

# Highfield Squash Club Constitution 22 - June-2005

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## **Preface**

This document is a constitution for Highfield Squash Club.

## **Certificate of Adoption**

The ratification history for this constitution is shown in the table below.

I, Cormac O'Shea, certify that I am presently the duly elected and acting Chairperson of Highfield Squash Club, and that the articles contained herein form the constitution of this Club as adopted at a duly called and noticed business meeting of this Club at which a quorum was present, by the affirmative vote of at least two-thirds of the individual members present and voting, on June 7<sup>th</sup>, 2005.

DATED: 22nd June 2005

SIGNED: \_\_\_\_\_ CLUB CHAIRPERSON

## **References**

1. Munster Squash Website: <http://www.munstersquash.com/>
2. Irish Squash Website: <http://www.irishsquash.com/>
3. Irish Sports Council: <http://www.irishsportsCouncil.ie>
4. Department of Arts, Sport & Tourism: <http://www.arts-sport-tourism.gov.ie/>
5. The National Lottery Home-page: <http://www.lotto.ie/>

6. The National Lottery: Grant Allocation History : [http://www.arts-sport-tourism.gov.ie/grants/2004\\_sportsgrants.htm](http://www.arts-sport-tourism.gov.ie/grants/2004_sportsgrants.htm)
7. World Squash: <http://www.worldsquash.org/>
8. Rules of Squash: <http://www.worldsquash.org/singles.html>
9. Code of Ethics and Good Practice for Children’s Sport in Ireland: <http://www.irishsportsCouncil.ie>
10. The Constitution Society: [www.constitution.org/](http://www.constitution.org/)

## **Section 1 Name**

### **1.1 Article: Name**

This organisation shall be known as “Highfield Squash Club”, herein after referred to as “The Club”. The Club shall be affiliated with Munster Squash [1]. All groups operating under the name of the Highfield Squash Club must abide by the Club’s constitution and Rules.

### **1.2 Article: Address**

Address: Highfield Squash Club, Woodleigh Park, Model Farm Road, Cork  
Telephone: 0214341022 (Squash Courts) 0214541293 (Bar)  
E-mail: [info@highfieldsquash.com](mailto:info@highfieldsquash.com)  
Homepage: [www.highfieldsquash.com](http://www.highfieldsquash.com)

### **1.3 Article: Scope**

The scope of this Constitution and any amendment thereof, is limited to the matters specifically placed within the discretion of this Club by this Club Constitution.

## **Section 2 Mission**

### **2.1 Article: Mission Statement**

The mission of the Club is:

1. To provide an opportunity for any person to play organised squash at recreational and competitive levels.
2. To assist all participants in reaching their potential through the development of players, coaches, referees, and administrators.
3. To represent the interests of all members in the running of the Club.
4. To maintain affiliation with both Munster Squash & Irish Squash.

## **Section 3 Membership**

### **3.1 Article: Definition**

The membership of the Club shall be made up of those persons falling in one of the membership categories listed below:

Membership Type	Comment
Single	Individual adult membership
Family	Membership for parents, couples, guardians & dependents.
Student	Any person enrolled in full-time studies
Junior	Any person under 19 years of age on membership renewal date.
Honorary	Any individual may be nominated by the Club as an honorary Life Member.
Waived	Any individual to whom free membership has been awarded at the discretion of the committee. Waived membership must be reviewed annually.
Group	Corporate group membership of 10 or more persons at reduced rates.
Associate	Non playing club members

### **3.2 Article: Membership Eligibility**

This Club is a private association. Membership of this Club is open to all persons. Application for membership shall be made on the membership form provided by the Club. Such application, accompanied by the applicable dues shall be returned to the Club Secretary.

No person shall be excluded from membership in, or from any program or activity of, this Club, because of age, race, colour, creed, gender, sexual orientation or physical or mental disability, so long as the individual, through his or her own effort is able to participate in the program.

The Club reserves the right to refuse an application for membership. Any such refusal must be the result of a ballot of the standing Club Committee, at a duly called and noticed Committee Meeting where a quorum was present. Any submitted membership dues shall be returned on refusal of a membership application, accompanied by supporting reason.

### **3.3 Article: Member Rights & Responsibilities**

All members shall be entitled to all rights and privileges of this Club, and all members shall share in its responsibilities. These responsibilities include support of the Club's Mission, and constructive contribution to its program and activities.

