

## Castle Hedingham Tennis Club Constitution

### TITLE

The Club founded in 1922 shall be named **CASTLE HEDINGHAM TENNIS CLUB** and shall have for its objects the provision of lawn tennis, social and other facilities for its members together with the provision of coaching if possible.

The Club is constituted as being a non-profit making members' club.

The Club may be affiliated to the Lawn Tennis Association through the Essex Lawn Tennis Association and shall adopt and conform to the rules of these organisations in so far as they can apply. The 'club rules', however, shall take precedent over any other rules.

### MEMBERSHIP

Membership of the Club shall be open to all members of the local community who have an interest in tennis at whatever level.

There shall be the following classes of member: Adult; Junior, student; Family; and Senior (over 65yrs) with the appropriate fee level payable by April 1<sup>st</sup>. Penalties or incentives could be implemented.

All prospective members shall complete an application form.

Visitors/guests are defined as non-members of the Club who on payment of a fee become a temporary member for that session.

### THE COMMITTEE

The running of the Club shall be entrusted to a Committee elected at the Annual General meeting which shall be held whenever possible during February. There shall not be less than 10 days notice of this event. The Committee shall meet at least four times a year and consist only of Club members. Five Committee members shall constitute a quorum. All members shall have one vote with the Chairman having an additional casting vote in the event of an indecisive outcome. Any conflict of interest must be declared by Committee Members on any particular subject and abstain from discussion or voting. The committee shall be responsible for effecting suitable insurance for protecting the fabric of the club together with sufficient public liability cover for all eventualities.

The Committee shall consist of: a Chairman; Vice Chairman, Secretary; Treasurer; Membership Secretary; Coach; Web Master and such other members as required.

In addition, further members may be co-opted and sub-committees formed as the Committee deems necessary.

A President and Vice Presidents may be elected at the Annual General Meeting who may attend Committee meetings but are not entitled to vote.

### Roles:

**Chairman** : To ensure the proper conduct of meetings. If not present, the Vice Chairman shall preside over the meeting.

**Vice Chairman** : To support the Chairman in the general running of the Club.

**Secretary**: In consultation with the Chairman shall prepare Agendas, keep Minutes of all meetings, write letters on behalf of the Club, and circulate dates, venues and times of Committee and Annual General Meetings.

**Membership Secretary**: To be responsible for handling details and all aspects of membership in consultation with the Treasurer.

**Treasurer**: To be responsible for all financial matters and shall maintain records containing details of all payments and receipts. Payments shall be made only against the production of receipts or invoices where possible. At each Committee meeting the Treasurer shall present details of Income and Expenditure. All expenditure shall be ratified by the Committee. At each AGM the Treasurer shall present an audited account of income and expenditure which shall be available for inspection by club members. All bank, Building Society or other such accounts shall be opened and maintained in the name of CHTC. The Treasurer shall be authorised to make payments in the normal course of club business under £1,000 and the authority of any two out of the Chairman, Vice-Chairman and Treasurer for all other payments.

**President:** To be a general support to the Committee and Club by helping in whatever capacity is appropriate.

**Vice President:** To be a general support to the Committee and Club by helping in whatever capacity is appropriate.

The Committee shall have the power to terminate or suspend the membership of any club member or to exclude any member or visitor who it considers guilty of a breach of the Club rules or of a misconduct or offensive behaviour to another member, visitor or any other person whether on the Club's premises or elsewhere. In practice details of any complaint shall be made known to the person complained of, in writing, by the Chairman. The former, shall have the right to reply, in writing, whereupon the Committee may exercise its rights as laid down informing the member or visitor, in writing, of their decision.

The Committee shall be the sole authority for the interpretation of the Rules of the Club and its decisions upon any question or interpretation of any matter affecting the Club and not provided for by the rules. The Committee's decision shall be final and binding on members.

**Sports Equity:** (ie fairness) The Committee of a Club will monitor on a regular basis the Club's commitment to 'Sports Equity' as outlined in its objectives. The objects of a club, which opposes all forms of discrimination, shall be to actively encourage, promote and develop tennis amongst all sections of the Community it serves and in doing so the Club undertakes to ensure that 'Sports Equity' is practised in the Club. This includes ensuring that opportunities are provided for young people, black and ethnic minority groups and people with disabilities at a level appropriate to their needs and aspirations.

**Child Protection:** The Club will adopt and maintain a suitable Child Protection Policy and procedures. The Club shall also adopt any appropriate LTA codes of conduct, guidance, guidelines, documentation, procedures and related policies.

#### **Meetings**

The Annual General Meeting shall be to confirm the Minutes of the previous AGM and any Extraordinary General Meetings.

The Agenda shall include the Chairman's Report; the Treasurer's Report; the Coaches' Report; Team Captain's Reports; the election of the Committee, President and Vice Presidents; and the Team Captains.

In addition the subscription rates for the forthcoming season will be agreed and any other items discussed of which notice is given on the Agenda.

Nominations for all posts must be proposed and seconded.

An EGM may be called by the Committee or by a letter signed by five members requesting the Secretary within seven days, to give ten days notice of such events.

The Constitution may from time to time be amended or repealed by a resolution proposed at an AGM or general meeting convened by the Chairman for that purpose. This is providing that not less than 10 days notice of resolution shall have previously been given, as far as possible, to all members. The resolution must be passed by at least two thirds of the members present and voting at the meeting.

#### **Dissolution/Assets:**

The Club shall be dissolved on the passing of a resolution to that effect at a general meeting after due written notice as far as possible to all members, by at least two thirds of those present and voting.

Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets.

The assets or surplus funds **may** be distributed to a constituted, non-profit making organisation, or a charity. The assets or surplus funds **may not be** distributed to an individual member, or any other person.

#### **LTA INCORPORATION:**

Clauses 1-4 will be added to this constitution and acted upon where necessary.