

# \*Constitution of the Faculty of Health Sciences SQUASH CLUB

Adopted on this Friday 9<sup>th</sup> day of September in the year 2005

## Mission Statement

The Faculty of Health Sciences Squash Club Committee (SCC) is an organized body representing all non-staff, staff and students' who contributed membership fee since the year 2005. The portfolios of the committee shall unite to fulfil the needs of members by maintaining the quality of the Faculty of Health Sciences Squash courts' and shall induce a competitive spirit by organizing various rewarding tournaments.

**\*Acknowledgement:** This constitution was drafted based on the "Constitution of the Faculty of Health Sciences Postgraduate Students Association" (HSPGSA). Substantial portion of the sections was replicated with permission of the HSPGSA

## Section 1: Definitions

In this Constitution, unless the context otherwise indicates:

- 1.1 **University** means the University of Cape Town.
- 1.2 **Student** means any person registered for studies at the University.
- 1.3 **Staff** means an employee of the University
- 1.4 **non-staff** means an individual who is neither a staff nor a student of the University
- 1.5 **Squash court** means the area marked off for squash games in the Faculty of Health Sciences premises.
- 1.6 **By-Law** means any regulation supplementing this constitution that is adopted in accordance with the provisions of this constitution.

## Section 2: The Faculty of Health Sciences SCC (FHS SCC) General Meeting

- 2.1 Every member of the club has the right to exercise his/her voting power during elections pre-approved by the committee
- 2.2 Motivations for items to be included on the agenda must be supported by at least 3 other members of the club.
- 2.3 The Faculty SCC general meeting shall have at least one ordinary session each year:
  - 2.3.1 A notice shall be broadly advertised within the faculty at least 10 days prior to such a session.
  - 2.3.2 The notice shall state the agenda to be considered at the meeting.
  - 2.3.3 The Faculty PGSA GM shall not be competent to make any decisions if it has not met the requirements as stated in 2.3.1 and 2.3.2.
- 2.4. The Faculty SCC General Meeting (SCC GM) shall:
  - 2.4.1 elect members to the Faculty of Health Sciences SCC Council.
  - 2.4.2 consider the annual report and statement of income and expenditure prepared by the Faculty SCC Council.
- 2.5. Voting shall be by a show of hands or, if the meeting so decides, by secret ballot.
- 2.6. No voting may be effected by proxy.
- 2.7. Except where otherwise provided in this Constitution, all matters determined by a vote shall be decided by a simple majority of those present and voting.
- 2.8. The Faculty SCC GM shall be chaired by a Presiding Officer who is elected by that meeting.
  - 2.8.1 The Chairperson of the Faculty SCC Council shall chair the Faculty SCC GM until such a time that the Presiding Officer is elected.

- 2.8.2 The Presiding Officer may nominate no more than three persons to assist in the undertaking of his/her responsibilities.
- 2.8.3 The Presiding Officer shall ensure that proper minutes are recorded.
- 2.8.4 The Presiding Officer shall sign any minutes and amendments to the by-laws.
  
- 2.9 The Presiding Officer shall ensure that elections at the Faculty SCC GM are free and fair.
- 2.10 The faculty SCC GM shall decide at its own discretion on its competence to make decisions that includes the validity of elections.

### Section 3: Faculty of Health Sciences SCC Council

- 3.1 There shall be established a Faculty Squash Court Committee Council (Faculty SCC council) within the Faculty of Health Sciences.
  
- 3.2 The Faculty SCC Council shall represent all staff, non-staff and students, who by definition are members of the club.
  
- 3.3 Members of the Faculty SCC Council shall be elected in accordance with section 2 of this constitution.
  
- 3.4 The Faculty SCC Council shall have so many members as decided in the by-laws. The number of non-elected members shall not exceed the number of elected members.
  