### **3.4 Article: Honorary Life Members**

Any individual may be nominated by the Club as an honorary Life Member. Honorary Life membership may only be conferred upon any person by a majority vote of club members present at a duly called and noticed general meeting of this Club. Such membership shall be restricted to persons whose activities in squash and in public are consistent with the purposes of Highfield Squash Club. Honorary Life members shall be exempt from all Club fees and dues. All honorary life memberships in existence prior to the enactment of this constitution shall continue to be recognised.

### **3.5 Article: Voting Eligibility**

All club members, except Junior members shall have voting privileges. There shall be no voting or nominations for office by proxy. Any member whose voting privileges are challenged shall have these confirmed by the club secretary.

### **3.6 Article: Membership Policing**

This Club may establish, from time to time, routine procedures for expelling individuals who fail to pay Club dues. In addition the Club may expel, suspend, or decline to renew Club membership of

any member a. who acts in a manner inconsistent with good social & sporting behaviour or b. for other just cause.

## **Section 4 Fees**

### **4.1 Article: Annual Renewal Fees**

The membership fees for this club shall be drawn up and reviewed annually prior to membership renewals. Approval of membership fees shall require the affirmative vote, at which a quorum is present, of the Club committee. Renewal fees shall be payable when a membership application is filed with the Club Secretary.

A Pro-rata membership fee shall be applicable for new members of the Club.

### **4.2 Article: Membership Renewal Date**

The renewal date for annual membership of this club is 1st September. Fees shall be paid in full by all members and by the date specified to maintain membership in this Club. The fee shall be returned if an application is not accepted.

### **4.3 Article: Waived Membership**

The membership fee for the standing officers of this Club is waived. At the end of a term in office, outgoing Club officers are subject to the same membership fees as all other members. In addition, the Club may elect to waive membership fees for any individual, provided an affirmative vote, at which a quorum is present, is achieved. Waived membership is valid for a term of one year, and must be reviewed annually.

## **Section 5 Meetings & Notice**

### **5.1 Article: Meetings**

Meetings of this Club shall include any business meeting of active members, and shall be held as provided in the constitution of this Club.

### **5.2 Article: Committee Meetings**

A Committee meeting is a meeting of the elected officers and committee members of this Club. At each Committee meeting, the date, time and location of the next meeting shall be agreed and minuted as an item in the order of business.

### **5.3 Article: Special Meetings**

Special business meetings of this Club may be called:

1. By a majority vote of the active members present and voting at any committee meeting at which a quorum is present,
2. By the Club Chairperson.
3. At the written request of at least 20 members of this Club

## **5.4 Article: Annual General Meeting**

The Annual General Meeting shall be held on a convenient date, no later than June 30<sup>th</sup>. Outgoing officers and committee members are obligated to hand over all documents and records in a timely manner, to the newly elected members. A complete Membership list shall be maintained and updated for this purpose.

## **5.5 Article: Notice**

Notice shall be required for all meetings. Notice of all committee and special meetings shall be given at least 1 week in advance of such meeting. Notice of special meetings shall include a statement of the general purposes of the meeting. Any business otherwise valid may be transacted at the meeting.

# **Section 6 Quorum & Voting**

## **6.1 Article: Quorum**

A minimum of 15 members of this Club must be present prior to the commencement of any General Meeting of this Club. A majority of the membership attendance at a general meeting shall constitute a quorum for the transaction of all business of this Club. A majority of the Club Executive Committee shall constitute a quorum for the transaction of the Committee's business.

## **6.2 Article: Voting Entitlement**

Each individual member of the club over 19 years of age shall be entitled to one vote on any matter presented to the Club membership for a vote. Junior members are not entitled to a vote.

## **6.3 Article: Absentee Ballot & Proxy**

No voting by proxy or absentee ballot shall be permitted on any matter presented to the Club membership for a vote.

## **6.4 Article: Voting Authority**

Unless a greater vote is required by this Constitution in a particular matter, the affirmative vote of at least a majority of those members who are present and voting, at a duly held business meeting at which a quorum is present shall be the act of this Club.

