

CONSTITUTION OF THE FISH HOEK SQUASH CLUB

(INCORPORATING AMENDMENTS TO SEPTEMBER 1997)

1. **ENTITY**

The name of the club shall be THE FISH HOEK SQUASH CLUB, hereinafter referred to as The Club, a duly constituted non-profit sports club as empowered by this constitution. The Club shall be affiliated to abide by the constitution and by-laws of Western Province Squash.

2. **OBJECT**

The object of the club shall be to foster the game of squash and the good spirit and social life of its members.

3. **COLOURS AND BADGE**

The badge of The Club shall be the former Fish Hoek Municipal Badge, with Fish Hoek Squash Club added in scroll form, and the colours shall be Black and Gold, or any other colours approved by the Committee.

4. **OFFICERS**

The officers of The Club shall consist of a President, a Chairman, a Treasurer, and three executive committee members occupying the portfolios of Marketing, Playing and Facilities. The finance portfolio sub-committee will be convened by the Treasurer and who shall be elected for a one-year term of office at the Annual General Meeting. The President may be elected for more than one year, up to and including life, if the Annual General Meeting approves of this with no more than 6 votes against.

5. **EXECUTIVE COMMITTEE**

- (a) The affairs of the club shall be managed by an executive committee, herein-after referred to as "The Committee", consisting of the Chairman, Treasurer and 3 committee members as mentioned in paragraph (4) above.
- (b) The committee and /or management shall be elected by the members of the club, and shall hold regular monthly meetings. The Chairman shall have the right to call a meeting of the committee if so deemed necessary, or to extend the period between meetings if necessary.
- (c) The President of the club may attend any meeting held by the committee, and is entitled to exercise all the privileges of a committee member.
- (d) The committee shall be entitled to fill any vacancy on the committee that may occur between Annual General Meetings.
- (e) Any member of the committee, who fails to attend three consecutive meeting without giving a satisfactory reason for absence, shall cease to be a member of the committee and shall be advised of this in writing by the committee.
- (f) The Chairman will preside at meetings of the committee. At the first meeting of the committee a Vice-Chairman shall be elected who shall preside in the absence of the Chairman. If both the Chairman and the vice-chairman were absent the committee shall appoint an acting chairman from the members present.
- (g) A quorum shall consist of 3 members of the committee
- (h) Proper minutes shall be kept at every committee meeting.

6. **MEN'S SELECTION COMMITTEE**

The men's selection committee shall be appointed by the Playing portfolio and shall consist of three members, at least one of who shall be a male member.

7. **LADIES SELECTION COMMITTEE**

The ladies selection committee shall be appointed by the Playing portfolio and shall consist of three members at least one of whom shall be a lady member of the playing portfolio.

8. **DUTIES OF EXECUTIVE COMMITTEE**

8.1 At the first meeting after the Annual General Meeting, the Committee shall elect committee members to act as conveners for each of the following portfolios:

- (a) Playing Portfolio
- (b) Facilities Portfolio
- (c) Marketing Portfolio
- (d) Finance Portfolio

8.2 The committees shall consist of 4 portfolios, namely:

8.2.1 PLAYING PORTFOLIO

The Playing Portfolio will deal with all aspects of squash, including but not limited to, leagues, tournaments, coaching, or any other mandate conferred upon it by the Executive Committee, within the ambit of the Constitution. The Playing portfolio has the power to co-opt other members to the selection committees, if necessary.

8.2.2 FACILITIES PORTFOLIO

The facilities Portfolio will deal with all aspects of maintaining the facilities of the club and surrounds including, but not limited to, general maintenance, security, minor renovations and building works, or any other mandate conferred upon it by the Executive Committee, within the ambit of the Constitution.

8.2.3 MARKETING PORTFOLIO

The Marketing Portfolio will deal with all aspects of marketing and promoting the club, the game of squash, sponsorships, entertainment, fund raising, communication external liaison and public relations, or any other mandate conferred upon it by the Executive Committee, within the ambit of the Constitution.

8.2.4 FINANCE PORTFOLIO

The Finance Portfolio will deal with all financial matters of the club, including, but not limited to, finances, subscriptions, membership and control of the bar/kiosk, or any other mandate conferred upon it by the Executive Committee, within the ambit of the Constitution.