- 3.5. A period of no more than thirty-days shall be allowed for the transfer of responsibilities and functions of the outgoing council to the incoming council. The details of this transfer shall be detailed in the by-laws of the outgoing council and shall make provision for:
  - 3.5.1. Adequate education of the incoming council by the outgoing council allowing for effective assumption of duties.
  - 3.5.2. The custodial transfer of all archives and financial records to the incoming council.

- 3.6. A council member shall cease to be a member if he/she fails to attend two consecutive meetings without submitting reasons or if he/she tenders his/her resignation in writing. The Faculty SCC Council shall rule upon disputes in these matters, the details of which shall be within the council by-laws.
- 3.7. The term of office shall be determined in the by-laws of the Faculty SCC Council.
- 3.8. The Faculty SCC Council shall elect a Chairperson and any other officers it deems necessary.
- 3.9. A meeting of the Faculty SCC Council shall be convened at the request of the Chairperson or at least half of its members.
- 3.10. Items for the agenda may be suggested by any member of the Faculty SCC council.
- 3.11. Voting shall be by a show of hands or, if the Faculty SCC council so decides, by secret ballot.
- 3.12. Proxy may effect no voting.
- 3.13. Except where otherwise provided in this Constitution, all matters determined by a vote shall be decided by a simple majority of those present and voting.
- 3.14. The Faculty SCC Council is not competent to make decisions if less than half of its members are present.
- 3.15. The faculty SCC Council shall at least:
  - 3.15.1. Prepare a report of the activities of the Faculty SCC Council and present it to the Faculty SCC General Meeting at the end of its term in accordance with section 2.4.2.
  - 3.15.2. prepare an annual report of the activities of the Faculty SCC Council and present it to relevant faculty and university structures.
  - 3.15.3. prepare a budget.

- 3.15.4. maintain the necessary archives. Such archives shall contain at least all minutes from Faculty SCC Council and General Meetings, budgets, financial records, annual reports, updated by-laws and statements of income and expenditure.
  - 3.15.5. open such entities as are necessary for conducting of the activities of the Faculty SCC Council and nominate members who are permitted to draw upon such accounts.
  - 3.15.6. The Faculty SCC Council may at any time co-opt members for special projects at its own initiative. Such members shall have no voting powers and may not suggest items for the agenda.
- 3.16. The Faculty SCC Council shall be a partner in the decision-making processes of the faculty, receiving both its material and financial support.
  - 3.17. Representatives of the Faculty SCC Council whom are members of faculty and/or university structures shall ensure regular attendance these meetings providing apologies if they are unable to attend or requesting fellow council members to attend in their stead.

## Section 4: By-laws

- 4.1. The Faculty SCC council shall have an executive committee comprising a Chairperson, Treasurer, Secretary and two other council members nominated at the Chair's discretion.
- 4.2. Responsibilities of the Chair:
  - Provide strategic direction and support for all SCC functions, responsibilities, duties and activities.
  - Chair all council meetings.
  - Give appropriate and reasonable instructions to members of the Executive Committee, heads of committees and council members.
  - Communicate to all council members decisions and reports of all Postgraduate Students Association (PGSA) and other relevant meetings that s/he attended.
  - Decide, in conjunction with and with the approval of the executive committee, the competency of council members to adequately undertake their duties and fulfil their responsibilities, both in terms of

this constitution, the council by-laws and reasonable instructions issued by members of the executive committee.

#### 4.3. Responsibilities of the Secretary:

- The Secretary shall compile an agenda prior to all council meetings.
- Items for inclusion are to be forwarded to the secretary at least one day prior to a council meeting. The agenda is to be circulated electronically to all council members prior to the meeting.
- The Secretary shall record comprehensive minutes at each council meeting and circulate these minutes electronically to all council members following the meeting.
- The Secretary shall maintain the electronic and printed archives of the council ensuring proper and appropriate filing of all agendas, minutes, university and faculty documents, committee reports and other important or relevant information.
- The Secretary shall regularly check his/her emails, respond appropriately to emails or forward them where necessary to relevant council members, committees and portfolios.
- The Secretary shall maintain up-to-date records of council member's contact details, addresses and email addresses.
- The Secretary shall administer the council office.

