



CONSTITUTION

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| Name | 1. The organization shall be called the Caribbean Area Squash Association (hereinafter referred to as "CASA"). |
| Objects | 2. The objects of CASA shall be: <ul style="list-style-type: none">(a) to promote in the Caribbean area the growth and general welfare of the game of Squash.(b) to abide by and enforce the Rules and Regulations from time to time in force of the World Squash Federation.(c) to promote and organize (by delegation to Members or otherwise) international championships for teams and individuals in any Caribbean area territory or in which CASA is competitor.(d) to sanction the holding of any competition or tournament in the Caribbean Area or in which any Member is competing.(e) to co-ordinate, when so requested, tours of official national teams of Members.(f) to affiliate or cause its Members to affiliate with the World Squash Federation and with such other Federations, Associations, organizations or bodies as CASA may from time to time deem necessary.(g) to settle disputes between Members.(h) to undertake such other activities as CASA may from time to time decide.(i) generally to do all such acts, matters and things in connection with or incidental to the effective carrying out of any of the foregoing objects. |
| Answers | 3. CASA shall have the following powers, <ul style="list-style-type: none">(a) to prescribe make and adopt such regulations, resolutions and guidelines and to do all such other acts and things as may be |

necessary or desirable to carry out its objects or to conduct its business;

- (b) from time to time to alter the fees or the manner of payment thereof as set out in this Constitution and generally to prescribe the fees to be paid by Members;
- (c) to expel fine or otherwise discipline any Members;
- (d) to delegate such of its powers to the Officers from time to time as it may deem fit;
- (e) to employ and deal with the funds of CASA in such manner as it deems fit in the interests of CASA.

4. CASA shall be organized and controlled by its Members, other than Associate Members.

5. The Members shall be:

- (a) those associations named hereunder (hereinafter referred to as "Founder Members"), namely:-
 - The Bahamas Squash Association
 - The Barbados Squash Association
 - The Bermuda Squash Association
 - The Guyana Squash Association
 - The Jamaica Squash Association
 - The Trinidad and Tobago Squash Association;
- (b) such other Caribbean Area National Squash Associations as may hereafter be elected to full membership (hereafter be elected to full membership (hereinafter referred to as "Full Members" which expression shall include also Founder Members);
- (c) such other associations or bodies not being Caribbean Area National Squash Associations as may hereafter be elected to Associate Membership (hereinafter referred to as "Associate Members").
- (6) Application for membership shall be made in writing to the Secretary. The acceptance or rejection of such application shall be considered in a General Meeting and determined by a resolution thereof. The Members in the General Meeting may attach such terms
- (7) All applications for membership shall contain a description of the organization and the status of the game in the area of the proposed Member and shall satisfy the minimum criteria for membership as may from time to time be prescribed.
- (8) Each Member shall notify the Secretary in writing from time to time of the names with telephone numbers and addresses of:
 - (a) its president or chief executive officer who shall be its spokesman at times other than general meetings, and
 - (b) its secretary to whom all official correspondence from and notices of meetings of CASA shall be addressed.
- 9. A Member may resign from CASA. Such resignation shall be submitted in writing to the Secretary, provided that any such resignation shall not release the Member from any fees or

