

Constitution of Camps Bay Squash Club

Adopted by the members at an AGM held on 19 July 2010
and amended at the AGM held on 22 August 2013

1. NAME AND OBJECTIVES

- 1.1. The name of the club shall be **The Camps Bay Squash Club**.
- 1.2. The Club has been established for the promotion of squash and to provide all members with associated facilities.
- 1.3. The Club has been established as an association, and is not for gain.

2. MEMBERSHIP

- 2.1. Members of the Club shall be classified as follows:-
 - 2.1.1 League
 - 2.1.2 Social
 - 2.1.3 Family
 - 2.1.4 Student
 - 2.1.5 Scholar
 - 2.1.6 Life/Honorary member
- 2.2. Candidates for membership shall make application to the Club by completing all details required on the prescribed form.
- 2.3. Every member shall be entitled to such rights and privileges in respect of the Club's property, activities and amenities as shall be prescribed in this Constitution, or by regulations or rules made by the Committee.
- 2.4. All members shall have a voice in the management of the Club and a vote at all AGM's and special General meetings except for Scholar members, who shall not be counted when quorum requirements are determined and shall not have a vote.
- 2.5. On cessation of membership, no rights of whatsoever nature shall remain vested in an ex-member.
- 2.6. Life/Honorary membership must be approved by members at an AGM or Special General meeting.

3. MANAGEMENT

- 3.1. The management of the Club shall be under the control of a Committee.
- 3.2. The Committee exists to serve the Club and to ensure that the best possible service is given to the members.
- 3.3. The members are vested with the power to appoint the Committee, which will endure until each Annual General Meeting, when the members present will elect a new Committee.
- 3.4. The Committee will have the power to prescribe rules and/or regulations from time to time, always having regard to the efficient administration of the Club and having the best interests of the Club in mind.
- 3.5. The Committee will have the power to substitute any Committee member with any other member, or to replace a member who can no longer serve.
- 3.6. The Committee should attempt at no stage, to be less than three persons or more

than seven persons, with the following portfolios filled at a minimum:

3.6.1 Chairman

3.6.2 Treasurer

3.6.3 Secretary

- 3.7. While it is understood that the nature of social clubs sometimes prevents a full committee from being elected, the Club should always strive to have the above three positions filled, in order to maintain good governance.

- 3.8. The Committee will have the power to delegate functions and duties to its members, as appropriate.
- 3.9. The Committee will have the power to hire and dismiss staff.
- 3.10. All members of the Committee shall retire at the time of the Annual General Meeting, but can make themselves eligible for re-election.
- 3.11. The post of Chairman may not be filled by the same person for longer than three years, unless there are no other committee members prepared to assume the role.
- 3.12. The Chairman may immediately fill any other role on the Committee, after standing down.
- 3.13. Committee meetings shall be held as often as the Committee thinks fit, provided there are at least four, even-spaced meetings during their year of office.
- 3.14. Two thirds of the Committee members will constitute a quorum.
- 3.15. Decisions of the Committee shall be made by simple majority, with the chairperson having a casting vote in the event of a tie.
- 3.16. Minutes of Committee decisions, records of members present, and proper financial records must be kept; these records will remain open to scrutiny by any member.
- 3.17. The Committee shall have the power to fill any vacancies which may occur between the Annual General Meetings.
- 3.18. If deemed appropriate, the Committee can co-opt non-members to fulfill special roles within the Club.
- 3.19. The Committee will have no power other than the powers bestowed upon it by the Constitution, and the members.
- 3.20. The Committee shall be empowered to spend up to R20 000 on a single item, provided:
 - 3.20.1 the purchase is approved by a majority vote within the Committee;
 - 3.20.2 the purchase does not require more than 50% of the Club's cash on hand.

4. MEMBERS NON-LIABILITY

- 4.1. No member of the Club shall incur any personal liability in respect of acts done or liabilities incurred on behalf of the Club, provided those acts or liabilities were agreed upon at Committee level.
- 4.2. There must be a written record of this agreement, in the minutes.

