

Cambridgeshire Squash Racquets Association

1 NAME

- 1.1 The Association shall be called Cambridgeshire Squash Racquets Association (Also known as Cambs Squash or Cambridgeshire Squash and Racketball Association or Cambs SRA). All references to Squash shall also relate to Racketball unless otherwise stated.

2 OBJECTIVES

Cambs Squash is an unincorporated, not for profit organization with the Objectives of:

- 2.1 Represent England Squash and Racketball ("ESR") and act on its behalf and under its authority within ESR defined geographical boundaries.
- 2.2 Ensure the promotion and encouragement of Squash and Racketball within Cambridgeshire (the "County").
- 2.3 Ensure the growth and development of Squash and Racketball at all levels within the County.
- 2.4 Ensure the maintenance and upholding of the rules and objectives of the National Governing Body (ESR).
- 2.5 Ensure the ESR child protection guidelines and procedures are adopted and implemented.
- 2.6 Ensure the development of the sport is undertaken in conjunction with ESR initiatives.
- 2.7 Ensure that County practices and procedures, reflect equal opportunity.
- 2.8 Ensure local administration and liaison with county membership is provided on behalf of ESR.
- 2.9 Ensure an adequate regime is established to train, select and manage county teams for inter county matches.
- 2.10 Ensure that individual county championships and other competitions are arranged to fulfil ESR objectives.

3 MEMBERS

- 3.1 Members shall be the four Executive's as set out in 5.1 and all teams in Cambridgeshire that play in the Cambridge Squash Winter Leagues ("Member"). Each Member is entitled to vote at all AGMs, EGMs and LGMs (together "General Meetings") of Cambs Squash and possess one vote for each team that participates in the Cambridge Squash Winter Leagues. Executives have one vote each.

4 CAMBS SQUASH SUBSCRIPTIONS

- 4.1 Winter league fees and levies set by Cambs Squash or other body authorised by the County to set such fees, shall be paid by 30th September, or earlier if appropriately prescribed by Cambs Squash.
- 4.2 Summer league fees and levies set by Cambs Squash or other body authorised by the County to set such fees, shall be paid by the 30th April or earlier if appropriate.
- 4.3 If league fees and or levies remain unpaid three months after the due date, the member shall immediately forfeit all rights within the County until such fees are paid.

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5 MANAGEMENT

- 5.1 Cambs Squash shall be managed by a Management Committee ("Committee") comprising 4 Executives elected annually at the AGM in order to cover the positions of Chair, Secretary, Junior Representative and Treasurer and up to 9 other members. Other members shall be elected by the Executives to fulfil those tasks required at the discretion of the Committee.
- 5.2 At least two members of the Committee shall be of opposite gender.
- 5.3 A quorum for Committee meetings shall be three of its members but must include an Executive.
- 5.4 The Committee should meet on a regular basis but not less than four times in any one year.
- 5.5 Approved meeting minutes will be available on request to Members.
- 5.6 Decisions may also be taken without the need for a formal meeting through a written resolution that is signed by all members of the Committee. Electronic signatures and/or email acceptance is suitable for these purposes.

6 CAMBS SRA MANAGEMENT COMMITTEE RESPONSIBILITIES

- 6.1 The responsibilities of the Committee relate generally to the requirements that are necessary to enable the fulfilment of objectives of Cambs Squash. The Committee shall:
- 6.1.1 Determine policies in harmony with ESR.
 - 6.1.2 Create such sub-committees as are deemed necessary: e.g. Coaching, Disciplinary, Juniors, League, Selection, etc..
 - 6.1.3 Ensure that the day to day running of Cambs Squash is competent and that the actions and decisions of the sub-committees are ratified.
 - 6.1.4 Establish and run League system(s) within the County.
 - 6.1.5 Determine the level of league fees and levies.
 - 6.1.6 Select, manage and train County teams in support of the ESR inter county agenda.
 - 6.1.7 Develop a Cambs Squash Equal Opportunities Policy
 - 6.1.8 Undertake County Championships in accordance with the ESR agenda.
 - 6.1.9 Act in all matters and employ County funds in such a manner as deemed most effective and in the best interests of Cambs Squash.
 - 6.1.10 Co-opt members to fill vacant positions on the Management Committee.
 - 6.1.11 Appoint an ESR_Council delegate.
 - 6.1.12 Decide on matters referred to by ESR and seek guidance from ESR, if necessary, on legal matters.
 - 6.1.13 Decide on County awards for distribution or merit and to propose higher awards to ESR.
 - 6.1.14 Invoke disciplinary procedures within the County as required.