# **Section 7 Officers**

## **7.1 Article: Club Officers**

The officers of this club shall be:

1. Club Chairperson
2. Club Secretary
3. Club Treasurer
4. Club Captain

5. Men's Captain
6. Ladies Captain
7. Children's Officer

## **7.2 Article: Terms of Office**

Officers shall serve for terms of 1 year. The terms of Office shall commence following the election of officers at an Annual General Meeting. Officers shall serve a term of 1 year, from A.G.M. to A.G.M.

Officers may elect to resign, as covered in 7.5 Article: Resignation. Vacant positions shall be filled according to 7.6 Article: Vacant Positions.

## **7.3 Article: Election of Officers**

Officers and Executive Committee members of this Club shall be elected by the members of this Club, at an Annual General Meeting of Club members.

## **7.4 Article: Nominations**

Nominations for Club Officers should be made at least 2 weeks prior to election. Nominations must be presented at a regular business meeting immediately preceding the Annual General Meeting at which election is to take place, and shall present only the names of members who have consented to serve if elected. Further nominations may be made from the floor at the time of the election by any member. A majority vote of all members present and voting is necessary to elect each Officer.

## **7.5 Article: Resignation**

Any Officer of this Club may resign, provided that any such resignation must be made in writing and delivered to the Club Chairperson or Club Secretary. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery of such letter to such Club Officer, and no acceptance by this Club shall be required to make it effective. Any Officer of this Club may be removed at any time, with or without cause, by majority vote of all active members present and voting at a committee meeting of this Club.

## **7.6 Article: Vacant Positions**

Any vacancy in an Office shall be filled by a special election held at the next committee meeting following the announcement of the vacancy.

# **Section 8 Duties of Officers**

## **8.1 Article: Club Chairperson**

The Club Chairperson is the chief executive officer of this Club and is responsible for fulfilling the mission of this Club. The Chairperson a. presides at meetings of this Club and the Club Executive Committee; b. presides over the appointment of all Sub-Committees; c. has general supervision of the operation of this Club; d. liaises with the management of the Highfield Rugby Club.

The Chairperson shall be an ex-officio member of all Committees of this Club, and shall serve as a Club representative in public. The Club Chairperson shall take no action binding upon this Club without specific prior authorization, or subsequent ratification by this Club.

## **8.2 Article: Club Secretary**

The Club Secretary is responsible for Club records and correspondence. The Club Secretary:

- a. has custody of the Club's Constitution, and all other records and documents of this Club;
- b. keeps an accurate record of the meetings and activities of this Club, and of the Club Executive Committee;
- c. maintains an accurate and complete roster of individual members of this Club, including the address and status of each individual member, and
- d. transmits same to the successor in office. The Club Secretary provides notices of meetings as required by this Constitution, and notifies the Club Executive Committee of changes in the roster of Club members.

## **8.3 Article: Club Treasurer**

The Club Treasurer is responsible for Club financial policies, procedures and controls. The Club Treasurer

- a. receives and disburses, with the approval of this Club, all Club funds;
- b. pays all financial obligations of this Club as they come due;
- c. keeps an accurate account of all transactions;
- d. makes financial reports to the Club and the Club Executive Committee quarterly and upon request;
- e. transmits the accounts and all undistributed funds to the successor in office at the end of the Club Treasurer's Term;
- f. holds custody of this Club's accounts. Signing authority is divided between the Treasurer, and two other nominated members of the Highfield Executive Committee. All three signatures are required for expenditure to be authorized.

## **8.4 Article: Club Captain**

The Club Captain has overall responsibility for Squash activity in the Club. The Club Captain will be either the Men's or Ladies Captain, as decided at the A.G.M. These responsibilities involve:

- a. Promotion of squash within the Club.
- b. Squash development and coaching structure for junior members.
- c. Provision of Squash activity for members of all abilities within the Club.
- d. Regular liaison with Ladies Captain & Children's Officer.
- e. Liaison with Irish Squash / Munster Squash re. events calendars, organised leagues, tournaments etc.
- f. Seeding & ranking of Club members for entry in leagues & tournaments.
- g. Supervision of Squash league teams.
- h. Organisation of the annual Club Championship.

