

Squash East Midlands (SEM) Constitution

Adopted on: 25th November 2015

Name

The name of the Association shall be: The **Squash East Midlands** (SEM)

Statement

The **Squash East Midlands** (SEM) is responsible for development and management of squash and racketball in the East Midlands region, comprising representatives of the five constituent County squash associations for Nottinghamshire, Lincolnshire, Leicestershire, Derbyshire and Northamptonshire.

Its functions include, but are not limited to: allocation of England Squash funds to the counties;

Co-ordination of county development plans; review of delivery of plans and to share and deliver on 'Good Practice'.

Membership

SEM members will comprise only those counties in the East Midlands Region which have confirmed in writing to the SEM chairman their willingness to participate and to accept the terms of this Constitution. Membership can be requested at any time.

Aims

The aims of SEM shall be to:

1. Increase and sustain participation (squash and racketball) in the region for both juniors and seniors.
2. Be an advocate for the counties individually and jointly to the Governing body, England Squash.
3. Be a channel of communication from England Squash to each of the counties and their clubs.

Powers

In order to achieve its aims SEM may:

1. Raise money
2. Disburse funds to Member Counties, commensurate with their financial contribution to SEM
3. Open bank accounts
4. Take out insurance
5. Organise courses and events
6. Work with other regional forums and exchange information

Membership

1. **Membership** of SEM shall consist of 1 representative elected by each of the five counties.
2. **Voting** - Every county shall have one vote at General Meetings. The vote belongs to the representative from said county or in their absence, their nominated representative. A carried vote will be 3 of the 5 cast and in the event of a tie the casting vote belongs to the Chairperson.
3. England Squash shall be deemed as a **Member Organisation** and shall appoint a representative to attend meetings of SEM and notify SEM's Secretary of that person's name.

Squash East Midlands (SEM) Constitution

4. The Member Organisation shall have no voting rights.
5. SEM may invite appropriately skilled persons to attend meetings as nominated representatives and their attendance should be notified to the Chairperson and their names and appropriate skills added to the agenda. The number of appropriately skilled persons per county should not exceed two.

Management

1. The Officers of SEM shall be: the Chairperson, the Treasurer and the Secretary.
2. SEM shall meet at least three times a year.
3. The Chairperson shall Chair all meetings of SEM.
4. An Agenda for the meeting will be circulated 4 days prior to the meeting date and any further additions will need to be discussed under any other business.
5. The quorum for meetings shall be at least 3 voting members.
6. Voting at SEM meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have the casting vote.
7. The Secretary will circulate a copy of Minutes for each meeting within 14 days.

Inter-Meeting Decisions

When a time-sensitive, inter-meeting decision is required, the SEM member seeking the decision, or designated by the Chair to seek a decision, will send an email to the SEM members. The message will include:

A subject line which includes "Decision Required" or "Motion".

A brief description of the issue and a summary of any discussion which has occurred prior to the message, including any recommendations for the SEM's consideration.

The wording to the effect of "I would like to make a Motion to..." followed by a clearly worded, concise, statement of the issue to be resolved.

Once an SEM member has made a Motion, it will be open for discussion for two (2) business days.

At 5:00pm on the second business day following discussion, the Chair, or their designate, will close discussion and call for a vote by email. Voting will remain open until 5:00pm for the next two (2) business days.

Any SEM member who does not vote in the specified time will be considered to have abstained from the vote.

The time frames above can be varied by SEM consensus.

Decisions will be recorded by the Secretary and included in the minutes of the next meeting.

Duties of the Officers

The duties of the Chairperson are to

1. Chair meetings of SEM
2. Represent SEM at functions/meetings that SEM has been invited to
3. Act as spokesperson for SEM when necessary

Squash East Midlands (SEM) Constitution

The duties of the Secretary are to:

1. Take and keep minutes of meetings
2. Prepare the agenda for meetings of SEM in consultation with the Chairperson
3. Maintain the membership list
4. Deal with correspondence
5. Collect and circulate any relevant information within SEM

The duties of the Treasurer are to:

1. Supervise the financial affairs of SEM
2. Keep proper accounts that show all monies collected and paid out by SEM

Finance

1. Any money obtained by SEM shall be used only for purposes as stated in the aims of SEM
2. Separate "sub-accounts" will be opened for each of the County Associations participating in SEM. Each "County sub-account" will hold monies deposited by the County Association itself, SEM, and other parties. Withdrawals from each respective "County sub-account" can only be made with the written consent of County representative concerned.
3. In the event of a County Association resigning from SEM, any funds remaining in its sub-account shall be returned to the County Association. The resigning County Association will only be able to claim for payment from SEM of outstanding match funding provided by ESR in relation to monies deposited prior to a County issuing its Notice of Resignation.
4. Any bank accounts, or sub accounts, opened for SEM shall be in the name of SEM, or its constituent County Associations.
5. The Chairman and Treasurer will be appointed signatories of these accounts and sub-accounts.
6. Counties are entitled to view their County Association sub-accounts online, and for any withdrawals to be processed by the account signatories within 7 days of request.

Annual General Meeting

1. SEM shall hold an Annual General Meeting (AGM) yearly.
2. All members, *one from each county*, and nominated attendees shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be at least 3 County representatives, deemed voting members.

The business of the AGM shall include:

1. Receiving a report from the Chairperson on SEM's activities over the year
2. Receiving a report from the Treasurer on the finances of SEM
3. Electing any new representatives
4. Considering any other matter as may be decided.

Special General Meeting

- A Special General Meeting may be called by the Counties or by any member to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All member counties shall be entitled to attend and vote. The Quorum for a Special

Squash East Midlands (SEM) Constitution

General Meeting shall be 3 County Chairperson and the Chairman of SEM

Resignations

- A County Association can only resign from SEM if it complies with the following procedures:
 - Its representative calls for a special general meeting with other SEM members to discuss its possible resignation;
 - the County Association must then issue a Notice of Resignation to SEM, signed by a minimum of three serving County Association officers, at least 30 days prior to the resignation being certified by the ES representative.
 - The County Association concerned must reapply to rejoin the SEM

Alterations to the Constitution

- Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

- 1) SEM may be wound up at any time if agreed by three of the four voting counties present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given back to the constituent county associations proportionate to their financial contributions net of funds received from the Forum.
- 2) ES funding will be returned proportionately to ES

This constitution was adopted at a general meeting of SEM on [date]

Signed by:

Chairperson:

Secretary:

Treasurer:

Other Committee members: