

ASHTEAD SQUASH & TENNIS CLUB

CONSTITUTION

As agreed 20th September 2013

Name and Address

- 1) The Club shall be known as **ASHTEAD SQUASH & TENNIS CLUB**, and its registered address is 39 Skinners Lane, Ashtead, Surrey, KT21 2NN.

Purposes

- 2) The Purposes of the Club are
 - a) To provide facilities for and generally to promote, encourage and facilitate community participation in the sports of Squash, Racketball and Tennis in Ashtead.
 - b) To provide and maintain Club premises, sports facilities, and club-owned sports equipment at the above address for the use of its members.
 - c) To sell or supply food or drink as a social adjunct to the sporting purposes of the Club.
 - d) To maintain membership of and affiliations to the appropriate sports controlling bodies (England Squash & Racketball, Surrey Squash & Racketball, British Tennis/LTA, Surrey LTA) and to comply with and uphold the rules and regulations of those bodies as may be amended from time to time, including their disciplinary codes as appropriate.
 - e) To do all such other things as the General Committee thinks fit to further the interests of the Club, and to advance, safeguard and promote the wider interests of all the Sports played at the Club.

Membership

- 3) Membership of the Club shall be open to anyone interested in Squash, Racketball or Tennis on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, the total number of members may be limited on a non-discriminatory basis by the General Committee to reflect the capacity of the club's facilities.
- 4) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at no higher a level than needed to maintain the club's facilities, and that will not pose a significant obstacle to people participating.
- 5) The General Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. This includes the deliberate flouting or disregard of the Club's Rules. Appeal against refusal or removal may be made to a General Committee meeting at which at least six of the elected members are present. The member or prospective member is entitled to bring a friend or representative to the meeting. Full details of the appeal process appear in the Rules.
- 6) The Constitution and the Rules of the Club shall be maintained on the club's website to be accessible to all members. The onus of being acquainted with the Constitution and the Rules shall rest on the member and the plea of ignorance of their provisions will not excuse him/her from compliance.
- 7) A member who is removed from membership, or a prospective member whose application has been refused, shall have absolutely no claim or remedy whatsoever against the General Committee, the Licensors or any member of the Club or its employees.

Property and Funds

- 8) The Club is a Members' Club and enjoys the right to occupy the premises of the Club for the purpose of pursuing its said Purposes under a license granted by the **ASHTEAD SQUASH RACKETS CLUB LIMITED** (referred to elsewhere in this document as the Licensors). The Club premises are the property of the Licensors whose consent shall be required to any alterations or additions by the Club in respect thereof.
- 9) The Club is a non-profit making organisation. The property and funds of the Club cannot be used for the direct or indirect private benefit of members and all surplus income or profits are reinvested in the club.

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- 10) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in Schedule 18 of the Finance Act 2002.
- 11) The Club may also in connection with the sports purposes of the Club:
 - a) sell and supply food, drink and related sports clothing and equipment;
 - b) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the General Committee without the person concerned being present;
 - c) pay for reasonable hospitality for visiting teams and guests;
 - d) indemnify the General Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

Winding Up

- 12) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- 13) The General Committee will then be responsible for the orderly winding up of the Club's affairs.
- 14) After settling all liabilities of the Club, the General Committee shall dispose of the net assets remaining to one or more of the following:
 - a) to another Club with similar sports purposes which is a registered charity and/or
 - b) to another Club with similar sports purposes which is a registered CASC and/or
 - c) to the Club's governing bodies for use by them for related community sports.

Members' Meetings

- 15) An Annual General Meeting shall be held within four months of the end of the Club's financial year. Members shall be notified at least 21 days prior to the day appointed. Notices of motion are to be lodged in writing with the Secretary at least 14 days before the meeting. Any motion will be displayed in the Clubhouse in a prominent position. All members, other than associate and junior members, are voting members. Voting members present shall be entitled to vote by a show of hands.
- 16) An Extraordinary General Meeting of the members may be called by the General Committee, or by not less than 20 voting members at any time on 21 clear days notice. Notice must be given in writing and exhibited in the Club. Voting members present shall be entitled to vote by a show of hands.
- 17) A member may appoint a proxy to vote for him/her at a General Meeting. A Proxy form can be obtained from the Club Secretary or the Club website. The completed form must be received in the Club Office at least 48 hours before the appointed time of the meeting.
- 18) The General Committee shall have the right to put any motion passed at the Annual General Meeting or an Extraordinary Meeting to all voting members by postal ballot. The right shall be exercised within 60 days of the motion being passed, failing which the decision of the meeting shall be final. In the event that the General Committee puts a motion to a postal ballot, then the decision of all voting members recorded in the postal ballot shall be final.
- 19) Any motion passed relating to the alterations or additions to the premises is subject to approval by the Licensors as provided in Clause 8 above.

