



# Essex Squash Rackets Association



## COUNTY CONSTITUTION RATIFIED AT AGM ON 23<sup>rd</sup> July 2020

### 1. NAME

The Association shall be called the Essex Squash Rackets Association (ESRA).

### 2. OBJECTS

- 2.1. To represent England Squash (ES), in the County of Essex, and act on its behalf as appropriate.
- 2.2. To promote and encourage the playing of squash rackets and racketball and to further their growth and development at all levels in the County.
- 2.3. To maintain and uphold the rules of the games of squash rackets and racketball.
- 2.4. To provide local administration and liaison with County membership on behalf of ES when required.
- 2.5. To train, select and manage County teams for Inter County matches, arrange individual County Championships and County Leagues and other competitions as it shall deem necessary for fulfilment of objectives.

### 3. MEMBERS

- 3.1. Members shall be all Essex clubs affiliated to ES.

### 4. MANAGEMENT

- 4.1. The Management Committee shall consist of a maximum of twelve people elected annually, including the following positions:
  - 4.1.1. Chair, Secretary, Treasurer, Junior Representative, Refereeing/Marking, County Development, plus others to fulfil tasks at the discretion of the Management Committee.
- 4.2. At least two Members of the Management Committee shall be women if the remainder are men and vice versa.
- 4.3. Additional (non-voting) Members may be co-opted by the Management Committee as deemed appropriate.
- 4.4. A quorum for Management meetings shall be four Members but must include at least one of either the Chairman, Secretary or Treasurer
- 4.5. The committee will meet on a regular basis a minimum of 4 times in any 1 year.
- 4.6. Approved meeting minutes will be available upon request.

### 5. POWERS

- 5.1. The powers vested in the Management Committee relate generally to the requirements that are necessary to enable fulfilment of objectives for the Association. The Management Committee has the power to:
  - 5.1.1. Enact legislation.
  - 5.1.2. Create such sub-committees as deemed necessary, e.g. Coaching, Disciplinary, Juniors, League, Selection.
  - 5.1.3. Ensure that day to day running of the Association is competent and that actions/decisions of sub-committees are ratified.
  - 5.1.4. Determine the level of league fees.
  - 5.1.5. Act in all matters and employ County funds in such manner as deemed most effective and in the best interests of the County Association.
  - 5.1.6. Co-opt members to fill vacant positions on the Management Committee.
  - 5.1.7. Appoint an ESR Council delegate.
  - 5.1.8. Decide on matters referred to it by ESR.

- 5.1.9. Decide on awards for distinction/merit for County team players and to invoke disciplinary procedures within the County as required.
- 5.1.10. Develop an Equality and Diversity Policy and ensure that county practices and procedures reflect equality of opportunity.
- 5.1.11. Nominate authorised cheque signatories; two signatures will invariably be required when funds are drawn from the County's account(s).

## 6. ANNUAL GENERAL MEETING

- 6.1. The Annual General Meeting of the Association shall be held during June or July each year.
  - 6.1a. Means of Participation in General Meetings:-
    - (a) The Committee may make arrangements for members to attend and participate in an Annual General Meeting by:
      - (i) attendance at a physical meeting place;
      - (ii) Simultaneous attendance and participation at a secondary meeting place; and/or
      - (iii) Using an electronic platform.
    - (b) A general meeting may be held solely as a physical meeting, solely as an electronic meeting accessible by using an electronic platform or by offering members the option to attend and participate at a physical meeting place (which may include a secondary meeting place) or by using an electronic platform.
    - (c) Where the committee decides that members may attend and participate in a general meeting by using an electronic platform, the notice of general meeting given under Rule 6.2 shall set out details of the electronic platform for the general meeting (including any access arrangements for such electronic platform and any other information that the Committee may specify).
    - (d) Details of any physical meeting place, secondary meeting place and/or electronic platform that shall be stated in a notice of general meeting given under Rule 6.2 shall constitute the place of such meeting.
    - (e) The Association shall require any persons wishing to attend a general meeting (whether at any principal physical meeting place, or any secondary meeting place, or by using an electronic platform) to comply with any identification procedures and security arrangements as the committee shall reasonably specify from time to time. The following changes are required because of the above. To add new definitions in alphabetical order in the Interpretation section as follows:-
      - (i) electronic platform – one or more electronic facilities as may be approved by the committee from time to time that enable members to attend and participate simultaneously in a general meeting of the Association without attending a physical meeting place”.
      - (ii) “secondary meeting place – a secondary physical meeting place (or more than one such place) for a general meeting at which members may attend and participate in the general meeting simultaneously as an alternative to attending the principal physical meeting place”.
- 6.2. Not less than 21 days' written notice shall be given to Members stating the business to be transacted which will include :
  - 6.2.1. A copy of or location where the previous year's AGM Minutes can be accessed
  - 6.2.2. A list of vacant positions.
- 6.3. Copies of the current Annual Report and Accounts shall be handed to Members at the meeting.
- 6.4. Mandatory items for the agenda are:
  - 6.4.1. approval of minutes/matters arising
  - 6.4.2. Annual Report (including functional activities)
  - 6.4.3. Adoption of Accounts for the preceding year
  - 6.4.4. Election of Management Committee
  - 6.4.5. Other business (subject to appropriate notice)
- 6.5. 'Other Business' agenda items should reach the Secretary, in writing, at least 7 days before the meeting.
- 6.6. Each member shall have one vote.
- 6.7. All nominations for elections to the Management Committee shall be proposed and seconded by a member able to vote at an AGM, and should be made in writing to the Secretary seven days before the meeting. Where there are vacant nominations these may be accepted at the AGM.
- 6.8. Not less than 25% in aggregate of those Members entitled to vote at an AGM are required to be present in order to constitute a quorum.
- 6.9. All Members are entitled to attend and to vote



