

## **GARRISON SQUASH CLUB BY-LAWS SEASON 2010-2011**

### **Name**

1. The name of this recreation club shall be the Garrison Squash Club.

### **Purpose**

2. These by-laws amplify the constitution, which governs the operation of the GARRISON SQUASH CLUB.
3. The purpose of the Garrison Squash Club is to provide a venue for the members (Regular, Ordinary and Associate) of the local Canadian Forces Base (CFB) Kingston community where the game of squash can be pursued and enjoyed in a positive atmosphere of friendly competition. It also exists to promote the sport to those who wish to learn it, and to provide occasional venues for serious competitive play.

### **Membership**

4. The membership year shall normally be from the first day of October to the last day of the next September.

### **Executive Committee**

5. Members of the Executive Committee shall be Regular Members of the Club, elected at the Annual General Meeting to serve for a period of one membership year, subject to the approval of the Base Commander (BComd). The BComd has the authority to approve an ordinary member as a member of the Executive Committee. The "required" positions, as well as the "additional" positions, shown below, will normally be for one-season terms. From the constitution, the Executive Committee must be composed of the following positions:

- a. President;
- b. Vice President;
- c. Treasurer; and
- d. Secretary.

6. For the Garrison Squash Club to properly function, the following additional positions are recommended:

- a. Box League Coordinator;
- b. Intercity League Coordinator;
- c. Intercity League Captains (Intercity Teams A, B & C);
- d. Others as required or desired.

### **Terms of Reference for the “required” Executive Committee positions**

7. The President shall:
  - a. Coordinate all activities of the club;
  - b. Plan and preside over general and executive meetings;
  - c. Ensure that club members meet the eligibility requirements specified in the constitution;
  - d. Liaise with the Personnel Support Programs (PSP) and Recreation staff, as required to ensure the smooth running of the club;
  - e. Ensure that the club is run in a financially responsible manner; and
  - f. Attend, or delegate a representative, to attend the Recreation Council meetings, as required.
8. The Vice President shall:
  - a. Take on the role and responsibilities of the President in his/her absence; and
  - b. Assume responsibilities assigned to him/her by the President.
9. The Treasurer shall:
  - a. Be responsible for the management of club funds in accordance with CFB Kingston Non Public Funds (NPF) policy; and
  - b. Maintain a list of the paid membership in the club.
10. The Secretary shall:
  - a. Be responsible for the recording and dissemination of minutes of club meetings; and
  - b. Maintain a member database, and contact list to be used in the dissemination of any pertinent information regarding the squash club.

### **Terms of Reference for the “additional” Executive Committee positions**

11. The Box League Coordinator shall manage the Club Box League, including the organization, creation, and dissemination of the monthly boxes to participating club members.
12. The Intercity League Coordinator shall:
  - a. Coordinate with Central Ontario Squash Association (COSA) the scheduling and arrangements for the Garrison Squash Club Intercity Teams; and
  - b. Coordinate all Intercity activities with the Garrison Squash Club Team Captains (Levels A, B and C).
13. The Intercity League Team Captains shall coordinate activities for club representation in city league play, and ensure that all team players are in good standing with the Garrison Squash Club and COSA.

**Finances**

14. The Squash Club will maintain a squash club fund, which will come mainly from membership dues. Funds raised or received for the club through the hosting of tournaments or any other type of endeavour shall go into the fund for general usage. Funds will be used to enhance the enjoyment of the club membership. Samples of expenses include but are not limited to: snack and refreshments at club events; prizes for tournaments; and general office type items to ensure the smooth running of the club.

**Tournaments**

15. The Club will endeavour to organize two tournaments per year; one which will be open to the public; and a second which will be open only to club members.

**Adoption of by-laws**

16. These by-laws were adopted at a General Meeting of the Garrison Squash Club held the 10<sup>th</sup> day of September 2010.

Elizabeth Cyr

Louis Cyr

Club Secretary

Club President

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Recommended/ ~~Not Recommended~~

Recreation Coordinator

P.R. Butt

Recommended/ ~~Not Recommended~~

Fitness, Sports and Recreation (FS&R) Director