

Sussex Squash Rackets Association

(FOUNDED 1933)

President: Duke of Norfolk, C.B., C.B.E., M.C.

Vice Presidents: P. N Ayton, J. R. Barrington, P. H. C. Fuente, E.E. Harrison,
M. B. Paris, N. Wilson, Mrs. P.Wilson.



SUSSEX SQUASH ASSOCIATION

COUNTY CONSTITUTION

1. NAME

1.1 The Association shall be called the Sussex Squash Association, hereafter “the association”.

2. OBJECTIVES

- 2.1 To promote and encourage the games of Squash and Racketball and to further their growth and development at all levels and for all participants in the County equally.
- 2.2 To provide suitable administration and liaison within the County and to promote the objectives of England Squash
- 2.3 To maintain close liaison with England Squash and to represent it within the County.
- 2.4 To train, select and manage teams for Inter-County matches, arrange individual County Championships and other competitions as it shall from time to time deem necessary.

3. MEMBERS

3.1 The members shall be:-

- Clubs and organisations in Sussex who are affiliated to England Squash
- The President, Vice-Presidents honoured by the elected officers
- Elected officers of the Association.

4. SUBSCRIPTIONS AND OTHER INCOME

- 4.1 Members shall pay to the England Squash, subscriptions determined by the England Squash Executive Committee from time to time.
- 4.2 League fees set by the association or other body authorised by the County to set such fees shall be paid for the followings season by the 31st May or earlier if appropriately prescribed by the County Association.
- 4.3 If affiliation fees remain unpaid three months after the due date, the member shall immediately forfeit all rights within the County until such fees are paid.
- 4.4 Such other amounts as agreed by the association shall be paid as determined.

- 4.5 The association shall actively seek, apply and encourage the raising of sponsorship.
- 4.6 The association may organise draws and lotteries.

5. MANAGEMENT

- 5.1 The Management Committee shall consist of members elected annually at the AGM to the following seventeen positions:
- Chairperson
 - Vice-Chairperson
 - Secretary
 - Assistant Secretary
 - Treasurer
 - League Organiser: Men
 - League Organiser: Women
 - Junior County Organiser: Boys
 - Junior County Organiser: Girls
 - Senior County Organiser: Men
 - Senior County Organiser: Women
 - Development Officer
 - Sponsorship & Publicity Officer
 - Area Representatives: West, North, Central, East
- 5.2 If circumstances dictate, one person can fill more than one post.
- 5.3 The three posts of League Organiser, Junior County Organiser and Senior County Organiser will all be 'dual' positions, i.e. one man and one woman.
- 5.4 Whenever possible, at least five members of the Management Committee shall be women if the remainder are men, and vice versa, except in cases where one person fills two posts, or the post is not filled at all.
- 5.5 Additional (non-voting) members may be co-opted by the Management Committee as deemed appropriate.
- 5.6 A quorum for Management Meetings shall be five members but must include at least one from: Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer.
- 5.7 All members of the Management Committee are entitled to one vote per role excepting the Chairman who can only cast his/her vote in the event of a tie.
- 5.8 The General Committee shall consist of clubs and organisations affiliated to England Squash within Sussex.

6. POWERS

- 6.1 The powers vested in the Management Committee are generally those which enable day-to-day running of the affairs of the association to be carried out including to:
- 6.1.1 create sub-committees as deemed necessary.
 - 6.1.2 ensure the day-to-day running for the association is performed competently and that decisions and actions of the sub-committees are carried out.
 - 6.1.3 ensure that funds are used in a responsible manner and in the best interests of the association.
 - 6.1.4 co-opt members to fill vacant positions on the Management Committee with full voting rights.
 - 6.1.5 co-opt representatives to the Management Committee who shall not have voting rights.
 - 6.1.6 appoint England Squash Council delegates on an annual basis.

- 6.1.7 decide on awards for distinction / merit for County team players.
- 6.1.8 investigate, consider and act upon complaints of indiscipline which arise within the County in accordance with the County Code of Conduct & Disciplinary Procedures.
- 6.1.9 nominate at least two authorised individual cheque signatories.
- 6.2 In addition, the Management Committee must give full consideration to major policy matters so that the appropriate recommendations can be put before the association. Such matters would include:
 - 6.2.1 new policies generated by England Squash or suggestions by members of the Sussex Association.
 - 6.2.2 recommendations as to the level of league fees.
 - 6.2.3 seeking guidance from England Squash on legal matters as required.
- 6.3 England Squash shall be the final arbiter in the event of any dispute.

7. ANNUAL GENERAL MEETING (AGM)

- 7.1 The AGM of the association shall be held annually no earlier than 22nd June each year.
- 7.2 Not less than 21 days written notice shall be given to affiliated clubs stating the business to be transacted and providing a copy of the previous year's AGM minutes and accounts.
- 7.3 Any items to be included in the Agenda must be forwarded to the Secretary not less than 28 days prior to the written AGM Notice.
- 7.4 Mandatory items for the Agenda are:
 - approval of minutes and matters arising
 - election of officers
 - adoption of accounts
 - league matters
 - junior matters
 - county matters
 - other agenda items – subject to the appropriate notice having been given
 - AOB items should reach the Secretary in writing at least seven days before the meeting. Such items will not be subject to a vote.
- 7.5 Each member club shall have two votes where appropriate, one for the club's women's representative and one for the men's representative. Management Committee posts, President and Vice-Presidents shall each have one vote.
- 7.6 Where a club is unable to send a representative to the AGM, proxy votes in the form prescribed by the association must be sent to the County Secretary within seven days of the AGM. Postal votes will not be allowed.
- 7.7 All nominations for elections to the Management Committee shall be proposed and seconded by persons eligible to vote at an AGM and shall be made in writing to the Secretary at least seven days before the meeting.
- 7.8 Not less than 10% in aggregate of those individuals entitled to vote at an AGM are required to be present in order to constitute a quorum.

8. EXTRAORDINARY GENERAL MEETING (EGM)

- 8.1 An EGM may be called by the Management Committee at any time stating the business and giving at least 21 days notice to the membership.

- 8.2 Alternatively, an EGM can be called by a minimum of four affiliated clubs or organisations entitled to vote. A letter signed by an official of each club must be lodged with the Secretary of the Association and the EGM must be held within 28 days of the receipt of such letter.
- 8.3 A representative from each of the affiliated clubs or organisation who called the EGM must attend.
- 8.4 Voting entitlement and quorum requirement shall be the same as for an AGM.

9. VOTING PROCEDURE – AGM / EGM

- 9.1 Voting will be by voting cards collected and signed for prior to the meeting.
- 9.2 Where an individual is voting in more than one capacity, then his or her separate voting entitlement must be clearly identified.

10. CHANGES TO THE CONSTITUTION

- 10.1 Alterations to the Constitution can only be changed at an AGM or at an EGM and require a 75% majority of those present who are entitled to vote.

11. DISSOLUTION

- 11.1 In the event that dissolution of the association is necessary, the assets of the association shall be converted into cash in order to discharge any liabilities. Any balance remaining must be transferred to the affiliated clubs and organisations together with a closing Balance Sheet and Report. Further copies of the Balance Sheet and Report will be sent to England Squash.

12. OTHER ITEMS

- 12.1 No affiliated club or organisation may organise any open tournament, championship or be involved or organise any squash team or event which may otherwise give the impression that such competition, team or event is organised by or represents the association without prior approval.
- 12.2 Reference to England Squash is deemed to be England Squash Limited or whichever operating company is designated as the National Governing Body by the Sports Council.

Signed:..... Chairman Sussex Squash

Date:.....