



FAIR OAK SQUASH & RACKETBALL CLUB

Constitution/Rules (as amended June 2017)

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Amendment history

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May-2002		Endorsed Version	Committee
9 th February 2010	1.0	Endorsed Version	Committee
18 th May 2011	1.1	Voted AGM Amendments	Committee
23 rd May 2012	1.2	Voted AGM Amendments	Committee
27 th June 2015	1.3	Voted AGM Amendments	Committee
29 th June 2016	1.4	Voted AGM Amendments	Committee
29 th June 2017	1.5	Voted AGM Amendments	Committee

References

Id.	Title	Date	Issue	Reference (if known)
A	FOSC Guide to System Administration		2.0	FOSC/Mgt Guides/001
B	FOSC Guide to Membership Administration		1.1	FOSC/Mgt Guides/002
C	FOSC Guide to Financial Administration		1.0	FOSC/Mgt Guides/003
D	FOSC Guide to Regulatory Compliance		1.1	FOSC/Mgt Guides/004
E	FOSC Guide to Junior Section Administration		1.1	FOSC/Mgt Guides/005
F	FOSC Guide to Adult Team Administration		1.0	FOSC/Mgt Guides/006
G	FOSC Child Protection Policy		1.1	FOSC/Mgt Guides/007
H	FOSC Club Roles & Responsibilities		1.2	FOSC/Mgt Guides/008
I	FOSC Facilities & Premises Maintenance		2.0	FOSC/Mgt Guides/008
J	FOSC Guide to Coaching Administration		1.0	FOSC/Mgt Guides/010
K	FOSC Fire Safety Policy		1.0	FOSC/Mgt Guides/011
L	FOSC Accident & Incident Policy		1.0	FOSC/Mgt Guides/012
M	FOSC Constitution		1.5	FOSC/Constitution/001
N	FOSC By-laws		1.1	FOSC/Bylaws/001
O	FOSC Court Booking Rules		2.0	FOSC/Bylaws/002
P	FOSC Gym Rules		1.0	FOSC/Bylaws/004
Q	FOSC Lease Agreement	Sept 2010		FOSC/Lease

Abbreviations

Abbreviation	Definition
FOSC	Fair Oak Squash & Racketball Club
ESR	England Squash & Racketball
HSRA	Hampshire Squash Rackets Association

Terminology

Term	Definition

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1 INTRODUCTION

1.1 Purpose

The constitution is a member owned document which lays out the agreed principals through which the club is operated. The constitution is termed “the Rules” of the club.

The document may only be amended through a proposition from a voting member of the club, with the associated change to the document being endorsed by membership vote at an Annual General Meeting (AGM) or Special General Meeting (SGM) – see clause 32 of The Constitution.

This document presents the member endorsed version of the clubs constitution.

1.2 Background & Amendment History

In 2009 the elected committee carried out a review of the existing constitution (as amended May 2002). The committee determined that this version of the constitution was no longer fit for purpose due to the extent of information which was incorrect or outdated.

An update of the constitution was undertaken in 2009 in order to address the following issues:

- References to superseded legislation
- References to members no longer in post
- References to transient information that is changed on an annual basis (e.g. membership rates)
- Readability and layout
- Incorrect statement to how the club was operated

The document presented to membership for endorsement addressed all the above issues without change to the underlying principals under which the club was operated.

At the 2011 AGM a number of small amendment were proposed covering changes already endorsed by the voting membership:

- Membership Year
- Membership Categories
- Duration of membership

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At the 2012 AGM a number of amendments were proposed covering changes required to align the constitution with the requirements of the Licensing Act 2003:

- Membership Admission
- Supply of Alcohol
- Financial Principles
- Management of Disputes

At the 2015 AGM an amendment was accepted to the voting process for AGM and SGM to encourage full member inclusion.

At the 2016 AGM an amendment was accepted to provide clarified and unambiguous rewording related to the clubs Guest Management rules, so as to ensure full compliance with the Licencing Act.

At the 2017 AGM an amendment was accepted to provide clarified and unambiguous rewording related to membership voting rights.

