a member not renew his membership by paying the appropriate membership fee by the 30<sup>th</sup> September each year, they will cease to be a member.
  - 3.6 The General Committee shall have power to expel any members who shall offend against the rules of the Club or whose conduct shall in the opinion of the General Committee render him/her unfit for membership of the Club. Before any such member is expelled the Secretary shall give the member seven days written notice to attend a meeting of the Committee and shall inform him/her of the complaints made against him/her. No member shall be expelled without first having an opportunity of appearing before the Committee and answering the complaints made against him/her nor unless at least a majority of the Committee then present vote in favour of his/her expulsion. No member whose

membership has been terminated under this rule or who owes money to the Club shall be introduced by any other member as a visitor to any part of the Club premises.

#### **4. SUBSCRIPTIONS**

- 4.1 Subscriptions shall be fixed at the Annual General Meeting and shall be in force for the ensuing year. Subscriptions will be set at levels that will not pose a significant obstacle to people participating. Subscriptions are due on elections and on the 1st October each year. The General Committee shall have the power to fix the entrance fees for new members from time to time.
- 4.2 Any member over one month in arrears shall be warned thereof in writing and if the amount due be not paid within 15 days of the date of such notice, the member's name may, at the discretion of the General Committee, be posted on the notice board of the Club for a period of one calendar month. At the expiration of that period the individual shall cease to be a member of the Club, unless he/she gives such reason for non-payment as shall be satisfactory to the Committee and pays in full all his/her subscriptions in arrears.
- 4.3 A £10 administration charge will be levied against any member upon re-joining if they fail to renew their subscription by the 1st of October. This administration charge can be waived exceptionally by the General Committee

#### **5. OFFICERS OF THE CLUB.**

- 5.1 The Officers of the Club will be:-
- 5.1.1 Chairman
  - 5.1.2 Vice Chairman
  - 5.1.3 Honorary Secretary
  - 5.1.4 Honorary Treasurer
- 5.2 Officers will be elected annually at the Annual General Meeting.
- 5.3 All Officers will retire each year but will be eligible for re-appointment.
- 5.4 A member shall be eligible for nomination as Chairman or Vice Chairman provided he is at the time of nomination and has been for the past year a member of the General Committee of the Club. If no member, being a member of the General Committee is proposed as Chairman or Vice Chairman, any member shall then be eligible for nomination as Chairman and/or Vice Chairman.

#### **6. GENERAL COMMITTEE**

- 6.1 The Club will be managed through the General Committee consisting of the Officers and up to two additional members if they are elected. The two additional members shall be elected at the Annual General Meeting each year 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. The retiring members of the General Committee shall be eligible for re-appointment. The General Committee shall have power to fill any vacancies which may occur and to co-opt as may be deemed necessary.

- 6.2 The General Committee will be convened by the Secretary of the Club and hold no less than four meetings per year.
- 6.3 The quorum required for business to be agreed at General Committee Meetings will be three and the Chairman shall have the casting vote.
- 6.4 The General Committee will be responsible for adopting new policy, codes of practise and rules that affect the organisation of the Club.
- 6.5 The General Committee will have powers to appoint sub-Committees as necessary and appoint advisors to the General Committee as necessary to fulfil its business.
- 6.6 The General Committee will be responsible for disciplinary hearings of members who infringe the Club Rules, Constitution and bye-laws. The General Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7. FINANCE**

- 7.1 All Club monies will be banked in accounts held in the name of the Club.
- 7.2 The Club Treasurer will be responsible for the finances of the Club.
- 7.3 The financial year of the Club will end on 30<sup>th</sup> April.
- 7.4 An statement of annual financial accounts will be presented by the Treasurer at the Annual General Meeting.
- 7.5 Any payments drawn against Club funds should hold the signatures of the Treasurer plus up to two other officers. However, the Treasurer or General Committee can agree from time to time other appropriate authorisations for payments needing to be drawn against the Clubs funds.