- subscriptions owed to CASA.
10. Each Member shall pay to CASA
 - (1) upon being admitted to Full Membership a fee of US\$100.00;
 - (2) upon being admitted to Associate Membership a fee of US\$50.00;
 - (3) an annual subscription based on the number of courts of or belonging to or used by the Member or all clubs or bodies affiliated to the member at the rate of US\$20.00 per court.
 11. The entry fee shall accompany the application for membership or shall in any event be received by CASA on or before the day on which the application comes up for consideration or on which a motion in respect of the same is proposed for action without a meeting.
 12. The first annual subscription (or a proportionate part thereof in respect of a period of less than one year) shall be payable upon receipt of notice of admission to membership. Thereafter the annual subscription shall be due on the first day of the year and be payable not later than the last day of February.
 13. Any Member whose first subscription remains unpaid for more than twelve months after receipt of notice of admission to membership or whose annual subscription in any subsequent year remains unpaid after the last day of the year shall forfeit its right to attend and vote at general until such arrears have been paid and at the discretion of CASA shall cease to be a Member.
 14. Every Member shall designate in writing to the Secretary the name and address of an individual who shall serve as such Member's Representative to CASA. Such designation shall be deemed to continue until notice in writing given by such Member shall be received by the Secretary terminating the appointment of the Representatives and designating another in his stead.
 15. All Representatives shall be entitled to attend and address (and in the case of Representatives of Full Members only vote at) general meetings. All Representatives shall report at regular general meetings in person or in writing upon the current organization and the status of the game in the area of the Member which appointed him. The Representative shall also prepare a written report in respect of each calendar year's squash activity in the area of the Member which appointed him, listing the current officers of the Member and the results of championships and tournaments promoted and sanctioned by the Member in the area of the Member. Representatives shall forward to the Secretary copies of such annual reports within 60 days of the year end for onward transmission to each other Member.
 16. In the event that a Representative is unable to attend a general meeting the Member which appointed him or, in the case of emergency, the Representative himself may appoint an alternate to

attend the meeting in his place. Such authorisation and appointment thereunder shall be made in a form satisfactory to the Secretary. An alternate shall have the same powers as the Member or Representative who appoints him. A Representative or alternate may be of any nationality and affiliation.

17. At no time may an individual serve as a Representative of more than one Member or as an alternate of more than one Member, and no individual may serve simultaneously as a Representative and an alternate.
- General Meetings 18. A quorum for action at a general meeting shall consist of not less than 4 of the Full Members but fewer than a quorum shall have the power to adjourn the meeting from time to time until a quorum be present.
19. General meetings shall include regular general meetings and special general meetings.
- Regular General Meetings 20. Regular general meetings of the Members shall be held approximately once every two years. Such meetings shall preferably be held at the time of and in the country hosting the CASA Squash Championships.
21. The Secretary shall notify each Member with a copy to its Representative of the place date and time of a regular general meeting by mail not less than 60 days prior to the date of such meeting. The agenda and any comments on items therein contained shall be posted to each Member with a copy to its representative by mail not less than 30 days prior to the date of such meeting.
22. A majority of the Officers and/or any Member shall be entitled to have included on the agenda of a regular general meeting any matters it may wish to raise or any motion or proposal it may wish to make. To be placed on the agenda, such matters or proposals must be submitted in writing to the Secretary and be received by him at least 45 days prior to the date of the meeting. A matter, motion or proposal submitted for inclusion on the agenda should be accompanied by an explanatory statement. A motion not on the agenda may be submitted to a vote only with unanimous consent of the Representatives of the Full Members attending the meeting.
23. The Officers shall prepare the regular meeting's agenda which shall include all matters proposals and motions submitted under the foregoing clause as well as provisions covering the following matters:-
- (a) the President's Report;
 - (b) the Treasurer's statement of accounts;
 - (c) the report of committees;
 - (d) the report of Representatives;
 - (e) the election of the Officers;
 - (f) any other business.
- Mail General Meetings 24. At any time during the period between regular general meetings the President shall upon the specific written request of the majority of the

Full Members and/or the Officers in their discretion call a special general meeting. The Secretary shall notify each Member with a copy to its Representatives by mail not less than 21 days prior to such meeting. The agenda and any comments on the notice thereof shall accompany such notice.

Voting at Meetings

25. Except for any proposed amendment to this Constitution, the adoption of any resolution of CASA at general meetings shall require a 2/3 majority vote. Unless otherwise specially provided votes shall be cast on a show of hands.

26. Full Members shall be entitled to one vote each. Neither Associate Members nor any of the Officers shall be entitled to vote at general meetings in their capacities as such.

Motion Within a Meeting

27. Between general meetings any Member or the officers may propose an motion for action without a meeting. Such motions shall be dated and shall be submitted by the Member to the Secretary in writing. After consideration by the Officers, the Secretary shall within two weeks forward copies of the motions received to each Member with a copy to its representative by mail together with a notice dated the day of dispatch by the Secretary calling for the return of votes within 60 day thereafter. To be recorded, the responding vote by each Full Member, must be received in writing by the Secretary not later than 60 days after the date of the notice. Upon expiration of such period the motion if duly adopted shall immediately be recorded by the Secretary.

