



# Cambridgeshire SRA

## *CONSTITUTION*

### 1. NAME

The Association shall be called the Cambridgeshire Squash Rackets Association (Cambs SRA).

### 2. GENERAL

England Squash has incorporated the British Racketball Association and all references to Squash shall incorporate Racketball.

### 3. OBJECTIVES

- 3.1 To represent The Squash Rackets Association (SRA) and act on its behalf and under its authority within geographical boundaries as defined and agreed by the SRA.
- 3.2 To promote and encourage the games of Squash and Racketball and to further their growth and development at all levels within the County.
- 3.3 To maintain and uphold the rules and objectives of the National Governing Body.
- 3.4 To adopt and implement England Squash child protection guidelines and procedures.
- 3.5 To undertake the development of the sport in conjunction with England Squash initiatives.
- 3.6 To develop an Equal Opportunities Policy and to ensure that county practices and procedures, reflect equal opportunity.
- 3.7 To provide local administration and liaison with county membership on behalf of the National Governing Body.
- 3.8 To train, select and manage county teams for inter county matches; to arrange individual county championships and other competitions as it shall from time to time deem necessary for the fulfilment of objectives.

### 4. MEMBERS

- 4.1 Clubs and organisations in Cambridgeshire who are affiliated to England Squash.
- 4.2 Registered Coaches & Rererees as listed on the England Squash website. (REPLACE CURRENT)
- 4.3 Honorary members.
- 4.4 Cambridgeshire SRA committee members not covered by the above criteria.

### 5. SUBSCRIPTIONS

- 5.1 Members shall pay to *England Squash*, subscriptions determined from time to time by its Board of Directors and published as a Bylaw of the Association.
- 5.2 Winter league fees and levies set by the Cambs SRA or other body authorised by the County to set such fees, shall be paid by 30th September, or earlier if appropriately prescribed by the Cambs SRA.
- 5.3 Summer league fees and levies set by the Cambs SRA or other body authorised by the County to set such fees, shall be paid by the 30th April or earlier if appropriate.
- 5.4 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.

## 6. MANAGEMENT

- 6.1 The Management Committee shall consist of 3 executive members elected annually at the AGM to cover the following positions:

- Chair
- Honorary Secretary
- Honorary Treasurer

and non-executive members may be appointed to cover the following positions:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| • County Development Officer       | • Media/ Publicity Officer           |
| • League Secretary                 | • Volunteer Manager                  |
| • Men's Senior Team Representative | • Women's Senior Team Representative |
| • Tournament Organiser             | • Child Welfare Officer              |
| • Club Representative              | • Junior Representative              |
| • Sponsorship/ Marketing           | • Refereeing Representative          |
| • Liaison Officer                  | • Coaching Representative            |
| • Council Representative           | • I.T. Representative                |

§ Racketball Representattive

- 6.2 At least three members of the Management Committee shall be of opposite gender.
- 6.3 Additional (non-Voting) members may be co-opted by the Management Committee as deemed appropriate.
- 6.4 A quorum for Management Committee meetings shall be five members but must include one of the following:
- |         |                      |                      |
|---------|----------------------|----------------------|
| • Chair | • Honorary Secretary | • Honorary Treasurer |
|---------|----------------------|----------------------|

## 7. POWERS

- 7.1 The powers vested in the Management Committee relate generally to the requirements that are necessary to enable the fulfilment of objectives of the Cambs SRA. The Management Committee has the power to:
- 7.1.1 Determine policies in harmony with the National Governing Body.
- 7.1.2 Create such sub-committees as are deemed necessary: e.g. Coaching, Disciplinary, Juniors, League, Selection, etc..
- 7.1.3 Ensure that the day to day running of the Cambs SRA is competent and that the actions

and decisions of the sub-committees are ratified.