#### 4.4. Responsibilities of the Treasurer:

- The Treasurer shall maintain all financial records, invoices, receipts and quotations.
- The Treasurer shall be responsible for the acquisition and disbursement of all council funds.
- The Treasurer shall administer the council budget and co-operate closely with all relevant funding sources both at faculty and university level.
- The Treasurer shall head the Planning Committee.

5. The chair shall appoint committees and portfolios suitable and appropriate to the demands on and responsibilities of the SCC. Members of these portfolio committees shall meet, communicate and interact on a regular basis. Whilst their establishment is designed to delegate responsibilities

and devolve powers from the executive committee, all decisions made by such committees are to be passed via the executive for ratification, reasonable and appropriate instructions for implementation. Provision is made for:

5.1 A **Planning Committee**. This committee shall be directed by the Treasurer of the SCC or in his/her prolonged absence, an appointee whom is a member of the executive committee. The Planning Committee shall include the council secretary. The Planning Committee shall be responsible for:

- Scheduling league tournaments, developing a ladder of players among willing members and under the approval of the Squash Court Executive Committee, organize various awards.
- Planning and Management of all faculty postgraduate facilities including sporting and recreational facilities and the postgraduate centre.
- Fundraising.

5.1.1. The head of the planning committee, with the approval of the chair, may co-opt non-committee council members under special circumstances at his/her discretion.

5.2 A **Public Relations Committee**. The head of this committee shall also be a member of the Planning Committee in order to facilitate close cooperation with and marketing support of the Planning Committee. The Public Relations Committee shall be responsible for:

- Marketing of the SCC.
- Advertising all games and other activities organised by the Planning Committee.
- Maintaining an up-to-date manual and electronic members communication database containing all relevant contact details and email addresses.
- Maintaining Public Relations with all faculty, university and public stakeholders, interested persons, companies, sponsors, etc.
- Design, production and distribution of all forms of electronic and printed marketing media.

6.0 Squash Facility Rules:

6.1 Every player must wear non-marking shoes.

6.2 Squash club bookings are limited to 1 hour per booking and you lose

your booking if you don't arrive within 20 minutes of your booking time.

(Round robin games limited to 2 hours).

- 6.3 No smoking in the squash court building or toilets.
- 6.4 No abuse or damage to squash facilities, equipment or whatsoever.
- 6.5 Members shall bring their own locks. No overnight storage in the lockers.
- 6.6 Squash club members are limited to one outside guest only. The SCC reserves the right to suspend or even exclude a member who fails to adhere to this restriction.
- 6.7 The main entrance door to this building should always remain closed.
- 6.8 The SCC reserves the right to suspend or even exclude members who continue to misbehave and abuse the squash court facilities.
- 6.9 No loitering in the squash building.
- 6.10 It is the responsibility of every member to keep the showers and toilets tidy after use and it is in their best interest to inform the SCC if any form of negligence is witnessed.
- 6.11 Any one who wants to access squash court facilities such as showering, bathroom etc. should still pay the full membership fee implemented by the FHS SCC.
- 6.12 The SCC privileges the Faculty of Health Sciences security to exclude any member who, according to their evaluation, violates any of the aforementioned squash court rules and regulations.
- 6.13 Squash club members who do not belong to UCT as a staff and/or students should pay at least ten-fold more membership fee and the FHS SCC reserves the right to deregister these members if the Faculty and/or the University demand to do so.
- 6.14 The SCC shall not be held responsible for any theft and/or injuries experienced while in the court. However, when injured, you may get partial support from UCT by registering your injury "at the Sports Injuries Clinic or at Marian Posniak's office at the Student Health Service within 30days of injury date" (Student Accident Insurance at UCT-2003).