**THE WAR****WICK BOAT CLUB LIMITED**

**SQUASH SECTION CONSTITUTION**

***Adopted on [ ] 201[ ]***

**NAME AND PURPOSE OF SECTION**

1. The Squash Section is one of the sporting sections within The Warwick Boat Club Limited ('the Club') and is known as The Warwick Boat Club Squash Section ('the Section')
2. The purpose of the Section is to further the sports of Squash and Racketball within the Club.
3. All financial matters are under the control of the Club, subject to agreed budgets and to any matters as may be delegated by the Warwick Boat Club General Management Committee to the Section from time to time.
4. The Section is subject to its Constitution herein and its own Rules (insofar as they do not conflict with the Memorandum and Articles of Association of Warwick Boat Club Ltd, and any rules made by the Warwick Boat Club General Management Committee).
5. The Section will comply at all times with the Club’s Articles of Association and will operate with whatsoever delegated authority is allowed by the Board of Directors and the General Management Committee from time to time. In the unlikely event of a conflict between the Club’s Articles of Association and the Squash Section Constitution, the Club’s Articles of Association take precedence.

**MEMBERSHIP**

1. Persons are eligible for full membership provided they are at least 18 years old. Persons below the age of 18 may be elected as Junior members without the right to hold office or vote at general meetings.

**ORGANISATION OF THE SQUASH SECTION**

1. The Section will be run by its own Squash Committee, which is responsible for promoting and addressing the interests of the Section and its Members.
2. The Squash Committee will adhere to the values of transparency, inclusivity and fair representation of all members in managing the Squash Section. Squash Committee meeting minutes will be made available to members.
3. The Squash Committee will consist of between five and ten members of the Section.
4. The Squash Committee consists of ordinary committee members, all with equal voting rights with the Captain having a casting vote. All committee members must seek election at the Annual General Meeting (AGM) of the Section.
5. It is an aim of the Squash Section to have a Squash Committee that is representative of the Membership
6. The Squash Committee has the power to co-opt other members onto the Committee for specific duties. A co-opted Squash Committee member cannot vote on Committee matters.
7. The Squash Committee shall hold a minimum of four Squash Committee meetings a year. All members of the Squash Committee shall be notified in *writing* at least fourteen days in advance of the time, date and place for a meeting., or by verbal notice not limited by time in cases of emergency. An Agenda should be distributed before the meeting
8. The quorum for Squash Committee meetings is four. Decisions are made by a balanced review of the pros and cons and taking into account all available evidence - following a discussion by the Squash Committee there will be a show of hands to reach a majority decision.
9. The Squash Committee will vote on rule changes that are presented to the Squash Committee by a member of the Squash Committee. There must be a two thirds majority vote from all Squash Committee members for a rule change to be implemented. Once a rule is implemented, a new proposal on the same rule cannot be presented for at least 3 months.
10. The Squash Captain will chair Squash Committee meetings. In the absence of the Squash Captain the Section Secretary can call and will chair the Squash Committee meetings.
11. All members of the Section must abide by the Memorandum, Articles of Association and Rules of the Club and the Constitution and Rules of the Section.
12. The Constitution and Rules of the Section must at all times be available to its members.
13. The Rules of the Section are to be decided by the Squash Committee of the Section. In cases where it is necessary to take action promptly the Squash Committee Member concerned may create rules, which must be ratified at the next Squash Committee meeting if they are to remain in force.
14. The Section and Members are also expected to abide by the Rules and Disciplinary Code of Squash England and any other related Policies established by the Club.
15. If the Squash Captain resigns, or otherwise becomes unable to fulfil their duties, during their elected term, a *pro tem* captain should be endorsed by the Squash Section Members at an EGM as soon as possible after taking on the role.
16. If an elected Squash Committee Member (other than the Squash Captain) resigns, or otherwise becomes unable to fulfil their duties, during their elected term, a Casual Vacancy will have been created. The Squash Committee may appoint a new Squash Committee Member to fill the role. If a new Squash Committee Member cannot be appointed, the existing Squash Committee Members must formally take responsibility for the outstanding responsibilities.
17. A Squash Committee Member may be removed from the Squash Committee following a vote of no confidence by all Squash Committee members (other than the person whose removal is being voted on).   The Warwick Boat Club Ltd Directors may direct a Squash Committee member to step down if their position is deemed unreasonable and not in the best interest of Warwick Boat Club Ltd.
18. All conflicts of interest in Squash Committee decisions must be declared by Squash Committee Members. Where a conflict of interest exists, the relevant Committee Members will exclude themselves from discussions and voting processes.