## **8.5 Article: Men's / Ladies Captain**

The Ladies Captain / Men's Captain is the officer with responsibility for Ladies / Men's Squash activity in the Club. The Ladies Captain responsibilities include:

- a. Regular liaison with the Club Captain & Children's Officer to ensure a coherent Squash program.
- b. Promotion of Squash activity for the female membership.
- c. Provision of Squash activity for members of all abilities within the Club.
- d. Liaison with Irish Squash / Munster Squash re. events calendars, organised leagues, tournaments etc.
- e. Seeding & ranking of Club members for entry in leagues & tournaments.



- f. Supervision of Squash league teams.
- g. Organisation of the annual Club Championship.

## **8.6 Article: Children's Officer**

The Club Children's officer is a resource for all members of this Club with regard to children's issues, and ensures that the children have a voice in the running of their Club. The Club Children's Officer

a. shall be child-centred in focus, and shall have as a primary aim, the establishment of a child centred ethos within this Club; b. shall have responsibility for monitoring and reporting to the Club Executive Committee on how Club policy etc. impacts on children and their Sports Leaders c. promote awareness of the "Code of Ethics & Good Practice for Children's Sport in Ireland" within the Club, and particularly among the children and their parents / guardians; d. shall influence policy and practice in this Club in order to prioritise children's needs; e. shall ensure that children know how to make concerns known to appropriate adults or agencies; f. shall encourage involvement of parents / guardians in the club activities and co-operate with parents / guardians in ensuring that each child enjoys his / her involvement in sport; g. shall report regularly to the Club Captain, and the Club Executive Committee; h. shall monitor changes in membership, and follow up on any unusual dropout, absenteeism or club transfers by children or Sports Leaders.

## **Section 9 Committee(s)**

### **9.1 Article: Committee(s)**

The Standing Committee of this Club shall be the Club Executive Committee.

### **9.2 Article: Club Executive Committee**

The Club Executive Committee shall consist of the Officers of this Club, as named in this Constitution, and the elected committee members. This Committee shall have charge of all business and administrative affairs of this Club, and shall consider all matters concerning the welfare of this Club. All actions of the Executive Committee shall be submitted to this Club at the next business meeting for ratification. Any decision of the Executive Committee which this Club fails to ratify shall be null and void.

### **9.3 Article: Sub-Committees**

This Constitution shall include provision for the Club Executive Committee to appoint Sub-Committees for the management and sub-division of workload, as the need arises. The appointment of a Club Sub-Committees must include a clear mission statement, an unambiguous understanding of scope, and the nomination of a Sub-Committee Chairperson. The Sub-Committee Chairperson is responsible for ensuring the implementation of the assigned mission statement, and acts as the Sub-Committee representative in reporting to the Club Executive Committee. Sub-Committees report to the Club Executive Committee Appointment and dissolution of Sub-Committees shall require the affirmative vote of the Club Executive Committee at a duly held and noticed committee meeting, where a quorum is present.

## **9.4 Article: Committee Duties**

In addition to the duties stated in this Constitution, each of the Committees of this Club shall have such duties and responsibilities as may be assigned by this Club.

## **Section 10 Procedures for the Conduct of General Meetings**

### **10.1 Article: Order of Business**

The general order of business at the Annual General Meeting shall be:

1. Introductions and Executive Roll Call
2. Approval of Minutes of the last AGM
3. Chairperson's Address
4. Presentation of Officer's Reports
5. Presentations of Sub-Committee Reports
6. Elections to Executive Committee
7. Amendments to the Constitution
8. New Business
9. Adjournment

## **Section 11 Legal Status & Dissolution**

### **11.1 Article: Status**

This Club is an unincorporated body. This Club is not legally affiliated with any company, agency, or special interest group from which this Club may draw its members. The use of the funds of this Club shall be limited to Squash purposes, and may not be used for social or political reasons, or for the benefit of and individual.

### **11.2 Article: Dissolution**

In the event of dissolution of this Club, distribution of any funds, after payment of any indebtedness, shall be made according to the decision reached by an affirmative vote of at least a majority of those members who are present and voting, at a duly held committee meeting at which a quorum is present.

## **Section 12 Amendments to Club Constitution**

### **12.1 Article: Amendments**

This Constitution may be amended only by a majority of the votes cast at an Annual General Meeting, or a special meeting of the voting membership of this Club.

### **12.2 Article: Amendment Schedule**

Proposed amendments may be submitted to the voting membership at any time up to thirty (30) days before the membership meeting at which they will be considered.