## **8. ANNUAL GENERAL MEETING**

- 8.1 An Annual General Meeting of the Club shall be held in every year not later than 30<sup>th</sup> September and with not more than fifteen months between successive Annual General Meetings.
- 8.2 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary not less than 21 clear days to all members by the placing of notices on the notice boards at the Club and by the posting on the Clubs Web site & on Social media.
- 8.3 The AGM will receive a report from officers of the General Committee and statement of the annual accounts.
- 8.4 Nominations for officers of the General Committee will be sent to the Secretary prior to the AGM.
- 8.5 Elections of officers are to take place at the AGM.
- 8.6 The quorum for AGM's will be nine and the Chairman will have the casting vote.

8.7 The General Committee has a right to call Extraordinary General Meetings (EGM's) outside the AGM. Procedures for EGM's will be the same as for the AGM.

## **9. DISCIPLINE AND APPEALS**

9.1 All complaints regarding the behaviour of Members should be submitted in writing to the Secretary.

9.2 The General Committee will meet to hear complaints within 28 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action up to and including suspensions and/or expulsions up to and including six months and fines up to and including £50.

9.3 Before any suspension or expulsion of a member takes effect the committee shall give the member 7 days written notice to attend a meeting of the committee at which the member will have the opportunity to attend for the general committee and make representations to the general committee.

9.4 There will be the right of appeal to the General Committee following disciplinary action being announced. The Committee should consider the appeal within 28 days of the secretary receiving the appeal.

## **10. TRUSTEES**

The property of the Club shall be vested in Trustees who shall be appointed by the General Committee and the property of the Club shall be vested in them to be dealt with by them as the General Committee may from time to time direct by resolution (of which entry in the Minute Book shall be conclusive evidence).

The Trustees shall be indemnified against risk and expense out of the Club property.

The Trustees shall hold office until death or resignation or until removal from office by the Committee whereupon the Committee shall appoint the new Trustee. The Trustees shall be either current or ex-officio members of the General Committee, with power to vote.

The number of Trustees will be a maximum of four, but the General Committee can appoint fewer as they may decide from time to time. A minimum number of Trustees shall be two.

## **11. PERMITTED HOURS**

The permitted hours under the Club Premises Certificate granted to the Club for the supply of intoxicating liquor by the Club to members shall be the general licensing hours from time to time in force in Truro. The sale of intoxicating liquor to persons under the age of 18 years is prohibited.

## **12. VISITORS**

Every member shall be allowed to introduce visitors subject to such regulations as shall be made from time to time by the Committee and every visitor shall be considered the guest of and be accompanied by the member introducing him/her and such member shall be responsible for the conduct of the visitor and for payment of any Court & Guest fee. No person shall be introduced as a visitor into the Club who shall have been expelled from membership.

### **13. LEGAL LIABILITY**

Neither the Club nor any officer thereof shall be liable to any member or guest of a member for any loss of or damage to any property occurring, from whatever cause, in or about the Club's premises; nor for any injury sustained by any member or guest whilst on or entering or leaving the Club premises; and a notice to this effect shall at all times be displayed in a prominent position on the Club premises.

### **14. PROPERTY AND FUNDS**

14.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by these Rules and all surplus income or profits are reinvested in the club.

14.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

14.3 The Club may also in connection with the sports purposes of the Club:

14.3.1 sell and supply food, drink and related sports clothing and equipment;

14.3.2 employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present; and

14.3.3 pay for reasonable hospitality for visiting teams and guests.

### **15. WINDING UP**

15.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The Trustees will then be responsible for the orderly winding up of the Club's affairs.

15.2 After settling all liabilities of the Club, the Trustees shall dispose of the net assets remaining to one or more of the following:

15.2.1 to another Club with similar sports purposes which is a registered charity; and/or

15.2.2 to another Club with similar sports purposes which is a registered CASC; and/or

15.2.3 to the Club's governing body for use by them for related community sports.

### **16. AMENDMENT**

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

### **17. DECLARATION**

Truro Squash Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.