



STAFFORDSHIRE SQUASH CONSTITUTION

1. NAME

Staffordshire Squash Rackets Association shall be called Staffordshire Squash.

2. GENERAL

- 2.1 Staffordshire Squash Rackets Association (SSRA) is an unincorporated voluntary association whose aim is to promote the playing of Squash and Squash57 (Racketball) in Staffordshire.
- 2.2 All references to 'Squash' shall include 'Squash57' ('Racketball'). Reference to 'ES' is deemed to be England Squash Limited, T/A England Squash, or whichever operating company is designated as the National Governing Body for Squash and Squash57 (Racketball) by Sport England.

3. OBJECTS

- 3.1 To represent ES and act on its behalf and under its authority within the defined geographical boundary which is divided into the districts of Cannock Chase, East Staffordshire, Lichfield, Newcastle-under-Lyme, South Staffordshire, Stafford, Staffordshire Moorlands and Tamworth. The area includes Stoke-on-Trent, Burton-upon-Trent, Cannock, Rugeley, Wolverhampton, Walsall, Stone, Leek, Burntwood, Uttoxeter and West Bromwich.
- 3.2 To promote and encourage the game of Squash and to further its growth and development at all levels in the County.
- 3.3 To maintain and uphold the rules and objectives of ES.
- 3.4 To adopt and implement ES child protection guidelines and procedures.
- 3.5 To undertake the development of the sport in conjunction with ES initiatives.
- 3.6 To establish 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 ES, when required.
- 3.8 To train, select and manage County teams for inter county matches and to run county leagues.
- 3.9 To arrange individual County championships and other competitions as it shall from time to time deem necessary.

4. MEMBERS

- 4.1 All organisations and corporate bodies in Staffordshire who are affiliated to ES shall be members of Staffordshire Squash.
- 4.2 All individuals who are members of ES and have paid the Association Membership fee shall be members of Staffordshire Squash (Individual Members).
- 4.3 Only Individual Members may participate in Association activities and are eligible to stand for election as charity trustees.

5. SUBSCRIPTIONS

- 5.1 Members shall pay to ES, subscriptions as determined from time to time by its Board of Directors.
- 5.2 League fees and levies set by the Management Committee or other body authorised by the Management Committee to set such fees, shall be paid as set out in the League Rules.
- 5.3 Members shall pay any future County membership fees which are set by Staffordshire Squash and approved at the Annual General Meeting.





- 5.4 If ES fees, County membership fees, league fees or levies remain unpaid three months after the due date, the club / organisation /member shall immediately forfeit all rights within the County until such fees are paid.

6. MANAGEMENT

- 6.1 Staffordshire Squash is managed by a Management Committee whose voting members shall be elected annually at the Annual General Meeting. It shall include a Chair, Secretary and Treasurer and shall be made up of no more than 9 members.
- 6.2 At least one member of the Management Committee shall be a woman if the remainder are men and vice versa.
- 6.3 A maximum of 2 additional voting members may be co-opted by the Management Committee as deemed appropriate. Such additional members will stand down at the Annual General Meeting but may be co-opted again.
- 6.4 A quorum for Management Committee meetings shall be 4 members, and must include at least one of the Chair, Secretary or 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 Objects of Staffordshire Squash. The Management Committee has the power to:
- 7.1.1 Determine policies in harmony with those of ES,
 - 7.1.2 Create such sub-committees as deemed necessary,
 - 7.1.3 Ensure that the day to day running of Staffordshire Squash is competent and that actions and decisions of Management Committee and 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 Staffordshire Squash.
 - 7.1.6 Co-opt members to fill vacant positions on the Management Committee,
 - 7.1.7 Appoint an ES Council delegate and ES Regional Forum delegate,
 - 7.1.8 Decide on matters referred to it by ES and seek guidance from ES if necessary, on legal matters,
 - 7.1.9 Decide on County awards for distinction or merit and to propose higher awards to ES,
 - 7.1.10 Invoke disciplinary procedures within the County as required,
 - 7.1.11 Nominate authorised cheque signatories who shall be Management Committee members. Two signatories shall be on the County's bank accounts.

8. CONFLICTS OF INTEREST AND CONFLICTS OF LOYALTY

- 8.1 A member of the Management Committee or any sub-committee must: Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with Staffordshire Squash or in any transaction or arrangement entered into by the member with Staffordshire Squash which has not previously been declared; and
- 8.2 Absent himself or herself from any discussions with members of the Management Committee or sub-committee in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of Staffordshire Squash and any personal interest (including but not limited to any financial interest). Any member absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of Staffordshire Squash.





9. ANNUAL GENERAL MEETING

- 9.1 The Annual General Meeting (AGM), of Staffordshire Squash shall be held during September of each year or within 6 months of the financial year end.
- 9.2 Not less than 21 days written notice shall be given to members, stating the business to be transacted and providing a copy of the Accounts and the previous AGM minutes.
- 9.3 Copies of the Annual Report should be handed to members at the AGM if not available previously.
- 9.4 The Accounts must be independently examined.
- 9.5 Mandatory items for the agenda are:
 - Approval of the Previous Minutes and Matters Arising,
 - The Annual Report including league matters,
 - The Adoption of the Accounts,
 - The Election of the Management Committee,
 - League business,
 - Other Business (subject to the appropriate notice).
- 9.6 Any other business items should reach the Secretary in writing at least 7 days before the AGM
- 9.7 All nominations for elections to the Management 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.
- 9.8 Not less than 3 Management Committee members and 3 affiliated clubs / organisations entitled to vote at an AGM are required to be present in order to constitute a quorum.
- 9.9 An AGM can be held by whatever electronic means / technology is available and deemed suitable.

10. EXTRAORDINARY GENERAL MEETING

- 10.1 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.
- 10.2 An EGM may alternatively be called by 3 affiliated clubs (or organisations) entitled to vote, at an EGM. A letter signed by either of these qualifying groups must be lodged with the Secretary of Staffordshire Squash and the EGM must be held within 28 days of the receipt of such a letter.
- 10.3 A representative from each Affiliated Club or Organisation calling the EGM must attend.
- 10.4 Voting entitlement and quorum shall be the same as for an AGM.
- 10.5 An EGM can be held by whatever electronic means / technology is available and deemed suitable.

11. VOTING PROCEDURE AT AN AGM OR EGM

- 11.1 Voting may be by a show of hands or pre-distributed voting cards.
- 11.2 Where an individual is voting in more than one capacity, then his / her separate voting entitlement must be clearly identified.
- 11.3 Each individual member shall have 1 vote. In the event of a tie the Chair shall have a second or casting vote.

12. ALTERATION TO CONSTITUTION

Alterations to this Constitution can only be changed at an AGM or EGM and require a 75% majority of those present and entitled to vote at an AGM/EGM.





13. DISSOLUTION

In the event that dissolution of the County Association is necessary, then the assets of the County Association should be converted into cash in order to discharge any liabilities. Any balance remaining must be transferred to ES with a closing balance sheet and report.

14. 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 County Association, without prior approval.

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