

# Summary of Key Changes

## Section 3

1. Amendment to process for new membership to join the Club to make simpler and align with current practice
2. GDPR requirements included to ensure data protection of Members' personal data
3. Family membership category redefined from 'two named players, who may play at any time, plus other named players in the family who may play at off-peak times' to 'two adults and any number of children (U18 or full-time student) who live at the same address. They all may play at any time'
4. Senior membership category added as already in existence
5. Junior off-peak membership removed as no longer valid

## Section 4

6. Inclusion of the requirement to pay a re-joining fee if members fail to pay annual subscriptions on time.
7. Inclusion of a joining fee for new members.
8. Inclusion of statement that the Committee can waive the joining fee for re-joining members dependent on circumstances.
9. Clarification that juniors and students benefit from reduced court fees

## Section 5

10. Clarification around guests' and visitors' rules and removal of stated visitors fee (as can change at AGM)

## Section 7

11. Removal of stated frequency of Committee mtgs (from at least once/month) to a more generic statement to align with current practice ie. Meet frequently enough to ensure proper running of the Club

## Section 9

12. Amendment to how an EGM can be called by Members and notified to Members to reflect current practice

## Section 11

13. Clarification of how Trustees are appointed to reflect current practice

## Section 12

14. Inclusion of counter approval for outgoing payments by Treasurer and Officers

# **THE MOTE SQUASH CLUB**

## **RULES OF THE CLUB**

### **1. Name**

The name of the Club is The Mote Squash Club.

### **2. Objectives**

The objectives of the Club are to promote and provide for the benefit of the inhabitants of Maidstone and its neighbourhood requisite amenities for the pursuit of the games of squash and racketball and social activities ancillary to it.

### **3. Members**

3.1 Prospective new members can apply to become a member by completing a membership application form and submitting to the Membership Secretary for review and processing.

3.2 Every person who has their membership processed by the Membership Secretary shall become a Member.

3.2 Membership of the Club shall be open to all regardless of race, creed, colour, gender, **sexuality**, religion, culture, ability or disability.

3.3 The **Membership** Secretary shall keep a **database** of Members and enter in it the names and addresses of all persons who become Members.

3.4 Access to the Members database is to be limited to relevant members of the Committee and controlled in accordance with General Data Protection Regulations (GDPR).

3.3 Members can expect their personal data to be protected and utilised in accordance with **GDPR**.

3.5 A Member can be suspended from membership if, following an investigation by the Committee using the available evidence, a member is found to have committed some act, or been guilty of behaviour inconsistent with membership of the Club. The length of suspension will be determined by a simple majority vote of the Committee.

3.6 A Member shall cease to be a Member if;

3.6.1 they give the **Membership** Secretary written notice of resignation of their membership; **or**

3.6.2 they fail to pay any subscription within one month after the due date of payment; **or**

3.6.3 having committed some act or been guilty of behaviour inconsistent with membership of the Club, the Committee resolves by a majority of three quarters to remove them from membership.

There must be lodged with the Club Secretary a written nomination of every person who wishes to become a member, stating the name and address of such person and signed by the prospective Member and two Members as proposer and seconder respectively.

The names and addresses of every person nominated for membership shall be displayed on the Club notice board for not less than two days before their names are proposed for election to membership.

Every person nominated for membership shall become a Member if he or she is elected as such by the Committee.

3.7 The classes of membership shall be as follows:

- (a) **Full membership** – may play at any time
- (b) **Off Peak membership** - members who wish to play at off peak periods so are unable to play Monday to Thursday between 5pm and 9pm.
- (c) **Family membership** – consists of two adults and any number of children (U18 or full-time student) who live at the same address. They all may play at any time. (consists of two named players, who may play at any time, plus other named players in the family who may play at off peak times)
- (d) **Student membership** - aged 18 and over and in full-time education (evidence to be provided by production of a current valid Student ID card). May play at any time.
- (e) **Junior membership** - aged 18 and under. May play at any time.
- (f) **Social membership** – non-playing members who wish to enjoy the facilities of the Club.
- (g) **Senior membership** – aged 65 or over at start of club year or when they join who may play at any time.
- ~~(h) Junior off peak – (aged 18 and under and wish to play at off peak times)~~

#### 4. Subscriptions and Fees

4.1 The Annual General Meeting of the Club shall have power to vary subscription rates for the year by an ordinary resolution.

