

THE HUMBER JUNIOR SQUASH ACADEMY CONSTITUTION

1 Name

The organisation is called the Humber Junior Squash Academy (HJSA) and is an independent non profit making organisation.

The National Governing Body of Squash – England Squash fully supports the Humber Junior Squash Academy in its work.

2 Aims and Objectives

The aims and objectives of the organisation will be:

- to offer coaching and competitive opportunities for young people in squash
- to promote the organisation within the local community
- to ensure a duty of care to all young people involved with the organisation
- to provide all its services in a way that is fair to everyone
- to ensure that all coaches and volunteers receive fair and equal treatment.

3 Membership

All members will be subject to the regulations of the constitution and by joining the organisation will be deemed to accept these regulations and codes of conduct that the organisation has adopted.

4 Membership fees

No membership fees will be charged as we are a voluntary non profit making organisation.

5 Organisation Committee Roles

The members of the committee will be:

- Chair
- Vice Chair
- Treasurer
- Secretary

Other roles include:

- Safeguarding Officer
- Coaching Co-ordinator
- Marketing Officer
- Any other relevant position.

Committee members will be elected annually at the Annual General Meeting.

Some of the above 'other roles' may be taken on by the members of the committee

6 Committee Rules

The organisation will be managed through the Management Committee consisting of:

Chair, Vice Chair, Secretary and Treasurer

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the organisation and held no less than 3 meetings per year.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the organisation.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7 Finance

All HJSA monies will be banked in an account held in the name of the organisation. The Treasurer will be responsible for the finances of the organisation. The financial year of HJSA will end on December 31st.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against organisation funds should hold the signatures of the Treasurer (plus up to one other officer if required).

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Secretary. No less than 21 clear days' notice is to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for members of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of members are to take place at the AGM.

All members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGM's) outside the AGM. Procedures for EGM's will be the same as for the AGM.

9 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10 Dissolution

A resolution to dissolve the organisation can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be distributed between partner clubs (outlined on the website – hjsa.org – home page).

11 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12 Declaration

The Humber Junior Squash Academy hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

Name:

Chair

SIGNED: DATE:

Name:

Secretary