28. Only duly paid up Members may exercise the right of proposal of or of voting upon a motion under the above clause and the adoption of a motion thereunder shall require a 2/3 majority vote of all duly paid up Full Members.

Officers

29. No later than 15 days after the expiration of the 60 day period referred to in Clause 27 the Secretary shall advise the Members in writing by mail of the outcome of the vote on a motion circulated for action without a meeting.

30. The Officers of CASA shall be the President, Vice President, Treasurer, Secretary and two others (hereinafter referred to as the Fifth Officer and the Sixth Officer respectively) who shall be entitled to attend all general meetings.

31. Such Officers, with the exception of the first Officers of CASA, shall be elected at a regular general meeting to serve until the succeeding regular general meeting.

32. No person may hold more than one office at any given time.

33. The President and Vice President shall not be reelected to the same office more than once if in the ordinary course he will serve in that capacity for more than four years.

34. Other Officers may be appointed by the Members to perform such duties and to serve such periods of time as they shall determine.

35. Any Officer may resign at any time by giving written notice to the President or the Secretary. Such resignation shall take effect at the date of the receipt of such notice at any later date specified therein.
36. A vacancy in any office shall be filled for the unexpired portion of the term by appointment by the officers then in office.
37. Any Officer may be removed, with or without cause, at any general meeting of CASA by a duly adopted resolution.
- The President 38. The President shall be the Chief Executive Officer of CASA and shall have general supervision over its activities and affairs and over its Officers, agents and employees subject however to the control of the Members. He shall preside at all general meetings of CASA and of the Officers and shall be empowered to permit observers to attend address but not to vote at general meetings.
- The Vice President 39. The Vice President shall, at the request of the President or in his absence or disability perform all of the duties of the President.
40. In the event of the death, resignation or removal of the Vice President, the Full Members, by action without meeting, shall elect a Vice President in his stead after nominations for the office shall have been called for by the Secretary and notified to Members.
- Treasurer 41. The Treasurer shall have the charge and custody of and be responsible for all funds and securities of CASA and shall deposit funds in the name of CASA and such depositories as may be selected by the Officers or the Members. He shall at all reasonable times exhibit his books of accounts and records to any Member and shall cause a statement of the financial conditions of CASA to be given Members at each regular general meeting. He shall also prepare a statement of accounts in respect of each financial year and forward to the Secretary copies thereof within 60 days thereafter for onward transmission to the Representative of each Member.
42. The Treasurer shall receive and give receipts for moneys due and payable to CASA and shall disburse the funds of CASA as directed by the Officers or the Members. At the direction of the Members or the President he shall reimburse the Officers for all reasonable and proper costs and expenses incurred by them in the performance of their duties.
- The Secretary 43. The Secretary shall take keep and circulate minutes of all meetings of the Members and of the Officers in such manner as shall be agreed by the Members. He shall see that all notices provided for by law or by this Constitution shall be given in accordance with the provisions thereof. He shall have the custody of the records of CASA. He shall keep a register of the names and addresses of each Member and its chief executive officer, secretary and Representative or alter and inform Members thereof annually by supplying copies thereof within 60 days thereafter to each Member. He shall see that all books, reports,

