



## CONSTITUTION - 2015/2016

### **1. NAME**

The Association shall be called "Essex Junior Squash" otherwise known as "EJS".

### **2. OBJECTIVES**

- 2.1. To represent England Squash (ES) in the County of Essex, and act on its behalf as appropriate within the junior framework.
- 2.2. To promote and further the growth and development of the junior (up to U19) game in Essex at all levels, while creating a lifelong enjoyment and participation in the sport. Details of the Management Committee targets are laid out in the "EJS Objectives" document for the current season.
- 2.3. To maintain and uphold the rules of the games of squash and racketball.
- 2.4. To provide local administration and liaison with ES and the Senior Essex SRA committee when required.
- 2.5. To train, select and manage County teams for Inter County matches, arrange individual County Closed Championships and County Junior Leagues and other competitions as it shall deem necessary for the fulfilment of the Objectives.

### **3. MEMBERS**

- 3.1. Members shall be all affiliated Essex junior squash clubs, active County coaches, committed juniors and individual junior members registered with/affiliated to ES plus the elected members of the EJS Management Committee.

### **4. MANAGEMENT**

- 4.1. The Management Committee shall consist of ten people elected by the Members:
  - i. Chair Person
  - ii. Secretary
  - iii. Treasurer
  - iv. Child Welfare Officer
  - v. Junior Development Officer
  - vi. Publicity / Social Media Manager
  - vii. Senior Coach
  - viii. Player Liaison Officers (2 Positions / max 4 Positions)
  - ix. Social Secretary
- 4.2. If possible at least four Members of the Management Committee shall be parents of committed County juniors.
- 4.3. Additional (non-voting) Members may be co-opted by the Management Committee as deemed appropriate.
- 4.4. A quorum for Management Committee meetings shall be six Committee Members but must include at least one of either the Chairman, Secretary or Treasurer
- 4.5. The Management Committee will meet on a regular basis with a minimum of 4 times in any 1 year. The "squash year" will run from 1 September to 31 August.
- 4.6. Approved meeting Minutes will be available upon request to any Member, once they have been approved at the next Management Committee meeting.
- 4.7. All members of the Management Committee **MUST** hold a valid DBS/CRB Certificate and said document should be renewed and made available to the EJS Secretary every 3 years. Only when agreed by a majority of the management committee will this rule be waived for a committee member(s).

## **5. ELECTION OF MANAGEMENT COMMITTEE**

- 5.1. Each year, the positions of three members of the Committee will re-elected, but the Chairman, the Secretary and the Treasurer will not be up for re-election until they have served an initial four year term.
- 5.2. In the case of resignation of a member of the Management Committee, an election to replace the member will take place at the following Committee Meeting, if applicable.
- 5.3. In the case of resignation of the Chair person, the committee shall appoint (from its body) a Chair Person ad interim within one month. This replacement shall continue in place until the election of a new Chair Person at the next AGM.
- 5.4. All nominations for the Management Committee, letters of support and any additional material must reach the Secretary one month prior to the AGM at which the election takes place.
- 5.5. The Management Committee will gather at a pre-AGM meeting to discuss and vote upon all nominations received via the Secretary.
- 5.6. Alterations to this Constitution require 75% majority of those present and entitled to vote at any EJS Committee Meeting.
- 5.7. Where it is deemed to be for the overall benefit of Essex Junior Squash, the Management Committee may invite an individual to the Committee where necessary.
- 5.8. Where it is deemed to be for the overall benefit of Essex junior squash, the Management Committee may propose an amendment to the Constitution.

## **6. POWERS**

- 6.1. 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:
  - i. Enact legislation.
  - ii. Create such sub-committees as deemed necessary, e.g. Coaching, Disciplinary, Team Selection etc.
  - iii. Ensure that day to day running of the Association is competent and that actions/decisions of sub-committees are ratified.
  - iv. Determine the level of Junior Commitment fees.
  - v. Act in all matters and employ County funds in such manner as deemed most effective and in the best interests of the County Association.
  - vi. Co-opt members to fill vacant positions on the Management Committee.
  - vii. Decide on matters referred to it by ES.
  - viii. Decide on awards for distinction/merit for County team players and to invoke disciplinary procedures within the County as required.
  - ix. Develop a Child Welfare Policy and ensure that County practices and procedures reflect the criteria within.
  - x. Nominate authorised cheque signatories: two signatures will invariably be required when funds are drawn from the County's account(s).

## **7. ANNUAL GENERAL MEETING**

- 7.1. The Annual General Meeting of the Association shall be held during the month of July each year.
- 7.2. Not less than 6 weeks written notice shall be given to Members (by post or preferably by e-mail) stating the business to be transacted which will include :
  - i. A copy of the previous year's AGM Minutes or where they can be accessed
  - ii. A list of vacant positions on the Management Committee.
  - iii. A copy of the agenda of business to be transacted
- 7.3. Copies of the current Annual Report and Accounts shall be handed to Members at the meeting. The accounts shall have been independently audited at least one month before the date of the AGM. The Financial Year will end on 31 May each year.

- 7.4. Mandatory items for the agenda are:
- i. Approval of Minutes of previous AGM
  - ii. Matters arising there from
  - iii. Annual Report (including functional activities) from the Chairman
  - iv. Adoption of Accounts for the preceding year
  - v. Election of Management Committee
  - vi. Other Business.
- 7.5. 'Other Business' agenda items should reach the Secretary, in writing, at least 7 days before the meeting.
- 7.6. Each Member shall have one vote.
- 7.7. All nominations for elections to the Management Committee shall follow the procedure laid out in section 5 of the EJS Constitution.
- 7.8. Not less than 10% of those Members entitled to vote at an AGM are required to be present in order to constitute a quorum.
- 7.9. All Members are entitled to attend and to vote

## **8. EGM**

- 8.1. An EGM may be called by the Management Committee at any time stating the business and giving at least 14 days' written notice to the Membership.
- 8.2. 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 14 days notice of the EGM to the Membership. The EGM must be held within 14 days of the receipt of such letter.
- 8.3. A representative from each Member calling the EGM must attend.
- 8.4. Voting entitlement and quorum requirement shall be the same as for an AGM.

## **9. DISSOLUTION**

- 9.1. 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.

## **10. OTHER ITEMS**

- 10.1. No Club or Organisation or individual 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 EJS without prior approval from the Management Committee.

This Constitution was updated and adopted at the EJS Committee Meeting of 11<sup>th</sup> May 2016