The General Committee

- 20) The general management of the Club shall be controlled by a General Committee who shall have the power to enforce, revoke, add to or vary the Rules as they may think fit, subject to their compatibility with the Constitution, and to adjudicate upon disputes arising in the Club between members and of a kind usually referred to the Committee of a Members' Club.

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- 21) Management decisions shall be normally taken at a duly called quorate meeting of the General Committee. A quorum is defined as four elected members of the General Committee which shall include at least two from the Chairman, Vice-Chairman, Secretary or Treasurer. A decision will be approved by a simple majority of those present, providing that at least four of those present are in favour, and that at least two of those comprise the Chairman, Vice-Chairman, Secretary or Treasurer.
- 22) Exceptionally, decisions that are too urgent to wait for the next meeting of the General Committee may be decided by an e-mail process in which all members of the General Committee are invited to participate, providing again that a simple majority of those expressing an opinion approve and that at least four of those responding are in favour, and that at least two of those comprise the Chairman, Vice-Chairman, Secretary or Treasurer.
- 23) All decisions of the General Committee must be recorded in the minutes of the General Committee meeting, including those agreed by e-mail, and the minutes circulated to all committee members.
- 24) The General Committee, elected at the Annual General Meeting, shall consist of:
 - a) Chairman
 - b) Vice-Chairman
 - c) Secretary
 - d) Treasurer
 - e) Squash Captain
 - f) Tennis Captainand no more than six other members holding various posts.
- 25) All members of the General Committee must be over 18 years of age and must be fit and proper persons in accordance with HMRC guidelines.
- 26) The same person may represent more than one activity.
- 27) Other members may be co-opted by the General Committee. Co-opted members are entitled to vote on Management decisions.
- 28) The General Committee shall, at all times, consist of not less than two-thirds elected members, but only elected members of the General Committee shall be eligible to hold the offices of Chairman, Secretary and Treasurer.
- 29) Members elected at the Annual General Meeting shall hold office until the next Annual General Meeting and shall be eligible for re-election.
- 30) The General Committee may appoint Sub Committees for such purposes and with such powers as the General Committee may determine.
- 31) The General Committee shall be empowered to elect as Honorary Members any persons who have given exceptional service to the Club. Honorary Members shall have all the rights and privileges of full members.

Wine Committee and Sale of Intoxicants

- 32) The persons who are from time to time the Chairman, the Secretary and the Treasurer of the Club, being elected members of the General Committee, shall constitute the membership of the Wine Committee and shall be the persons responsible for the purchase for the Club and the supply by the Club of intoxicating liquor.
- 33) Any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club, shall be applied wholly and exclusively for the benefit of the Club as a whole.

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- 34) No intoxicant or other articles for the sale of which a license is required shall be supplied to anyone except members or their guests in the Club premises nor shall they be sold to any person who is not a member or member's guest neither shall they be sold to persons under the age of 18. The General Committee shall have power forthwith to require the resignation of a member who permits the infringement of this Clause.

Accounts

- 35) The General Committee shall cause proper accounting records to be kept. At the Annual General Meeting an income and expenditure account and a balance sheet at the end of the Club's financial year shall be presented to the Members. These accounts shall have been Audited or Independently Examined and the Auditor's or Independent Examiner's report included.

150 Club

- 36) The Club permits and encourages the work of the 150 Club as a separate entity formed from members of the Club with the objective of improving the facilities of the Club.

Alterations to the Constitution

- 37) A resolution to alter the Constitution requires a two thirds majority of the members voting at either a General Meeting or in a Postal Ballot.

Priority

- 38) Where there is any conflict between any of the above Clauses ("key Clauses") and the Rules the key Clauses will take priority. Interpretation of all the Constitution and the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)

Approved by

<u>Position</u>	<u>Print Name</u>	<u>Signed</u>