1.3 Endorsement

Version 1.0 of the constitution was endorsed by the membership a Special General Meeting held on the 9th February 2010.

The minutes of this meeting are available from club records for member inspection.

Version 1.1 amendments were voted for at the 2011 AGM; the club minutes refer.

Version 1.2 amendments were voted for at the 2012 AGM; the club minutes refer.

Version 1.3 amendments were voted for at the 2015 AGM; the club minutes refer.

Version 1.4 amendments were voted for at the 2016 AGM; the club minutes refer.

Version 1.5 amendments were voted for at the 2017 AGM; the club minutes refer.

2 CLUB HISTORIC INTRODUCTION

The land on which the Club is constructed was purchased by Fair Oak & Horton Heath Parish Council for use by the Villages in 1968.

The development of Fair Oak Squash Club was driven by the local GP Dr David Bond, who negotiated the use of the land with the Parish Council, and raised the money to fund the building.

A single court structure was completed in 1970, but not formally opened until 1971. There was a 'cupboard' under the stairs that acted as a changing room, but no showers.

Having proved the viability of a Members' club, a second court was added and this included a men's changing room. Above this was a small lounge which included a bar.

In 1976 a third court was added. This extension also provided a larger changing room for men and finally a changing room for women. It also provided more space in the lounge bar viewing area.

The latest addition is the kitchen and fitness centre. This was opened on the 16th March 1989.

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3 THE CONSTITUTION

3.1 The Club

- 1) The Club will be known as "Fair Oak Squash and Racketball Club".
- 2) The Club insignia shall be used on all Club correspondence and where permitted on team and club shirts/shorts etc at the discretion of the committee.

3.2 Object

- 3) The object of the Club shall be to foster and provide facilities for Squash, Racket ball, indoor recreation and to provide social activities for all members of the Club.
- 4) The Club will put forward teams selected from the membership to compete in the Hampshire Leagues and ensure that the Club Junior Members are introduced, trained and enter teams as appropriate to compete at all levels.

3.3 Management

- 5) The Club shall be managed by a Management Committee elected at the Annual General Meeting held in May.
- 6) The Management Committee shall be formed from Senior Club Members, (referred to as The Committee) to fill the following posts.

3.3.1 The Chairman

- 7) This is an Executive Position.
- 8) The Chairman's duties and responsibilities are to chair the meeting of the Club ensuring a fair representation is given to all. The Chairman shall ensure that the Club is maintained as a viable and safe concern, managed according to the Club Constitution and By Laws. The Chairman shall endeavour to attend all Committee Meetings and The Annual General Meeting.

3.3.2 The Secretary

- 9) This is an Executive Position.
- 10) The secretary is responsible for ensuring the minutes of the Club meetings are accurately recorded and promulgated ensuring a copy to the Parish Council. The Secretary is also responsible for organizing, arranging and promulgating the times of various committee meetings and general meetings in accordance with the Club Constitution. The Secretary will chair the meetings in the absence of the Chairman.

3.3.3 The Treasurer

- 11) This is an Executive Position.

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- 12) The Treasurer is responsible to the Chairman for the accurate fiscal welfare of the Club. The Treasurer will provide the Club accounts for audit and reporting at the Annual General Meeting clearly showing the income from both membership and court fees and the distribution of payments for maintenance and other club expenditure.

3.3.4 Club Captain

- 13) The Club Captain shall organize the Club teams and their Captains who will represent the Club in the Hampshire Leagues. He shall ensure that all team members turn out in dress that clearly identifies the Club. The Club Captain is responsible for the player rankings and to ensure that the Teams are correctly manned by Club Members.
- 14) The club may enter both Squash and Racketball teams into the Hampshire leagues. In the event that the club has a notable number of teams in both sports, the club may chose to elect two Club Captains, one whose primary sport is squash and the other racketball. In such cases the roles of Squash Captain and Racketball Captain will replace the committee role of Club Captain; with each role having equal authority on the management committee.
- 15) Each captain will manage the teams related to their sport and will be responsible for the promotion and management of that discipline at the club. The two roles will however work together to agree match fixtures, overall club promotion and ESR/HSRA relationship management.
- 16) If a situation arises where the Captains are unable to reach an agreement on a joint decision, assistance is to be sought from the elected committee.