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- 6.10. All Member Clubs with Teams in the Essex Leagues are required to attend; a fine will be incurred for non-attendance.

## 7. EGM

- 7.1. An EGM may be called by the Management Committee at any time stating the business and giving at least 28 days' notice to the membership.
- 7.2. An EGM can also be called by 6 members entitled to vote at the EGM. A letter signed by this group must be lodged with the Secretary who shall give at least 28 days' notice of the EGM to the membership. The EGM must be held within 35 days of the receipt of such letter.
- 7.3. A representative from each Member calling the EGM must attend.
- 7.4. Voting entitlement and quorum requirement shall be the same as for an AGM.

## 8. VOTING PROCEDURE – AGM/EGM

- 8.1. Voting may be by a show of hands or pre-distributed voting cards. From this year 2020, all members that attend the electronic meeting online, can vote accordingly by showing hand on the Electronic system.
- 8.2. No individual can represent more than one Member.
- 8.3. Alterations to this Constitution require 75% majority of those present and entitled to vote at any AGM/EGM and can only be changed at an AGM/EGM.

## 9. DISSOLUTION

- 9.1. The Association is a 'Not for Profit' Organisation
- 9.2. In the event that dissolution of the Association is necessary, then the assets of the Association should be converted into cash in order to discharge any liabilities. Any balance remaining must be donated to a registered charity.

## 10. OTHER ITEMS

- 10.1. No Club or Organisation may organise any tournament or championship or be involved in 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 ESRA without prior approval.

## 11. ANNUAL LEAGUE MEETINGS (Ladies' & Men's)

- 11.1. Objective is to discuss and determine policy relating to Essex League business
- 11.2. The Men's & Ladies meetings may be separate or combined meetings (whichever best suits the requirements)
- 11.3. Meetings may be held on the same day as the Annual General Meeting of the Association.
- 11.4. Not less than 21 days' written notice shall be given to Members including a copy of, or location, where the previous year's league minutes can be accessed.
- 11.5. The meeting shall be chaired by the person appointed by the ESRA as League Management Secretary with support as appropriate from the County Chair, County Secretary, and County Treasurer.
- 11.6. Mandatory items for the agenda are:
- 11.6.1. Approval of minutes/matters arising
  - 11.6.2. League Report
  - 11.6.3. League business
  - 11.6.4. Other business (subject to appropriate notice of at least 7 days before the meeting)
- 11.7. Each member shall have one vote.

11.8. Not less than 25% in aggregate of those Members entitled to vote are required to be present in order to constitute a quorum.

**REVISION:**

<b>Date</b>	<b>Revisions/Additions</b>
<b>7th Feb 2017</b>	1. Revised Clause #9 to include non-profit wordings 2. Revised constitution to align with latest governing body requirements
<b>23<sup>rd</sup> July 2020</b>	1. Added clause #6.1a to include online/electronic meetings 2. Revised clause #8.0 to allow online voting constitution to align with latest governing body requirements

Signed: D C Neller

County Chairman

Date Reviewed: