



# RHIWBINA SQUASH & RACKETBALL CLUB

## Club Rules

Revision

July 2021

The 2022/2023 Committee

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## 1. Name

The club is called the Rhiwbina Squash and Racketball Club ("the Club") and is affiliated to Wales Squash and Racketball.

## 2. Constitution

The Club is constituted by these Rules as a non-profit making Members' Club.

## 3. Definition

Words denoting the masculine gender include the feminine gender.

## 4. Objectives

The objectives of the Club are:

- a) To provide squash, racketball, social and other activities and generally to encourage the playing of squash and racketball;
- b) To provide and maintain the squash courts and building at *Lon y Dail*, Rhiwbina, Cardiff;
- c) To promote, improve, develop and support the interests of squash and racketball.

## 5. Membership

- 5.1. Membership of the Club shall be open to anyone interested in the sport of squash or racketball on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 5.2. Persons below the age of 19, may be elected as Junior Members, without the right to hold office or to vote at General Meetings.
- 5.3. While the number of members is not limited, some limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 5.4. Any person who wishes to become a Member must submit an application form in such form as the Management Committee shall decide. Every application for membership shall be considered by the Management Committee, which shall decide, in its absolute discretion, whether to admit that applicant as a Member.
- 5.5. There are seven categories of membership:

Membership category	Criteria
a) Senior	Aged 23 or over
b) Young Adult	Aged 18 to 22
c) Junior	Aged 11 to 17
d) Mini	Aged under 11
e) Family	Any family members living in the same household
f) Honorary	As per rule 5.6
g) Life	As per rule 5.7

For the categories of membership (a) to (d) above the ages for any membership subscription year are those at 31 August, immediately following the membership renewal date.

For each category of membership (a) to (e) above a reduced rate Country Membership may be offered to Members whose permanent residence is more than 15 miles from the Club.

In special circumstances a reduced Membership subscription may be offered by the Management Committee, on an annual basis, to any Member in categories (a) to (e) above.

- 5.6. Honorary Membership may be offered on an annual basis by the Management Committee. Honorary Members will not be required to pay the annual Membership subscription for their category of Membership.
- 5.7. Life Membership may be offered on the recommendation of the Management Committee, subject to approval at a General Meeting. Life Members may, or may not, be required to pay a Life Membership subscription fee.

## **6. Subscriptions**

- 6.1. The membership subscription year runs from 1 July to 30 June with effect from 1 July 2014.
- 6.2. The annual subscription for each class of Membership shall be determined from time to time by the Management Committee.
- 6.3. Any Member whose subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned his Membership of the Club.

## **7. Disciplinary**

- 7.1. The Management Committee may terminate the Membership of any person, or impose any other sanction they deem to be appropriate, in the event of any breach of the Rules or Regulations.
- 7.2. No Membership shall be terminated unless the Member is given written details of the complaint made against him and 14 days' written notice of the meeting of the Management Committee at which the termination of his Membership is to be considered.
- 7.3. The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. Membership must not be terminated at a meeting of the Management Committee unless at least two-thirds of the Management Committee present at that meeting vote in favour of termination.
- 7.4. The Management Committee may exclude the Member from the Club's premises until the meeting to consider the termination of his Membership has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his representations.

## **8. Resignation**

- 8.1. A Member may withdraw from Membership of the Club on one month's clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in the Rules or Regulations. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate, taking into account all of the circumstances.

## **9. The Management Committee**

- 9.1. The Club shall be managed by a Management Committee consisting of the five Officers, namely Chairman, Vice-Chairman, Secretary, Treasurer and Club Captain and no more than six other Members.
- 9.2. The Management Committee shall be elected at the Annual General Meeting and members of the Management Committee shall serve for a period of one year, subject to termination of office by resignation, removal or otherwise. All members of the Management Committee shall be eligible for re-election.
- 9.3. Members of the Management Committee who fail to attend at least half of the committee meetings held during their term of office shall be ineligible to stand for re-election.
- 9.4. The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next Annual General Meeting, when that person shall retire but shall be eligible for re-election.
- 9.5. A member of the Management Committee shall be deemed to have vacated office if:
  - a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or

- b) he is, or may be, suffering from mental disorder; or
- c) he resigns his office by notice to the Club; or
- d) he shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
- e) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of Wales Squash and Racketball.
- f) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

## 10. Proceedings of the Management Committee

- 10.1. The Management Committee shall meet at least six times in every year and additionally as circumstances may require.
- 10.2. The quorum at any Management Committee Meeting shall be four.
- 10.3. Decisions of the Management Committee shall be made by simple majority and in the event of equality of voting the Chairman shall have a second or casting vote.
- 10.4. The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 10.5. The Management Committee shall be responsible for the management of the Club, and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club.
- 10.6. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.7. The Management Committee shall be responsible for the drafting and implementation of the Club Regulations. The Club Regulations shall be posted on the Club Notice Board and any changes shall be posted similarly at least one week before they come into operation.