3.3.5 Junior Organiser

- 17) The Junior Organiser shall manage the Junior members of the Club and is responsible for the Juniors welfare whilst on the Club Premises or on organized away events if not accompanied by a responsible adult. The Junior Organiser shall include in their duties, organizing suitable training helpers and returning audited accounts for the Junior Section.

3.3.6 Bar Manager

- 18) The Bar Manager is responsible for the correct and economical running of the Lounge Bar under the Club Licensing Act 2003 (and subsequent amendments) and to display behind the bar the current Club Premises Certificate detailing the lounge opening times under the Act. The Bar Manager is responsible for the purchase and supply of intoxicating liquor which shall be at the absolute discretion of the Committee. The Bar Manager shall ensure the bar is stocked and is responsible for training and approval of bar staff. A separate bar account will be maintained and the Bar Manager will work with the Treasurer to ensure that all accounting is recorded accurately in accordance with agreed accounting principles. The Bar Manager is also responsible for the drink machines.

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3.3.7 Competitions Manager

19) Is responsible for:

- Providing at the beginning of the season a diary of all the Clubs internal competitions and events including the trophies that will be awarded and promulgating it on the Club notice board.
- Organizing the Club Court Competitions.
- The safekeeping of all of the Club Trophies.
- The correct engraving and recording of all of the Trophies and their whereabouts.
- Ensuring a list of all the Trophies, Presentations and winners' history details are kept on public display within the Club and on its website, accompanied by a photograph where possible of the trophy and current and previous winners.
- The prizes should be presented annually as a social event.

3.3.8 Social Secretary

20) The Social Secretary is responsible for the wellbeing of the social side of the Club, including the notice boards for in date information and for promoting new Club events and shall maintain an up to date list of all club members including their contact details.

3.3.9 A Fair Oak Parish Council Representative

21) As per heading.

3.3.10 The President

22) The President shall be an ex-officio member of all Club committees.

23) The Honorary post of President shall come before the Annual General Meeting every three (3) years.

3.4 Management Committee Responsibilities

24) Members of the Committee shall meet at least every two months.

25) A Quorum shall consist of at least four members of the Committee, two of which shall be Executive Members. The Chairman shall have the casting vote.

26) The Committee may repeal and amend any by-laws as they may from time to time consider necessary for the well being of the Club. By-Laws, repeals and amendments shall be posted in the Club, and shall have effect until otherwise determined by the Committee or at a General Meeting.

27) The Committee has the powers to co-opt Club members.

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3.5 General Meetings

- 28) The Honorary Secretary shall promulgate a diary list of all Committee meetings including the Annual General Meeting on the Committee notice board at the beginning of the Club year.
- 29) The Annual General Meeting shall be held in May of each year, and the Agenda shall include:- Election of Officers, statement of audited accounts, possible amendments to the constitution, election of auditor as necessary to audit the accounts. The quorum shall consist of 20 senior members.
- 30) On Completion of the April Committee Meeting or at least 21 days before any General Meeting the Secretary shall exhibit a notice of the meeting in the Club premises stating the time and place of the meeting and the Agenda of the business to be conducted.
- 31) Nominations of persons to serve on the Committee must be signed by the proposer and a seconder and countersigned by the nominee to signify willingness to stand. Nominations must be in the hands of the Secretary before the April Committee Meeting.
- 32) Members wishing to put forward resolutions or changes to the Club Constitution at the AGM are requested to put these forward in writing to the Secretary for consideration by the Committee at March Committee meeting. Both the proposer and seconder of the resolution should make themselves available to attend this meeting.
- 33) Copies of the agenda together with the financial report, the minutes of the previous Annual General Meeting, and any new resolutions shall be displayed at least 21 days before the Annual General Meeting. Any proposed amendments to the constitution or resolutions to be put before the AGM should be accompanied by an explanatory preamble to allow members to become as informed as possible prior to the meeting.
- 34) No nominations or new resolutions will be accepted from the floor for any posts.
- 35) Amendments to the Club Constitution require a proposed resolution to be passed by an Annual General Meeting or a Special General Meeting.