5. DISCIPLINARY PROCEEDINGS

- 5.1. Any disciplinary proceedings will be conducted by the Committee.
- 5.2. The Committee shall decide, in its sole discretion, whether a member should be subject to a disciplinary process.
- 5.3. In the event of the Committee deciding that the conduct of a member has been improper, or prejudicial to the best interests or reputation of the Club, the Committee shall be empowered to conduct a disciplinary enquiry into such member's conduct. Such disciplinary proceedings shall be conducted informally and the member shall not be entitled to legal representation.
- 5.4. The member shall be given timely notice of the disciplinary proceedings and the full reasons as to why such proceedings are being conducted.
- 5.5. The Committee shall be obliged to specify the grounds and reasons for any decision taken by them once the disciplinary proceedings have been conducted.

- 5.6. The Committee will have the power to expel a member, to suspend a member, and to remove a member's name from the list of members, with or without any abatement or refund of subscriptions.
- 5.7. There shall be no right of appeal against any decision.

6. PENALTIES FOR THE NON-PAYMENT OF SUBSCRIPTIONS

- 6.1. If any member fails to pay his subscription by 31 March of each year, he shall automatically, while continuing in default, lose the right of entering the Club's premises and of exercising any rights of membership.
- 6.2. If such subscription is still not paid by 30th June of the same year, the name of the member will be posted on the Club's notice board as being a defaulter, provided that an e-mail has been addressed to such member giving him 7 (seven) days notice of the intention to so post his name on the notice board as being a defaulter.
- 6.3. If, notwithstanding his name being posted as above, such member continues for a further 21 (twenty one) days to fail to make payment of the subscription, the Committee shall have the right to terminate the member's membership and to remove his name from the list of members.

7. MEETINGS OF THE CLUB

- 7.1. An Annual General Meeting (AGM) of all members shall be convened by the Committee no later than the 31st December of each year, & preferably within 6 (six) months of the financial year end; the Financial Year will run from 01 December to 30 November.
- 7.2. At least 14 (fourteen) days notice by way of e-mail, giving the time, date and place of the AGM, shall be given to each member.
- 7.3. The business of such meeting shall be:-
 - 7.3.1 To receive and consider the Committee's report to the end of the month prior to the AGM of that year;
 - 7.3.2 To receive and consider the financial statements for the previous year, and the budget for the following year;
 - 7.3.3 To elect the Committee for the next year;
 - 7.3.4 To consider any business or proposed alterations to the Constitution which the Committee may consider proper to bring before the meeting;
 - 7.3.5 To consider such matters as are directed to be considered by the Committee; and
 - 7.3.6 To consider such matters as are raised by any member present and which falls within the jurisdiction of the Committee.
- 7.4. Any decisions shall be passed by majority vote.
- 7.5. A Special General Meeting (SGM) may be called at any time on receipt of a requisition signed by at least 5 (five) voting members. The quantum of members can be obtained from the Treasurer.
- 7.6. At least 14 (fourteen) days' notice of the time, date and place of the SGM, and the proposed resolution, must be given to every other member by way of e-mail.
- 7.7. 15% of the members entitled to vote or their proxies (of which at least two are members of the Committee) shall constitute a quorum at any AGM or SGM.
- 7.8. At all such meetings the chairperson of the Committee shall preside
- 7.9. Failing the availability of the chairperson, the meeting shall elect a chairperson.
- 7.10. All decisions are to be made by majority vote.

- 7.11. The chairperson shall have a casting and deliberate vote, at any AGM or SGM.
- 7.12. Voting at all meetings shall take place by a show of hands, unless by majority vote, the meeting decides that the voting shall be by way of ballot.
- 7.13. The chairperson shall announce whether or not any proposed resolution has been carried.

8. SUBSCRIPTIONS

- 8.1. The annual subscriptions for each type of membership shall be determined from time to time by the Committee.
- 8.2. The members shall pay this annual subscription fee to maintain their access to the Club's facilities & privileges.
- 8.3. The members may be required to pay for additional items as required for the efficient running of the Club, such as access disks.

9. RESIGNATIONS

- 9.1. A member may resign from the Club before the date on which liability for any subscription accrues, after which the subscription fee automatically becomes due.
- 9.2. It is assumed that if the member makes use of any of the Club's facilities after the subscription becomes due, they do not intend to resign.
- 9.3. Should the member still wish to resign, then the Club's monthly subscription fee will come into effect.
- 9.4. Note that resignations are preferred via some formal mechanism e.g. email, SMS, written etc.

