

# Constitution of Cirencester Tennis Club

**Description**

Cirencester Tennis Club (the Club) is a private, unincorporated, members’ club and is governed by this constitution.

The object of the club is to provide lawn tennis and social facilities for its members, together with the promotion of lawn tennis for the benefit of the community.

The club is a non-profit making organisation. All profits and surpluses shall be used to maintain or improve the Club’s facilities. No profit or surplus will be distributed other than to the members on dissolution of the club.

**Membership**

Any person shall be eligible for full membership providing they are at least sixteen years of age. Children below the age of sixteen may join as junior members without the right to vote.

Each member must agree to the conditions of membership and is bound by the rules and regulations of the club, as set out on the club website.

Every member has the right to introduce visitors, subject to the comfort and convenience of existing members. Every visitor shall be the guest of, and be accompanied by, the member introducing him or her. Guest fees apply (£4.00 adult and £2.00 junior) and must be paid into the visitor’s fee box on the wall in the clubhouse, after signing the visitors book.

Suspension or Expulsion

The committee may terminate the membership of any person – or impose any other sanction they deem appropriate – in connection with the breach of any condition of membership as set out in the Club rules, or where, in its opinion, this would be in the best interest of the club. The member shall be given fourteen days’ notice and may make written representation and/or appear before the committee. Two thirds of the full committee must agree to the expulsion.

Subscriptions

All annual subscriptions shall be payable by 28th February each year. Any member who has not paid their subscription by 1st March will be deemed to have resigned. Members who pay after this date will not be eligible for the annual Wimbledon ticket draw.

**Committee**

The club shall be entirely managed by a committee of volunteers, consisting of a chairperson, secretary, treasurer, club captains, junior organiser, club coach and up to five other members.

At the Annual General meeting members of the committee shall retire, but shall be eligible for re-election. Any two members of the club may propose any other candidate for election and a majority vote shall decide. In the event of a tie, the Chairman shall have the casting vote.

In the event of a vacancy, the committee shall have the power to co-opt any member of the club to fill the vacancy.

If a committee member fails to attend three consecutive meetings and, in the view of the committee, does not give a good reason, then that member will be deemed to have resigned from the committee.

Conduct of Business

Committee meetings shall be held as often as the committee thinks fit provided there are at least six meetings each year. The Chairman may call any extra meetings as necessary. If the Chairman is unable to attend, he may appoint a deputy or the committee may elect a Chair in advance.

A quorum shall be six members.

All items of business requiring a decision shall be given to the Chairman in advance of the meeting and included on the agenda for discussion. A vote shall be taken if deemed necessary by the Chairman. In the event of a tie, the Chairman makes the final decision.

The committee may, from time to time, repeal and amend any regulations (consistent with the Constitution) they believe necessary for the internal management, use of courts and well-being of the Club. All such regulations shall be binding upon members until repealed by the committee, or set aside by a resolution of a General Meeting of the Club. In addition, the committee shall have the power to make arrangements for holding matches, tournaments, or other similar competitions, and to reserve courts as may be required.

The committee may, if helpful, appoint a sub-committee, which shall conduct its business in accordance with the direction of the committee.

Members shall be informed of any committee decisions which directly affect them at the earliest opportunity, in the first instance, via email wherever possible. Members requesting postal information will be contacted at least twice per year.

"**Wherever the committee deems essential, the Treasurer has the power to use club funds for the improvement of the club and the safety of its members. All significant expenditure must be agreed via the committee and members will be informed of any extraordinary expenditure."**

Coaching

The committee is responsible for the engagement of a suitable coach/coaches for the club. The coach will receive a contract which will be administered by the committee. The coach will be bound by the rules of the Constitution and the Code of Conduct of the LTA.

**Trustees**

The trustees of the club shall be the elected officers of the club.

From time to time trustees may be required to sign legal agreements on behalf of the club. In these cases, the trustees will not attract personal liability for those agreements, which will be accepted by the club and then only to the extent of the assets of the club.

**General Meetings**

Annual General Meeting

The date of the Annual General meeting shall be decided by the committee, providing it is within thirteen months of the previous meeting.

The purpose of the meeting is:

a) to receive from the committee a report, balance sheet and statement of account for the preceding year, and details of the income and expenditure expected during the current financial year.

b) to elect the officers and committee, and appoint an auditor for the ensuing year.

c) to agree the annual subscriptions

d) to decide upon any resolutions which may be duly submitted to the meeting.

The Secretary shall inform all members of details of the AGM, including an agenda, at least 21 days before the AGM. Notice of any resolution to be considered at the AGM must be given in writing to the Secretary not less than 14 days before the meeting.

The quorum for the AGM shall be twenty members.

Only full members who attend the AGM may vote and resolutions shall be passed by a simple majority of members present and voting (i.e. not abstaining). In the event of a tie, the Chairman shall have the casting vote.

Any alteration of the rules of this constitution must be carried by a majority or at least two thirds of those present and voting.

Minutes of the AGM shall be placed on a notice board in the clubhouse.

Extraordinary General Meetings

The Chairman and/or committee may, at times, call an EGM and this shall be run in the same way as an AGM except for the election of officers and presentation of reports. If ten or more members request an EGM – in writing to the Secretary - then the committee shall call one.

**Finance**

All monies paid to the Club shall be received by the Treasurer and deposited in a bank account in the Club’s name. No sum shall be drawn from the account except by cheque signed by any two of the Chairman, Treasurer and Secretary.

The financial year of the Club shall end on 30th September each year, to which day the accounts of the year shall be balanced.

The committee has the authority to borrow monies to assist with the financing of capital projects provided that it is a unanimous decision of the committee. The cumulative total of such borrowings cannot exceed the previous year’s membership fee income in any given year. Any loan in excess of this must be approved by members at an AGM or EGM.

All surplus income or profits must be re-invested in the Club. No surpluses or assets may be distributed to members or third parties.

With the exception of services rendered at the request of the committee, no member shall receive any payment or profit from the funds of the Club.

**Dissolution**

A resolution to dissolve the Club can only be proposed at an EGM and must have a majority of at least three quarters of members present and voting.

The dissolution shall take effect from the date of the resolution and the committee shall be responsible for the winding up of the assets and the liabilities of the Club.

Any assets remaining after the discharge of the debts and liabilities shall be paid to or distributed among full members equally.



August 2017