3.6 Special General Meeting

- 36) A Special General Meeting may be called by the Executive Management Committee, or at the written request of at least 25 senior members of the Club, of which, at least 20 must be present at the meeting. The Special General Meeting must be held within 28 days of the request. Notice of the Special General Meeting must be displayed to the membership at least 21 days beforehand. The quorum shall consist of 20 senior members. No other business than that named in the notice shall be brought before a Special General Meeting.

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3.7 Voting

- 37) The election of the committee, all resolutions, and any amendments to the Club Constitution shall be put before members for support. Voting on all such items shall be concluded at an Annual General Meeting or a Special General Meeting.
- 38) The elected committee may also refer any other significant club decision to the membership for support; such business shall be conducted through a committee resolution put forward to a Special General Meeting.
- 39) All permitted members shall be invited to vote in the election of the committee, on all resolutions, and any amendments to the Club Constitution. Arrangements for secure postal and electronic voting shall be made prior to an Annual General Meeting or a Special General Meeting, permitting those members who are unable to attend the meeting to vote. The club will not accept proxy voting, since there is a route for all members to cast their own individual vote.
- 40) A quorum shall be required at any meeting for any vote to be declared valid (see clause 29 and 36 for quorum definitions). All votes cast shall be counted at the meeting and the result declared. A proposal or resolution must have the support of more than 50% of the vote cast if it is to be adopted.

3.8 Accounts and Audit

- 41) All money or property of the Club or any gain arising from the Club or carrying on of the Club shall be applied for the benefit of the Club as a whole.
- 42) One Auditor for the Club accounts shall be elected at the Annual General Meeting of the Club.

3.9 Trustees

- 43) The property of the Club shall be vested in 3 Trustees, for a period of 5 years.
- 44) The Trustees shall be appointed by proposal from the committee by ratification by the members at the Annual General Meeting of the Club. A General Meeting shall have the power to remove any of the Trustees, and all vacancies occurring by removal, resignation, transfer or death shall be filled at the same or next General Meeting.
- 45) Subject to the approval of the Committee the Trustees shall have power to invest and borrow money and adopt such measures as may appear to them necessary in the interest of the Club.
- 46) Such loans will be guaranteed by the members. The Trustees shall be ex-officio members of the Committee.

3.10 Membership

- 47) Candidates for membership shall be elected by the Committee at its sole discretion. The following classes of membership shall be allowed.

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Membership Category	Voting Rights	Key Holder & Court Booking Account
Honorary Life Member	One vote per member	Yes
Fully paid Life Member	One vote per member	Yes
Senior Member (Senior members can join through different payment options, e.g. family, joint or discounted)	One vote per member	Yes
Junior over 14	No vote	Yes
Junior under14	No vote	No
Guardian Key Holder	No vote	Yes for under14 Junior
Associate Member	No vote	Yes
Student	No vote	Yes
Social Member	No vote	Yes (No Account)

48) New candidates for membership are required to complete a New Member application form that includes the name of the existing member who is nominating them for membership.

49) A period of no less than 2 days shall elapse between receipt of a membership application and the member being granted access to the club.

3.11 Membership Notes

50) The position of a Guardian is a responsible adult (who may not necessarily be a member) who accompanies a Junior Member under 14. They must be present for the Junior Member to enter the Club, to book courts and to play.

51) Leisure membership permits use of the fitness centre but not the squash courts (withdrawn at 2011 AGM).

52) Social membership is open to anyone not using the squash courts or fitness centre.

53) Social and Leisure members may attend and join in club meetings; however, they will have no voting rights and cannot be nominated to serve on the Executive Management Committee.

54) Full voting rights can be attained by applying to the committee for Senior Status.