**OFFICIAL SQUASH COMMITTEE ROLES**

1. The Squash Committee Members have a defined responsibility within the Squash Section.
2. The Squash Committee Roles are as follows, and include, but are not limited to, the stated responsibilities:
3. **Captain (elected)**

Leads the Squash Committee, managing the Squash Section governance, strategy and objective setting, and overall achievement of objectives. Chairs the Squash Committee meetings and is the representative of the Squash Section on the WBC General Management Committee. Must be eligible to be a Club Director.

1. **Secretary (elected)**

Supports the Squash Captain with issuing agendas for meetings, and preparing documents for meetings. Keeps minutes of Squash Committee meetings, and ensures Squash Committee records are organised, securely stored, and made available (as required) to the Squash Section Members.

1. **Treasurer (elected)**

Manages the preparation and monitoring of the Squash Section Annual Budget and to liaise as necessary with the Club Treasurer. To provide assistance as necessary to the Captain in respect of other financial matters in respect of the Squash Section. In the absence of an elected Treasurer, this role shall be fulfilled by the Captain.

1. **Men’s Captain (elected)**

Is responsible for all matters relating to the squash activities in the men’s leagues and competitions organised by Warwickshire Squash Rackets Association

1. **Ladies Captain (elected)**

Is responsible for all matters relating to the squash activities in the ladies’ leagues and competitions organised by Warwickshire Squash Rackets Association

1. **Squash Leagues Organiser (elected)**

Is responsible for organising the monthly internal squash league tables and for producing the winter and summer points tables

1. **Racketball Leagues Organiser (elected)**

Is responsible for organising the monthly internal racketball league table and mix-in evenings.

1. **Competitions Organiser (elected)**

Is responsible for organising the annual Spring and Autumn Team tournaments and any other tournaments that may be introduced by the Squash Committee.

1. **Social Secretary (elected)**

Is responsible for co-ordinating social functions throughout the year for the Squash Section.

1. The Squash Committee Roles are elected each year at the Squash Section AGM.
2. The Squash Committee Members may establish sub-committees to support the fulfilment of their duties. Sub-committees should aim to be representative of the membership and possess the requisite experience and capabilities to fulfil the requirements. Sub-committees must report back to the responsible Squash Committee Member for approval on decisions, and matters affecting Squash Section rules must be brought to the Squash Committee for a decision.

**GENERAL MEETINGS**

1. The Section is obliged to hold an AGM each year.
2. Members of the Squash Committee will be elected annually at the AGM.
3. Other members may be co-opted on to the Squash Committee during the year but are not eligible to vote unless they are elected by the membership of the Section.
4. Squash Section Extraordinary General Meetings (EGM) may be convened by 1) a consensus decision of the Squash Committee, or 2) by any member of the Section upon presentation of a petition signed by at least 10%of the eligible-to-vote Squash Section Membership (paid-up members, of 18 years and older), or 15 members, whichever is the greater, stating the purpose for which the meeting is required and the resolutions proposed to the Squash Section.
5. Notification of the date of the AGM or of an EGM must be sent to all members of the Section at least twenty-one (21) days in advance.
6. Nominations for Squash Committee members together with any other business, issues for debate or resolutions must be submitted in writing with the signatures of the proposer and seconder to the Section at least fifteen (15) days before the AGM or EGM. Nominations, business, issues or resolutions shall be advertised to all Squash and Club members by email and on the Section Noticeboard at least ten (10) days before the AGM or EGM.
7. The quorum at an EGM shall be 10 persons.
8. The quorum at the AGM shall be 10persons.
9. Every Squash Section Member, except Temporary and Junior Members, shall have one vote at a Squash Section General Meeting
10. The Chair of a Squash Section EGM or AGM shall have a casting vote.
11. The Chair of a Squash Section EGM or AGM will be the incumbent Squash Captain. In the event of the Squash Captain’s absence, authority to chair the EGM or AGM will fall firstly to the incumbent Secretary, and failing that, and with the agreement of a majority of squash members present, to one of those squash committee members present.
12. Proxy voting will be made available for each EGM and AGM. Voting on resolutions will also be conducted at the Meetings by a show of hands. The combined vote count of proxy votes and show of hands on specific resolutions and elections will decide the result.
13. The following business shall be transacted at the Squash Section AGM:
* Apologies for Absence
* Approval of the previous minutes
* Matters arising from such minutes
* Squash Committee Reports, including the Squash Section Financial Report
* Election of the Squash Section Committee
* Any other business or issues raised in accordance with paragraph 36 above
1. The Constitution of the Squash Section is contained above and may be changed only by a two-thirds majority vote of eligible voting members of the Squash Section at a General Meeting called in accordance with section 35.

**END**