- statements, certificates and registers and other documents and records of CASA are properly kept and filed as required by law or otherwise
- General Duties of Officers 44. The President, Vice President, Treasurer and Secretary shall in general perform all duties incident to their respective offices and such other duties as may be respectively assigned to them from time to time by the Members or in the case of the Vice President, Treasurer and Secretary by the President.
- The Fifth and the Sixth Officer 45. The Fifth Officer and the Sixth Officer shall be entitled to attend all meetings of the Officers provided that any costs incurred in connection with their respective attendances shall not be an expense for which CASA shall be liable. They shall be furnished by the Secretary with copies of all official correspondence addressed to or by CASA and given notice by cable or telex of all meetings of the Officers unless they otherwise waive the necessity for such notices by reason of their not being able to attend such meetings in the normal course.
- Election of Officers 46. Nominations for the election of president, Vice President, Treasurer and Secretary in conjunction and for the Fifth Officer and Sixth Officer shall be submitted in writing by the Members to the Secretary no less than 45 days before the date of the next regular general meeting, and the Secretary shall include the nominations in the agenda of the meeting. Nominations received after 45 days prior to such meeting may be submitted at such meeting if approved in writing prior thereto by a majority of all the Full Members. A Member or its Representative shall have the power to withdraw its nominees at any time. In the event of there being no candidates nominated, the Members shall be entitled to nominate candidates at the meeting.
48. The elections of the Officers shall be held at the end of the regular general meeting. The election of the President shall be held first followed by the election in turn of the Vice President, the Secretary, the Treasurer, the Fifth Officer and the Sixth Officer.
49. Unless the Full Members present and voting at the meeting shall have duly resolved otherwise, after the election of the President the election of candidates nominated for Vice President, Treasurer and Secretary shall be restricted to those candidates who are resident in the country in which the President-elect resides and the election for candidates nominated for Fifth Officer and Sixth Officer shall be restricted to those candidates who are not resident in the country in which the President-elect resides and all other nominees for such offices shall automatically stand disqualified.
50. Nominations for Vice President under clause 40 hereof shall similarly be restricted to persons resident in the country in which the President resides unless the Full Members otherwise determine.
51. All candidates for election as Officers at the regular general meeting shall be elected by a duly adopted resolution voted upon by ballot and the chairman of the meeting shall appoint scrutineers to assist in the

elections.

52. In the event of no candidate receiving the requisite majority a second ballot shall be taken with the least successful candidate in the first ballot eliminated. If at the second ballot no candidate receives the requisite majority the third ballot with names only of the two top candidates shall be taken. In the event of the third ballot failing a fourth ballot shall be taken with the names of the same two candidates and the successful candidate shall be he who receives a majority of the votes cast, or in the event of a tie a fifth ballot shall be taken to determine a majority of the votes of Founder Members only and in the event of a further tie the Chairman of the meeting shall have a casting vote.

Meeting of
Officers

53. The Officers shall meet from time to time between general meetings of CASA upon the call of any of them at such times and places as the President shall determine, and according to such procedures as they shall determine. At such meetings they shall dispose of the routine business of CASA, prepare agendas for general meetings, propose questions for action Members between general meetings, call special general meetings if so requisitioned and fix the agenda thereof. At such meetings they shall perform such other duties as may be specifically assigned to them from time to time by the Members.

54. At any meeting of the officers a quorum shall be three present in person or by proxy and any matter decided at any such meeting shall be by the votes of any three of such officers in favour thereof and recorded in writing. At meetings of the Officers each Officer shall have one vote.

55. A resolution in writing signed by all the Officers shall be as effective as a resolution passed at a meeting of the officers duly convened and held, and may consist of several documents in like form, each signed by one or more of the officers.

Committees

56. Unless the Members in a general meeting shall otherwise resolve:

- (a) there shall be a standing committee of CASA known as the CASA Tournament Committee which shall have the duty of promoting and organizing the CASA Squash Championships; and
- (b) the members of the CASA Tournament Committee shall comprise a Tournament Chairman, Tournament Vice Chairman, Tournament Secretary, Tournament Treasurer and such others as the Tournament Chairman shall appoint after consultation with the Officers of CASA; and
- (c) the Tournament Chairman and the Tournament Vice Chairman (with the exception of the first persons appointed under this Constitution to those positions) shall be appointed by the Members of CASA and shall be persons who reside in the country hosting the next CASA Squash Championships; and
- (d) the Tournament Treasurer and the Tournament Secretary Shall

be appointed by the Tournament Chairman after consultation with the Members of CASA; and

- (e) at least one member of the CASA Tournament committee shall also be an Officer of CASA; and
- (f) any member of the CASA Tournament Committee may resign on giving notice to the Tournament Chairman or the Tournament Secretary and may be removed by the Members of CASA.

57. The Members may create standing or special committees of CASA and appoint or authorize the Officers to appoint the Chairman thereof. Each such committee shall consist of such number of members, perform such duties and render such reports as the Members shall determine.

58. The Officers shall have the power to designate special committees of CASA to serve from time to time and to perform such duties as may be assigned by the Officers. A report of the work of any such special committee shall be rendered at each general meeting either in writing or in person by the Chairman thereof. Each such committee shall consist of no more than seven persons.