4.2 The annual subscription of a full member of the Club shall be the full fee payable in advance on **1st October** in each year, as decided at the Annual General Meeting.

4.3 A member who fails to renew their membership within 1 month of the due date will be required pay a re-joining fee on top of their annual membership subscription. The amount of this fee will be pre-determined annually by the Committee.

4.4 Any new member joining the club will be required to pay a joining fee to cover administration costs. This is only payable once, unless they fail to pay annual membership subscriptions on time). The amount of this fee will be pre-determined annually by the Committee.

4.5 Any re-joining members may be exempt from paying the joining fee dependent on the circumstances. This will be at the discretion of the Committee.

4.6 A person who is elected to be a Member after 1<sup>st</sup> January in any year, shall pay a proportion of the full subscription rates as decided by the Committee.

4.7 Juniors and Students may benefit from a reduced court fee as determined by the Committee.

## 5. Guests and Visitors

Guests and visitors may be permitted to enjoy the facilities of the Club as follows:

5.1 Guests (family & friends of members) may be introduced by Members to play squash upon signing the Visitors book and paying the appropriate Visitors fee.

5.2 Visitors may enter the Club and play as follows:

5.2.1 'Pay and Play' visitors who ring up on the day and wish to play squash may do upon paying the visitors' fee. Members of England Squash who visit the Club and wish to play squash may do so by paying the visitor's fee and producing evidence of membership of England Squash.

5.2.2 Visitors may play at the Club for coaching, club matches and other competitions as appropriate and authorised by the Committee – no visitor's fee is required in these instances.

5.3 The Visitors fee shall be £5.00 for each 40 minute session payable in advance. The Committee shall have the power to vary this fee as is deemed appropriate. This fee may be raised at the Annual General Meeting of the Club.

5.4 The maximum number of times guests and visitors may play at the Club is limited to six times each year.

5.5 Guests and visitors may use the facilities of the bar during opening hours and purchase alcohol for consumption on the premises.

## 6. Officers

6.1 The Honorary Officers of the Club shall be a Chairman, a Vice Chairman, a Treasurer and a Secretary and must be Members of the Club.

6.2 Any Officer may retire by giving one week's prior notice to the Secretary, and all shall retire at each Annual General Meeting, but shall be eligible for re-election at that meeting.

## 7. The Committee

7.1 The Committee consists of the Officers and not fewer than four and not more than eight other Members.

7.2 Any Member of the Committee may retire by giving one week's prior notice to the Secretary,

and all shall retire at each Annual General Meeting, but shall be eligible for re- election at that meeting.

7.3 Any casual vacancy on the Committee or of any office including that of Trustee or Auditor arising after the Annual General Meeting may be filled by the Committee.

7.4 The Committee shall manage all the affairs of the Club (including the purchase for the Club and the supply by the Club of intoxicating liquor and the fixing of the permitted hours for the supply and consumption of it) and shall have power to do everything necessary for that purpose.

7.5 The quorum of the Committee shall be four.

7.6 Committee meetings shall be held ~~not less than once in every month~~ at an appropriate frequency to conduct the proper business of the Club.

7.7 Not less than three days' notice (written or oral) shall be given by the Secretary to Member of the Committee of every monthly meeting but in an emergency at the discretion of the Chairman and Secretary additional meetings may be called, on not less than 24 hours notice.

7.8 Decision at meetings of the Committee are made by a simple majority and in the event of equality of voting the Chairman (or the acting Chairman of that meeting) shall have a casting vote.

## **8. Annual General Meetings**

8.1 An Annual General Meeting shall be held every year.

8.2 The business of the Annual General Meeting shall be:

- a) To receive the Chairman's report of the activities of the Club during the preceding year.
- b) To receive and consider the accounts of the Club for the preceding year and the Auditors' report on the accounts and the Treasurer's report on the financial position of the Club;
- c) To elect Officers and other Members of the Committee;
- d) To remove and elect the Auditors and the Trustees or to confirm that they remain in office;
- e) To fix the subscription rates for the current year.