55) The President and or the Committee may at their discretion grant Honorary Life Membership to any member who has rendered special services to the Club or who in their opinion is deserving of the distinction.

56) Honorary Life Members shall not be liable to pay subscriptions but shall be entitled to all the privileges of Club membership including the right to attend meetings, vote at elections and be nominated for the Executive Management Committee.

57) Life membership may be considered by the Committee.

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3.12 Membership, Conduct and Privileges

- 58) Every member on payment of their subscription agrees to be bound by and submit to The Constitution and By-Laws of the Club.
- 59) Every member shall notify the Honorary Secretary of any change of address or other details to be inserted in the Club register of members.
- 60) No Junior member or guest under the Age of 18 shall be supplied with or be in the possession of alcohol or any other banned substance on the Club premises.
- 61) Juniors under 14 shall always be accompanied at all times by a Guardian.
- 62) In no instance shall a servant of the Club or Club Official be reprimanded directly by a member.
- 63) All members shall dress so as not to offend other members.
- 64) When playing or using the fitness centre all members (& Guests) shall dress in appropriate sports apparel. The apparel should not offend other members; in particular players when on court shall wear clean or non marking dedicated indoor squash shoes.
- 65) Damage to court floors resulting from inappropriate footwear worn by members or their guests may render the member liable for the rectification costs.
- 66) Any damage to Club fabric or equipment may render the responsible member liable for the rectification costs
- 67) Players should not use courts without the lights on.
- 68) Through the operation of the club, no money, property or gain may be applied other than for the benefit of the club as a whole or for charitable or benevolent purposes.
- 69) The club holds a Club Premises Certificate awarded under the Licensing Act 2003 detailing the licensed activities in which the club is eligible to partake. All members shall adhere to the conditions of this certificate.
- 70) Under the conditions of the Licensing Act, alcohol will not be not be supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.
- 71) Additional information is given in the Club By-Laws (Rules).

3.13 Resignation

- 72) Members wishing to resign shall notify the Club Secretary before 31st August. Any use of the Club and its facilities after this date will render the member liable for the next year's subscription.

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3.14 Discipline/Expulsion

- 73) Every member on payment of their subscriptions is deemed to have notice of, and implacably undertakes to comply with, the Club Constitution and current By-Laws of the Club. Any refusal or neglect to comply with these rules or any conduct unbecoming of a member or injurious to the interests of the Club or any of its members shall render the member to possible expulsion from the Club by the Committee.
- 74) Any formal complaint pertaining to any member of the club shall be presented to the executive committee in writing. If the complaint is related to a member of the executive committee, then direct escalation to the club trustees should be considered.
- 75) The approach to reviewing the complaint shall be as follows:
- Step 1: The executive committee meet to discuss the escalation in accordance with the assessment criteria given below; (the executive committee comprises the elected Chairman, Secretary and Treasurer.)
 - Step 2: If the issue is deemed to be controversial, the findings of the executive committee are written up and presented to the trustees for endorsement, before being presented to the parties involved.
- 76) A balanced and objective approach is taken to assessing issues escalated to the committee by application of a set of criteria. The criteria is used to ascertain the likely impact of the issue on the club, or its membership, and guide the committee as to whether club intervention is appropriate.
- 77) The assessment criteria is as follows:

Criteria 1	The issue describes an action that is in direction contravention of the clubs rules (constitution), By-laws or legislative policies (Clubs Level 0,1,2 documentation).
Criteria 2	The issue has had an impact on the club's assets or premises (e.g. wilful damage, misuse or theft).
Criteria 3	The issue, (if not resolved), could adversely affect the name or reputation of the club and its standing within the local Community, Hampshire Squash or ESR.
Criteria 4	The issue is related to contravention of the clubs published principles of behaviour and conduct guidelines.
Criteria 5	The issue is related to failure of an individual to fulfil their obligations related to an activity, or role, to which they have agreed to undertake in the name of the club. (e.g. a team member's on court conduct or match attendance, a committee members failure to meet minimal terms of reference)

- 78) Only those issues that are assessed falling under the definition of the listed criteria are taken to the next stage (i.e. committee or trustee intervention). This formalised approach ensures that the club does not become involved in matters that do not warrant its attention.