- 7.1.4 Determine the level of league fees and levies.
- 7.1.5 Act in all matters and employ County funds in such a manner as deemed most effective and in the best interests of the Cambs SRA.
- 7.1.6 Co-opt members to fill vacant positions on the Management Committee.
- 7.1.7 Appoint an England Squash Council delegate.
- 7.1.8 Decide on matters referred to by England Squash and seek guidance from England Squash, if necessary, on legal matters.
- 7.1.9 Decide on County awards for distribution or merit and to propose higher awards to England Squash.
- 7.1.10 Invoke disciplinary procedures within the County as required.
- 7.1.11 Nominate authorised cheque signatories: two signatures will invariably be included on the Association's bank mandate.

## **8. ANNUAL GENERAL MEETING**

- 8.1 The Annual General Meeting (AGM), of the Cambs SRA shall be held during April, May, June or July each year and all affiliated clubs must send a representative to vote on their behalf.
- 8.2 Any team that played in the leagues last year must send a representative, who is a playing member, to the AGM for which the team will be awarded 20 points at the start of the following season.
- 8.3 No less than 21 days written notice shall be given to members, stating the business to be transacted and providing a copy of the previous AGM minutes, a Balance Sheet and an Income and Expenditure Account.
- 8.3 Copies of the current Annual Report and current year's Accounts should be handed to members at the meeting if not available previously.
- 8.4 Mandatory items for the agenda are:
  - 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.
  - Other business (subject to the appropriate notice or the chairperson's discretion).
  - Update the Constitution.(PROPOSED ADDITION)
- 8.5 Any other business items should reach the Secretary, in writing, at least 7 days before the AGM.
- 8.6 All nominations for elections to the Management Committee shall be proposed and seconded by persons, clubs and organisations entitled to vote at an AGM and shall be made in writing to the Secretary at least 7 days before the AGM.
- 8.7 Not less than 10% aggregate of those individuals, clubs and organisations entitled to vote at an

AGM are required to be present in order to constitute a quorum.

- 8.8 Any team that played in the Cambridgeshire Leagues last year must send a representative, who is a playing member, to the Annual General Meeting for which the team will be awarded 20 points at the start of the following season.

## **9. EXTRAORDINARY GENERAL MEETING**

- 9.1 The Management Committee may call an Extraordinary General Meeting (EGM) at any time, stating the business and giving at least 21 days notice to the membership.
- 9.2 Alternatively, an EGM may also be called by 4 affiliated clubs or organisations entitled to vote, or 20 individual members entitled to vote at an EGM. A letter signed by either of these qualifying groups, stating the business for which the meeting is to be convened, must be lodged with the Secretary of the Cambs SRA and the EGM must be held within 28 days of the receipt of such a letter.
- 9.3 A representative from each Affiliated Club or Organisation calling the EGM must attend.
- 9.4 Notice, voting entitlement and quorum shall be the same as for the AGM.

## **10. VOTING PROCEDURE AT AN AGM OR EGM**

- 10.1 Only members as defined in 4.1, 4.2 and 4.4. (PROPOSED AMENDMENT)
- 10.2 Voting may be by a show of hands or pre-distributed voting cards.
- 10.3 Members as defined in 4.1, 4.2 and 4.4 will have one vote each. (PROPOSED AMENDMENT)
- 10.4 All matters requiring a vote must be proposed and seconded by members of the Association.
- 10.5 Voting shall be by a show of hands unless, before a vote is taken, the chairperson or 3 persons present and entitled to vote may demand a ballot. In the event of the voting being equal, the chairperson will have a casting vote.

## **11. CHANGES TO THE CONSTITUTION**

Alterations to this constitution may be proposed by the Management Committee or 20 individual members entitled to vote, but can only be made at an AGM and requires a 75% majority of those present and entitled to vote.

## **12. DISSOLUTION**

In the event that dissolution of the Cambs SRA is necessary, then the assets of the Cambs SRA should be converted into cash in order to discharge any liabilities. Any balance remaining must be shared equally amongst the SRA affiliated clubs in Cambridgeshire.

### 13. OTHER ITEMS

No affiliated club or organisation may organise any Open 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 the Cambs SRA, without prior approval.

**NB** - Reference to England Squash is deemed to be the National Governing Body of Squash and Racketball by Sport England.

Dated: 6<sup>th</sup> July 2004