## **9. Extraordinary General Meetings**

9.1 An Extraordinary General Meeting may be convened at any time upon either a resolution of the Committee or a requisition setting out the resolution to be proposed at it. The requisition must be signed by no less than 30 Members and served on the Secretary ~~by personal delivery or recorded delivery post~~. If the Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry date of 14 days from service of the requisition, the requisitors, or any one or more of them on behalf of the others may give notice of the meeting.

9.2 The business which may be conducted at an extraordinary general meeting may be any one or more of:-

9.2.1 Removing all or any of the officers, other members of Committee, Trustees and Auditors of the Club and filling the vacancies caused by such removal; or

9.2.2 Altering these rules; or

9.2.3 Dissolving the Club.

## **10. Proceedings at Annual and Extraordinary General Meetings**

10.1 Not less than 21 days' notice in writing setting out the resolutions to be proposed at the meeting shall be sent to every member **at his last known address, or** by electronic means.

10.2 Resolutions at Annual General Meetings shall be passed by a simple majority of the votes entitled to be cast by the Members present at the meeting.

10.3 Resolutions at Extraordinary General Meetings shall be passed by a majority of three-quarters of the votes entitled to be cast by the Members present at the meeting.

10.4 Each Member shall have one vote on every resolution.

10.5 In the event of equality in voting at an Annual General Meeting the Chairman (or acting Chairman at that meeting) shall have a second or casting vote, but there shall be no second or casting vote on any resolution proposed at an extraordinary general meeting.

10.6 Nominations of persons for election to any office must be made in writing to the Secretary not less than 28 days before the meeting at which elections for that office are intended to be proposed.

## **11. Trustees**

11.1 The number of Trustees shall be not fewer than 2 nor more than 4.

11.2 **Trustees shall be confirmed at the Annual General Meeting by majority voting of the Members.**

**The Trustee shall hold office until death, resignation or removal from office by a resolution of the Members.**

11.3 There shall be vested in the Trustee all the property of the club other than cash which will be under the control of the Treasurer.

11.4 The Trustees may deal with the property so vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the club. Such direction shall be given by a resolution of the members of the Club passed by a majority of the members present at a duly convened meeting of the Club and when as passed shall in favour of a purchaser mortgagee, chargee, lessee or grantee be binding upon Members of the Club. A certificate purporting to be signed by the Secretary for the time being of the Club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provisions of this rule was duly given to the Trustees.

## **12. Accounts Income and Property**

12.1 The financial year of the club shall end on 31st March in every year, to which day the accounts shall be balanced and drawn.

12.2 The Committee shall keep accurate accounts of the activities of the Club and shall cause such accounts to be made up and submitted to the Annual General Meeting. The accounts shall be examined and verified by a suitably qualified accountant, approved by the Committee.

12.3 Copies of the statement of account shall be made available ~~sent~~ to every Member with the notice convening the Annual General Meeting.

12.4 All monies received by the Club shall be paid into an account in the name of the Club at bankers appointed by the Committee, and cheques and other instruments drawn on and directions to the bankers shall be signed by not less than two officers.

12.5 No action involving expenditure in the name or on behalf of the Club shall be taken, and no undertakings which would commit the Club to expenditure (other than general running costs) or liability shall be made without the prior authority of a resolution of the Committee.

12.6 All outgoing payments will be initiated by the Treasurer and will be counter approved by another Officer of the Committee.

## **13. Indemnity**

13.1 The Trustees and Members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties in its behalf, except such loss as arises from their respective willful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.

## **14. Dissolution**

14.1 The Club may be dissolved:

14.1.1 By a resolution passed under rule 9.2.3; or

14.1.2 By a notice from a liquidator of the Club or a receiver of all or any of its assets; or

14.1.3 By a resolution of the Committee, if the number of Members is less than ten for a period of not less than six months.

14.2 The dissolution shall take effect from the day when the resolution is passed, and the Committee shall be responsible for the winding up of the assets and liabilities of the Club.

14.3 If any property remains after the discharge of all debts and liabilities of the Club, it shall be distributed equally amongst the members of the Club at the date of dissolution.

(Approved **date to be added** and replaces all other versions)

Alastair Hill  
Club Secretary