## 11. Financial Year

- 11.1. The financial year of the Club shall run from 1 April to 31 March.

## 12. Annual General Meeting

- 12.1. The Annual General Meeting of the Club shall be held not later than 31 May each year and its date shall be announced on the Club Notice Board not later than 56 days before the meeting.
- 12.2. Resolutions to change the Rules and nominations for Officers and Management Committee members shall be received by the Secretary not later than 28 days before the meeting. Any such resolutions must have a proposer and seconder and, for nominations, the acceptance of the nominee.
- 12.3. The Agenda for the Annual General Meeting, a copy of the Accounts for the previous financial year and details of any resolutions to be proposed shall be posted on the Club notice board and sent to all Members on the Club email database at least 14 days before the meeting.
- 12.4. Proposals for Club Player of the Year and Club Member of the Year shall be received by the Secretary no later than 3 days before the meeting.
- 12.5. The business of the Annual General Meeting shall be:
  - a) To confirm the Minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meetings;
  - b) To receive the Chairman's Report of the activities of the Club during the previous year;

- c) To receive the Treasurer's Report on the financial position of the Club and to consider and adopt the Accounts of the Club for the previous financial year;
- d) To receive the Club Captain's Report;
- e) To elect the Officers and the other members of the Management Committee;
- f) To elect the Club Player of the Year and the Club Member of the Year;
- g) To decide on any Resolution that has been duly submitted to the meeting in accordance with Rule 12.2;
- h) To deal with any other matters that the Management Committee wishes to bring to the attention of the Members.

### **13. Extraordinary General Meetings**

13.1. An extraordinary general meeting may be called at any time by the Management Committee and shall also be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than ten Members stating the purposes for which the meeting is required and the resolutions proposed.

#### **13.2. Procedures at the Annual and Extraordinary General Meetings**

- 13.2.1. The Secretary shall send to each Member by email or to his last known address written notice of the date of the general meeting together with the resolutions to be proposed at least 14 days before the meeting.
- 13.2.2. The quorum for the annual and extraordinary general meetings shall be ten Members.
- 13.2.3. The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present may choose one of the other members of the Management Committee present to preside.
- 13.2.4. Each Member present above the age of 18 shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 13.2.5. The Secretary, or in his absence a member of the Management Committee, shall take minutes at the annual and any extraordinary meetings.

### **14. Guests**

- 14.1. Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 14.2. Members introducing a guest must enter the name of the guest on the relevant online court booking, thereby ensuring that they are charged with the guest fee as determined by the Management Committee from time to time
- 14.3. The same guest player shall not be permitted to play more than five times in any year unless by the approval of the Management Committee.

### **15. Alteration of the Rules**

- 16. These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

### **17. Finance**

- 17.1. All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club.
- 17.2. The Management Committee may authorise one or more of its members to draw funds from that account by cheque or by electronic transfer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

- 17.3. Subject to Rule 19.3, the income and property of the Club shall be applied only in furtherance of the objectives of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 17.4. The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 17.5. The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Management Committee thinks fit.
- 17.6. Full Accounts of the financial affairs of the Club shall be prepared each year.

## **18. Borrowing**

- 18.1. The Management Committee may borrow such sums as it deems to be appropriate on behalf of the Club for the purposes of the Club from time to time at its own discretion.
- 18.2. When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to agree the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured (in particular by mortgage of or charge upon, or by the issue of debentures charged upon, all or any part of the property of the Club) the grant of such security must be approved by the Club at a general meeting).
- 18.3. The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

## **19. Dissolution**

- 19.1. A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- 19.2. The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 19.3. Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to another non-profit making squash or racketball club or voluntary organisation having objectives similar to those of the Club or to a registered charity for squash or racketball or Wales Squash and Racketball for use in community related squash or racketball initiatives.

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Revised July 2021

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