8.3 SUB COMMITTEES

- 8.3.1 Each committee member elected by the committee as a portfolio head will convene a sub-committee of not less than 3 members. The portfolio head will be a member of the Executive Committee.
- 8.3.2 The Executive Committee has the power to co-opt a member to be a member of the sub-committees, if necessary.
- 8.3.3 The sub-committee as aforementioned will meet informally, if and when required to do so by the portfolio head or the Executive committee. The portfolio heads will be required to attend meetings of the executive committee and to report on the affairs of their respective sub-committees.
- 8.3.4 In the event of the portfolio head being unable to attend a meeting of the executive committee he/she will appoint a member of the sub-committee to attend on his/her stead, if necessary.
- 8.3.5 The playing portfolio shall include at least one lady member, who shall act as ladies captain and one male member as men's captain.

9. MEMBERSHIP

- (a) The club, at all times shall consist of at least 35 ordinary members.
- (b) Only members of the club (including bona fide reciprocity members) shall be permitted to pay for facilities, liquor or refreshments supplied on the premises of the club.
- (c) Application for membership, which is to me made in writing to the Finance portfolio head, shall be signed by a proposer and seconder who are club members in good standing and the applicant shall certify that no financial commitments are due to any squash club of which the applicant has previously been a member.
- (d) All applications for membership shall be elected within less than fourteen days after his nomination, or without his name having been displayed on the premises of the club for at least seven days. Membership shall date from such approval.
- (e) In the event of more than one committee member not approving, the Committee shall not approve the application.
- (f) On election, the member shall be notified by the Finance Portfolio, who shall make available a copy of the constitution to the member and require payment of the subscription. The member shall thereafter be considered to have submitted to the constitution, rules and by-laws of The Club.
- (g) Membership of the club may be terminated by a majority vote at a meeting of the Committee, provided all committee members have been duly advised of the agenda at least seven days before the meeting. Actions of a member which may have damaged the good reputation of The Club, as well as non-fulfillment of a members financial obligations towards the Club shall be considered foremost as reasons for termination of membership.
- (h) Any person who's membership has been terminated by a committee decision, shall have the right to appeal to a Special General Meeting of the Club, or to the Annual General Meeting provided such appeal is made in writing within fourteen days of The Committee's written decision, which appeal must form part of the agenda of the said General Meeting. In the event of an appeal, the appealing person must consider himself/herself as suspended from club activities pending the final decision of the General Meeting.

- (i) Honorary Life Vice-President(s) may be appointed by the Annual General Meeting on recommendation from the Committee, or on a proposal in writing to the Committee from a member and seconded by 10 other members, provided the Annual General Meeting approves of this without any votes against. Honorary Life Vice-President's may not total in number more than 1% of the membership of The Club and shall not be liable for subscriptions.
- (j) Membership of the club shall be divided into the following categories:-
 - (i) Life Membership
 - (ii) Individual Membership
 - (iii) Married Couple Membership
 - (iv) Student Membership (under 18)
 - (v) Student Membership (over 18)
 - (vi) Scholar Membership
 - (vii) Social Membership
 - (viii) Country Membership
 - (ix) Family Membership
- (k) No persons residing within 30 kilometres from the premises of the club shall be eligible for election as Honorary member, temporary member or reciprocity member of the club unless:-
 - (i) He is so eligible by reason of his holding a public office or being a bona fide candidate for membership or having conferred an exceptional benefit on the club, or
 - (ii) He is allowed the privileges of membership while engaged in a match or competition, approved by the committee
- (l) A register of members shall be kept.

10. **SUBSCRIPTION AND FINANCE**

- (a) The club year shall commence immediately after the Annual General Meeting.
- (b) The club financial year shall commence on the 1st day of July each year on which date subscriptions shall become due. The books and vouchers of the club shall be subject to audit by the Honorary Auditor/Chartered Accountant appointed at the Annual General Meeting.
- (c) The entrance fee of the club, and the Subscription Rates and Visitors Fees, shall be determined at the Annual General Meeting, in respect of the financial year starting July 1st following the Annual General Meeting. The annual subscription for an ordinary member shall not be less than R50.00. If any subscription is paid more than 31 days after due date, a penalty shall be levied, unless prior arrangements have been made with the Treasurer, or waived by the committee due to special circumstances. In the event of subscriptions not having been paid within three months after it became due his membership shall automatically terminate unless prior arrangements have been made with the treasurer or the time period shall have been extended by the committee due to special circumstances.
- (d) Members shall be liable for any fees, taxes, insurance's, etc levied by the Western Province Squash, Squash S.A. and the Fish Hoek Sports Club.
- (e) The Committee shall have power to reduce the subscription on any member under such circumstances as may be deemed advisable.
- (f) The Treasurer shall be responsible for all monies received by him, and place same to the credit of The Club's accounts within seven days of receipt. Withdrawals shall be signed by any two of the Authorised Signatories.