59. CASA committees shall meet at such times and places as the Chairman thereof shall determine.

Competitions 60. There shall be held in the Caribbean Area, Championships sanctioned by CASA which shall be called and are herein referred to as the CASA Squash Championships.

61. The CASA Squash Championships shall have the status of the prime squash competition in the Caribbean Area and shall be open to all Members in accordance with the regulations or guidelines as may from time to time be prescribed.

62. The CASA Squash Championships shall be held at such place or places at such time or times and within such interval or intervals and shall include such event or events as may be determined by CASA.

Fiscal Year 63. The Fiscal year of CASA shall be the calendar year.

First Officers 64. The first Officers shall be the following, namely:-

- President - Peter T. Higgs
- Vice President - David A. Raworth
- Treasurer - Ivorn Davis
- Secretary - Keith Parker
- Fifth Officer - Ronnie Nasralla
- Sixth Officer - Godfrey Chin

The first officers shall hold their respective offices until the inaugural general meeting of CASA or their earlier removal or retirement.

First Tournament Committee Appointments 65. The first Tournament Chairman and the Tournament Vice Chairman of the CASA Tournament Committee shall be the following, namely:

Tournament Chairman - Ronnie Nasralla

Tournament Vice Chairman - Douglas Beckford
and who shall hold their respective positions until their respective
successors shall be appointed or until their earlier removal or
retirement.

- Amendments 66. Any resolution amending or repealing in whole or in part or having the effect of so amending or repealing in whole or in part this Constitution or any regulations prescribed for CASA competitions shall only be adopted if the votes of 3/4 of all the Full Members are cast in favour thereof.
- Adoption 67. This Constitution shall take effect as from the date below specified. In witness of its adoption, the Founding Members have caused their respective chief executive officers and secretaries to sign this Constitution in seven parts.
- Date 68. This Constitution is dated the 30th day of April, A.D., 1979.

SIGNED on behalf of the following Association:

BAHAMAS SQUASH ASSOCIATION

BY:

President Secretary

BARBADOS SQUASH ASSOCIATION

BY:

Secretary

BERMUDA SQUASH ASSOCIATION

BY:

Secretary

GUYANA SQUASH ASSOCIATION

BY:

Secretary

JAMAICA SQUASH ASSOCIATION

BY:

Secretary

TRINIDAD AND TOBAGO SQUASH ASSOCIATION
BY:

Secretary

CONSTITUTION
OF
CARIBBEAN AREA SQUASH
ASSOCIATION

(CASA)

Adopted the 30th day of April,
1979

CASA CONSTITUTION

Explanatory Note

The general aim of the Constitution is brevity and flexibility. More specific provisions are included relating to two important areas: (1) the Championships and (2) the standing committee responsible for the Championships

OBJECTS

The promotion of squash is the prime object (clause 2a). Others are important (see clauses 2 h and i).

POWERS

CASA will wish to adopt regulations and guidelines, particularly concerning the Championships. Regulations may periodically be under review or modified or enlarged as necessary to suit changing circumstances. For that reason they are not to be in the Constitution itself.

MEMBERS and FEES

There are two classes - full and associate. Full members must be national associations in the Caribbean Area.

Note - Caribbean Area is not defined. If definition should be considered necessary at any stage then it can be prescribed in regulations.

Full members can vote (clause 26) and thereby control (clause 4) CASA. Associates cannot vote but they are not otherwise restricted. Associates pay a smaller entrance fee but a similar annual

subscription. A club in the Caribbean or elsewhere or a national association outside of the Caribbean Area will have to apply for associate membership. It is open for certain 'minimum criteria' to be prescribed concerning applications. Founder members are Full members and are distinguished only for recognition purposes and for having certain priority (unlikely ever to be exercised) in cases of equality in voting (clause 52).

REPRESENTATIVE

He serves three main functions: (1) He is a receptacle for copies of all notices (clauses 27 and 24) agendas (clauses 21 and 24) and motions (clauses 27 and 40) (2) he represents his member at meetings, and (3) he delivers his member's reports. Once designated a representative remains the representative until his member advises of a change. Conceivably therefore, a representative might continue in his position notwithstanding annual changes in the Officers of the member. The Report on activity is of particular value. All area reports could be collected and bound as the forerunner of an annual CASA handbook.

