

ENGLAND SQUASH MASTERS BYLAWS, RULES AND REGULATIONS

1. Introduction

These bylaws, rules and regulations must be read and interpreted in conjunction with the Constitution of the England Squash Masters Charitable Incorporated Organisation (“ESM”).

2. Trustees and Committee

- 2.1 The business of ESM shall be managed by a Committee consisting of the Trustees
- 2.2 The Committee shall have a minimum of five members and a maximum of nine members.
- 2.3 At least two Trustees must be eligible to enter England Squash sanctioned events open to male players
- 2.4 At least two Trustees must be eligible to enter England Squash sanctioned events open to female players
- 2.5 The following offices and roles shall be allocated to members of the Committee:
 - 2.5.1 Chair
 - 2.5.2 Secretary
 - 2.5.3 Treasurer
 - 2.5.4 Home Internationals Organiser
 - 2.5.5 Events Organiser
 - 2.5.6 Venues Co-ordinator
 - 2.5.7 Social Media and Publicity
- 2.6 The Committee may establish further sub-committees and co-opt assistance from non-Trustees as required.
- 2.7 Descriptions of offices and role responsibilities are set out in Appendix 1

3. Committee Meetings

- 3.1 The quorum for a Committee meeting shall be three members, including at least two of the Chair, Secretary or Treasurer. If the Chair is not present, the meeting may appoint a Chair in their place from those members in attendance.
- 3.2 England Squash shall be notified of all Committee meetings and invited to send a non-voting observer to attend as their representative.
- 3.3 All Committee meetings shall be minuted and the minutes circulated to the Committee for approval. If the Secretary is not present, the meeting shall appoint a minute taker from those members in attendance.

4. Membership

- 4.1 There are three categories of membership of ESM – full playing, associate playing and social.
- 4.2 Full Playing membership is open to individuals who are registered as players with England Squash and are eligible to represent England. Full playing members are entitled to vote in general meetings of ESM.
- 4.3 Associate Playing membership is open to individuals who are registered as players with any national governing body for squash other than England and who are not eligible to represent England. Associate playing members are not entitled to vote in general meetings of ESM.
- 4.4 Social membership is open to any individual who wishes to support the objectives of ESM but who does not wish to enter and play in events organised or managed by ESM. Social members are not entitled to vote in general meetings of ESM.
- 4.5 To apply for playing membership, players must enter an event organised or managed by ESM. Playing membership is granted once the application to enter an event is accepted by ESM. Playing membership is valid for a period of 5 years and is renewed automatically each time an ESM organised or managed event is entered. If a playing member fails to enter an ESM event in a continuous period of 5 years and the membership has not already expired under Paragraph 4 of the Constitution, the playing membership will then terminate.
- 4.6 Individuals may apply for social membership by paying an annual subscription fee of £5. Annual subscription fees are due on 1st June.

Appendix 1 – Roles and Responsibilities

1. Chair

- 1.1 To manage ESM Committee and general meetings: to ensure that the Committee runs effectively as a team and is able to manage the running of ESM
- 1.2 Ensure committee members fulfil their responsibilities to ESM
- 1.3 To conduct meetings in a manner that enables everyone to have their say and to move to a vote if necessary
- 1.4 To ensure that decisions taken by the committee are carried out.
- 1.5 To represent the club and to promote ESM to outside bodies, other clubs and to members: to act as a focal point for information and encourage participation in all ESM activities and events.
- 1.6 Encourage and welcome all members of ESM. Ensure that the rules of ESM and affiliated bodies are followed.
- 1.7 Liaise with the Secretary in preparing agendas, making sure that all current issues are covered.
- 1.8 Ensure that ESM has an appropriate up-to-date Constitution and Disciplinary Procedures.
- 1.9 Liaise with the Treasurer to ensure that any financial documents are ready for meetings.
- 1.10 Delegate duties as appropriate to fellow Committee members /co-opted members/sub-groups

2. Secretary

- 2.1 To plan and organise Committee meetings and general ESM meetings; call for the next meeting including collating and distributing of agenda items pre-meeting.
- 2.2 In a timely manner, write and distribute meeting minutes and action plan of the meetings held.
- 2.3 To organise the AGM agenda, related papers and Committee elections and to ensure the relevant papers are distributed in advance.
- 2.4 Keep 'safe' permanent records (paper/electronic) of AGM and Committee meeting minutes and to ensure that the ESM constitution is up to date (up to date version must be displayed on the ESM website) and in force.
- 2.5 Receive and process ESM correspondence accordingly, acting as the central point for all ESM correspondence and liaising with outside organisations.
- 2.6 Working with the Treasurer and Events Organiser ensure registration with Affiliated Bodies as decided at the AGM and relevant payments made.

3. Treasurer

- 3.1 Monitor ESM expenditure, managing the ESM funds and bank account.
- 3.2 Keep an accurate and true record of all transactions and pay all bills and expenses in a timely manner.
- 3.3 At each Committee meeting provide an updated financial summary; to include current and forecast outgoing expenditures and incoming payments.
- 3.4 Work closely with the Events Organiser, collect event subscriptions.
- 3.5 At year end, produce a financial report, independently reviewed or audited if necessary, to be presented at the AGM.

4. Home Internationals Organiser

- 4.1 Liaise with other organisers from Scotland, Wales and Ireland on scheduling an annual series of international masters squash matches between the four nations.
- 4.2 Be responsible for booking venue and accommodation for international masters squash matches hosted by England.

5. Events Organiser

- 5.1 Maintain a database of playing and social members
- 5.2 Maintain a dedicated ESM website
- 5.3 Provide infrastructure and support for operation of ESM and, if required, England Squash masters tournaments
- 5.4 Maintain records of results based qualification for England masters teams.

6. Venues Co-Ordinator

- 6.1 Work with the Events Organiser and potential venues to schedule an annual cycle of regional masters squash tournaments in England

7. Social Media and Publicity

- 7.1 Promote ESM events and news through social media such as Facebook