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- 79) Any issues that are deemed not to be a matter for committee intervention will be closed and the originator informed of the outcome.
- 80) At least two weeks' notice in writing by the secretary will be given to the member before the Committee Meeting at which the conduct of the member is to be discussed. The letter will also include the alleged allegations.
- 81) The member shall be invited to attend the meeting where the Committee will give the member the opportunity to give an explanation or defence in writing or orally.
- 82) The committee will consider and vote on the appropriate course of action based on the severity of the issue. Acceptable courses of action are as follows:

Level 1	Expulsion from Club and termination of membership
Level 2	Suspension of membership (for designated period)
Level 3	Suspension from club value activities (e.g. team participation, attendance of organised events, removal from internal leagues)
Level 4	Written conduct warning

- 83) If seventy-five percent of the Committee Members present vote for the member's expulsion the member shall be expelled.
- 84) A member expelled under this rule forfeits all rights and claims upon the Club and its property and is disqualified from entering or being entertained on the Club's premises and for using the Club property for any purpose.

3.15 Subscriptions

- 85) At the discretion of the Committee, an Entry Fee may be payable, this will be in addition to the annual subscription, on first becoming a member of the Club.
- 86) Subscription rate shall be as decided by the most recent Annual General Meeting.
- 87) The Subscriptions year commences on the 1st September. Payment of subscriptions covers membership of the club through to the 31st August. A subscription fee is non-refundable. Any request for a refund of subscription fees part way through a membership year should be submitted to the Secretary in writing for review by the committee. Any refund approved by the committee shall be on a pro-rata basis after removal of 40% towards committed fees.
- 88) The payment methods will be determined and promulgated by the Committee; however, members can make a single full membership payment.
- 89) Anyone in arrears after 30th September will cease to be a member of the Club, and will not be entitled to any of the Club privileges.
- 90) Key and or Booking access for members will be suspended until all payments and arrears are made in full. These details will be promulgated as By-Laws at the start of the subscription year.

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- 91) Any previous member from the last subscription year applying for membership will be required to meet all arrears paid in full for the current year.

3.16 Court Booking System

- 92) Management of the system will be detailed in the Club By-Laws.
- 93) Court booking is via an automated system that can be accessed from the Club or online from any internet linked computer. Courts will be released for booking 30 minutes earlier to the Club Console than those booked online. Full payment of the court is taken at the time of booking.
- 94) The Courts may only be booked 7 days in advance.
- 95) Complete details of the booking operation are displayed adjacent to the Club booking console and also available from the system administrator.

3.17 Guests

- 96) Non-members are welcome and are permitted access to the club; however the clubs rules for Guests and Visitors (as defined in the Club By-Laws, Reference N), must be complied with.
- 97) Guests are defined as any non-member invited on club premises, who is participating in an activity covered by the clubs premises certificate issued under the Licencing Act (the Club By-Laws define, Reference N).
- 98) Visitors are defined as any non-member invited on club premises, who is not participating in an activity covered by the clubs premises certificate issued under the Licencing Act.

3.18 Complaints

- 99) All complaints shall be brought to the attention of a Club Official as soon as the complaint is known. In the event that the complaint requires further pursuit it should be forwarded to the Secretary in writing, who, if unable to deal with the complaint, shall submit it to the Committee for consideration.

3.19 Dissolution

- 100) A decision to dissolve the Club shall be taken only at a Special Meeting convened by the Secretary for the purpose, and to be valid, must be approved by at least two-thirds of the voting members by an arranged postal vote after such a meeting. No Junior, Social, Honorary, Temporary member or person who has ceased to be a member for any reason shall have any claim or share or interest in the property or assets of the Club, nor shall they be entitled to participate in any surplus arising in the event of the dissolution of the club.
- 101) If the club numbers fall below 25, then the club is no longer eligible for a Club Premises Certificate. In such an event consideration should be given to dissolution of the club on the basis that it is no longer a viable entity.