MEETINGS

This is the main vehicle for member action. The important matter of Officer election must be undertaken at regular general meetings (see clause 31). The matters of membership application (see clause 6) and Officer removal (see clause 35) must be undertaken at general meetings, though the former conceivably could be considered by action without meeting (see clause 6).

The time intervals

- (a) as regards the regular general meeting
 - Of 60 days for notice (clause 21)
 - of 45 days for nominations (clause 46)
 - of 45 days for proposing matters of agenda (clause 22)
 - of 30 days for dispatch of agenda (clause 21) and
- (b) as regards the special general meeting
 - of 21 days for notice and dispatch of agenda (clause 24)

are half the length of those specified for the ISRF equivalent and should be sufficient for CASA purposes.

- Note:
1. Any member can propose a matter for the agenda (clause 22); although an associate, even if it was the proposer, would not be able to vote on it. (This position also applies in the case of motions).
 2. A 2/3rds vote is required. But a matter not on the agenda would require 100% approval before a vote could be put on it. In view of this, item (f) of clause 23 must exclude matter for resolution but would include and permit comment, observation, recommendation etc.
 3. No attendance by proxy as such is permitted. Attendance

by representative or his authorised or appointed alternate is all that is mentioned.

ACTION WITHOUT MEETING

Because members are far flung the holding of meetings is difficult and sometimes actions must be taken without meeting. The time intervals as regards motions (clauses 27 and 29) are:

by 2 weeks - for dispatch after officer consideration

by 60 days after notice date - for return of vote

on expiration of 60 days after notice date - for

registration of vote

by 85 days after notice date - for advising outcome

Note: Although there should be a majority of officers who propose a matter of agenda for regular general meetings (clause 22), no such majority is specified for proposing a motion for action without meeting (clause 27).

OFFICERS

There are 6 elected officers (clause 30). Additional officers may be appointed (clause 34). Vacancy in the officers is filled by the officers (clause 36) except that of the Vice-President who is appointed by resolution of the members can resolve otherwise, it is provided that the Principal 4 Officers shall come from one member area. To Balance control somewhat, two Secondary Officers - the 5th and 6th - come from any other member area. The election of President has an important bearing on the election of the other 5 officers.

A member may nominate more than one person to any office and may nominate individuals outside as well as inside its area. The business of officers is to be transacted in meeting. There is provision however (clause 55) for their business to be effected by means of written resolution signed by all officers. It is reasonable to expect that meetings will be held in the area of the President and that the 5th and 6th officers may not be able to attend them personally. However it is possible for them to attend by proxy. There is only one reference to 'proxy' (see clause 54) but under clause 53 the officers would determine for themselves the particular procedure they will adopt for the use of proxies.

The quorum for their meetings (see clause 54) is set at half the complement of elected officers. If additional officers are appointed, the quorum will be easier to attain.

THE CASA CHAMPIONSHIPS

One of the principal and specific objectives of the Association is to perpetuate an Area Championships and facilitate the control and proper organisation of the event. Clauses 60, 61 and 62 constitute the event. Clause 56 (a) constitutes the committee responsible.

CASA TOURNAMENT COMMITTEE

This Committee is to be headed up by persons from the area next hosting the Championships and they are to be appointed by CASA Members. The Chairman would consult CASA Members in his appointment of the Tournament Secretary and Treasurer. The committee to plan the Championships will need many other local members and on their appointment the Chairman would merely consult the officers.

Apart from any guidelines that may be adopted, the constitutional requirement for one tournament committee member to be an officer ensures that a personal link between the two bodies is maintained. The Committee will function principally at a local level while CASA officers will be responsible to the interests of CASA Members as a whole.

April, 1979

EXPLANATORY NOTE

to the Constitution of CASA

The original name of the game was Squash Racquets, which was changed to Squash. The original Caribbean Association was called the Caribbean Area Squash Racquets Association or CARASRA, which was changed to Caribbean Area Squash Association or CASA. These changes were made at a general meeting held on 24th August, 1999 in Guyana and are recorded in the minutes of that meeting.