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6.1.15 Nominate authorised cheque signatories: two signatures will invariably be included on the Association's bank mandate. Alternatively the Committee may arrange for the use of electronic banking providing appropriate controls are put in place to reduce the risk of fraud and/or appropriation of Cambs Squash funds

6.1.16 Review the facilities and court conditions of all Teams if required.

7 ANNUAL GENERAL MEETING (AGM)

7.1 The AGM, of Cambs Squash shall be held during August or September each year.

7.2 All Members are entitled to attend the AGM and may send one voting representative to represent them if required, such voting representative must be notified in advance to Cambs Squash.

7.3 Other individuals that belong to those Teams that are Members of Cambs Squash may also attend the AGM but only those nominated as voting representatives will be entitled to vote on the business at the meeting.

7.4 No less than 14 days written notice shall be given to members stating the business to be transacted, which will include a copy of or location of where the previous AGM minutes can be accessed and, if available, a copy of the current Annual report and Accounts. If unavailable, a copy of the annual report and accounts shall be handed out at the meeting.

7.5 Mandatory items for the agenda include; approval of the Previous Minutes and Matters Arising, the Annual Report including development and County Team Captains Reports, the adoption of the accounts, the election of the Management Committee and other business (subject to the appropriate notice or the chair's discretion).

7.6 Any other business items should reach the Secretary, in writing, at least 7 days before the AGM.

7.7 All nominations for elections as Executives of the Committee shall be proposed and seconded by Members entitled to vote at an AGM and shall be made in writing to the Secretary at least 7 days before the AGM.

7.8 Not less than 3 Members (1 of whom must be an Executive) are required to be present in order to constitute a quorum.

7.9 Should the Chair of Cambs Squash not be present at the meeting the attending Executive will chair the meeting in their place.

8 LEAGUE GENERAL MEETING (LGM)

8.1 An LGM shall be held annually. Its purpose is to establish the rules for the coming League season and the League members.

8.2 It may be held as part of the AGM.

8.3 Notice, voting entitlement and quorum shall be the same as for the AGM.

9 EXTRAORDINARY GENERAL MEETING (EGM)

9.1 The Committee may call an EGM at any time, stating the business and giving at least 28 days notice to the membership.

9.2 Alternatively, an EGM may also be called by 5 Members. A letter signed by all five Members, stating the business for which the meeting is to be convened, must be lodged

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with the Secretary of Cambs Squash and the EGM must be held within 28 days of the receipt of such a letter.

9.3 Notice, voting entitlement and quorum shall be the same as for the AGM.

10 VOTING PROCEDURE AT AN AGM OR EGM OR LGM

10.1 Only Members as defined in Section 3 may vote and each will have the number of votes as set out in 3.1.

10.2 Voting may be by a show of hands or pre-distributed voting cards.

10.3 In the event of the voting being equal, the chair of the General Meeting shall have a casting vote.

10.4 Decisions may also be taken by a written resolution that is signed by all Members of Cambs Squash. Electronic signatures and/or email acceptance is suitable for these purposes.

11 CHANGES TO THE CONSTITUTION

11.1 Alterations to this constitution require a 75% majority of those Members present and entitled to vote at an AGM or EGM. Changes to the Constitution can be proposed by the Committee or any Member of Cambs Squash in accordance with the procedures set out in 7.7 or 9.2. No changes can be made to the constitution except at either an AGM or EGM. A written resolution for this purpose is not valid.

12 DISSOLUTION

12.1 In the event that dissolution of the Association is necessary, then all its assets shall be converted into cash, in order to discharge any liabilities and any balance remaining shall be transferred to England Squash Limited.

13 OTHER ITEMS

13.1 No Members may organise any Tournament or Championship or be involved with the organisation of any squash team or competition which may otherwise give the impression that such a team or competition is organised by or represents Cambs Squash, without prior approval of Cambs Squash.