- (g) The books and securities shall at any time be open to inspection by members of the committee, and shall on request be open to other members of The Club at such time and place, as the Committee shall decide.
- (h) The books shall be audited prior to each Annual General Meeting, and a financial statement presented to such meeting.
- (i) No profit from the sale of liquor by the club shall accrue to any member, or to any individual.

11. **ANNUAL GENERAL MEETING**

- (a) The annual General Meeting shall be held before the Annual General Meeting of Western Province Squash and shall not be scheduled for a date already allocated to men's or ladies league.
- (b) The Committee shall give each member at least seven days notice in writing of the meeting.
- (c) The President shall preside at all General Meeting provided that in his absence the meeting shall elect an Acting Chairman.
- (d) The Business of the Annual General Meeting shall be:-
 - (i) To confirm the minutes of the previous Annual General Meeting and any Special General Meeting which may have been held.
 - (ii) To consider the Chairman's Report for the preceding twelve months.
 - (iii) To consider the Treasurers Reports and Statement of Accounts.
 - (iv) To elect officers for the ensuring year.
 - (v) To elect Honorary Auditor/Chartered Accountant.
 - (vi) To determine the entrance fee, subscriptions rates, and visitors fees of the club, in respect of the following financial year.
 - (vii) To consider any matter raised by the outgoing committee.
 - (viii) To consider any matter raised in writing by a member up to fourteen days prior to the meeting.

12. **SPECIAL GENERAL MEETING**

- (a) The Committee may, if considered necessary, call a Special General Meeting and shall, upon receipt of a request made in writing by at least ten members stating the object of the meeting, call a Special General meeting.
- (b) The meeting is to be held within fourteen days of receipt of the requisition and members are to be given at least seven days notice of the meeting by the committee.

13. **QUORUMS FOR GENERAL MEETINGS**

- (a) A quorum for a General Meeting shall consist of ten members.
- (b) Should no quorum be present within 30 minutes of the time fixed for the meeting, the meeting shall stand adjourned until the same day, place and time in the following week and those members present at such adjourned meeting shall form a quorum and may transact the business for which the meeting was called.

14. **VOTING**

- (a) Voting at meetings shall be a show of hands unless otherwise provided for by the Chairman.
- (b) The Chairman of meeting shall have a casting vote in addition to a deliberative vote.

15. **VISITORS**

A member may invite visitors to play at the club provided the following:

- (a) A visitors fee is payable for every visit. The Committee is furthermore empowered to change the visitor's fee from time to time.
- (b) The visitor's fee must be paid at the kiosk or be placed in the box provided. It is the member who invites the guest/visitor responsibility to ensure that the visitor's fee is paid.
- (c) Visitors are to sign in the visitor's book.
- (d) An individual may not be invited to play as a visitor at the club more than twice in one calendar month.
- (e) Children under 12 years of age may play at the club without payment of visitor's fees provided that an adult member is in attendance, and executes effective supervision.
- (f) The use of facilities by visitors and or guests (excluding family members) of members are entitled to use the facilities of the club, provided they abide by the Rules of the club.

16. **PROPERTY**

- (a) The club shall have a right to buy, acquire, hire, sell, donate, mortgage and generally deal in and with movable property as may be necessary to further its object as set out in clause 2 hereof. The Committee may execute this right on behalf of The Club, provided that the committee may not spend or authorize the spending of a sum in excess of R50 000 in respect of any one item, or project, without being authorized by a resolution at a General Meeting.
- (b) Any documents necessary to give effect to (a) above shall be signed by the Chairman and Treasurer on behalf of the Club.

17. **INDEMNITY**

All acts done by The Committee or the members thereof in bona fide execution of their duty shall be deemed to have been done by the club as a whole, and the members of The Committee in their individual capacities shall incur no further liability in respect of such acts than would be incurred by any other member of the club in their individual capacities.

18. **BY-LAWS**

- (a) The committee shall be empowered to frame any by-laws that it may consider necessary for the efficient running of the Club.
- (b) The members, guests, and reciprocity members shall abide by the general rules of the club.

19. **AMENDMENTS TO THE CONSTITUTION**

No amendments to this constitution shall be made unless a two-third majority members present vote is obtained at a properly constituted General Meeting, which includes Special meetings, and provided members have received at least seven days notice of such proposed amendment.