10. PROPERTY DAMAGE

- 10.1. A member shall pay for the replacement or repair of any property of the Club damaged or destroyed by such member, or a guest introduced by such member.
- 10.2. The Committee will decide the amount of the replacement or the cost of the repair and such decision will be binding on the member.
- 10.3. Neither a member nor a guest will have the right to be compensated by the Club for any injury or damage occasioned to his/her personal property or person and sustained from whatsoever cause whilst on the Club's premises.

11. COMPLIANCE WITH THE CONSTITUTION

- 11.1. A contravention by a member of any clause of this Constitution, or of any rules or regulations passed from time to time, shall be deemed to be conduct unworthy of a member and/or prejudicial to the interest of the Club.
- 11.2. Such actions must be brought to the attention of the member, after which the member is expected to desist from such contraventions.
- 11.3. Further contraventions shall require the Committee to institute appropriate actions to protect the interest & good name of the Club e.g. withdrawal of membership.

12. ALTERATION OF THE CONSTITUTION

- 12.1. The Constitution can only be amended at any AGM or SGM in accordance with the procedures that apply for the holding of such a meeting.
- 12.2. Suggestions for alterations to the Constitution must be circulated to all members at least two weeks before such a meeting, in order to give the members time to respond appropriately.
- 12.3. The Committee will be responsible for wording the changes to the Constitution appropriately, such that the suggested change can be voted on at such a meeting.

Appendix A: Guidelines for the Portfolio of Chairman

- To make sure that the committee runs as a team.
- To ensure that the committee is able to manage and oversee the running of the Club.
- Duties at meetings include:
 - Prepare agendas in consultation with the Secretary
 - Conduct the meeting in a manner that enables everyone to have his or her say
 - Conduct the meeting in a way that ensures business is dealt with effectively
 - Steer the meeting through the agenda
 - Summarise what has been said
 - Move to a vote if necessary
- Duties outside of meetings include:
 - Represent the organisation
 - Ensure that the decisions made by the committee are carried out
 - Keep in contact with the organisation's finances through the Treasurer
 - Keep in contact with the organisation's obligations through the Secretary

Appendix B: Guidelines for the Portfolio of Treasurer

- The Treasurer is responsible for all income and expenditure affecting the organisation and for the presentation of accounts and balance sheets
- Duties of the treasurer
 - Record all transactions
 - To give receipts for all monies received (if required)
 - To give the committee regular financial reports
 - Budgeting
 - To arrange for an audit to take place annually (if required)
- Maintain a Cash Book in order to record any transactions made (i.e. money paid in to bank, cheques drawn or direct debits paid).
- Maintain a Petty Cash Book in order to record small cash transactions in the float system. The club estimates how much cash it will need each month and then draws that amount from the bank. When most of that money has been spent, it is topped up by drawing cash from the bank to equal the last month's expenditure.
- Bills should normally be paid within one month in order to maintain goodwill towards the club from its creditors.
- It is important to pay volunteers any out-of-pocket expenses.
- No payment should be made without written documentation or an invoice.
- Always keep club monies separate from personal money.
- It is important to have duplicates of receipts; give one to the payee, and the other the club keeps.
- It is a good idea to deposit any money as soon as possible.
- If the club sends out any invoices to collect money, it is likely that they will need a ledger to record the details and enable the club to monitor the receipt of payments.

Appendix C: Guidelines for the Portfolio of Secretary

- The Secretary should help the Chairman to plan meetings & to deal with the Club's correspondence.
 - Duties of the Secretary
 - To ensure that notices of meetings & their supporting agendas are drawn up and sent to all relevant parties
 - To take & distribute minutes of all meetings
 - To deal with correspondence
 - To send out Publicity or any other such required information
- Qualities of a good secretary
 - Keen to do the job
 - Well organized & conscientious
 - Have tact & discretion
 - Be able to communicate effectively
 - Be able to maintain confidentiality
 - Be able to delegate tasks
 - Be able to react to opportunities & make decisions
 - Good record keeping capabilities, with the ability to find information easily & quickly