



# Club Constitution

## Cirencester Tennis Club

## Name

The name of the Club is Cirencester Tennis Club (CTC). The Club is registered with and affiliated to the Lawn Tennis Association (LTA). The Club is a Community Amateur Sports Club (CASC), registered with HMRC and is governed by this constitution.

## Aims of the Club

As a Community Amateur Sports Club (CASC), the Club is organised on an amateur basis and, open to the whole community, the Club's main purpose is the provision of facilities to play tennis and encourage participation in the sport.

## Membership

The Club has an open membership, with the categories and fees reviewed and agreed by the Committee.

No person shall be entitled to the privileges of membership until they have paid the membership fee, when joining or at time of renewal.

As a condition of membership, each member agrees to be bound by the rules and policies of the Club. The Committee may terminate the membership of any person or impose any other sanction they determine to be appropriate, in connection with a breach of the Club's rules and policies or where, in its opinion, this would be in the best interest of the Club.

Any person ceasing to be a Member forfeits all rights to and claim upon the Club, its property and its funds and they have no right to the return of any part of their subscription.

## The Management Committee (Committee)

The management of the Club shall be entirely managed by a Committee of up to twelve volunteers, including the roles of Chair, Treasurer, Secretary, Membership Secretary, Club Captains and Junior Organiser.

## Conduct of Business

The members of the Committee may exercise all the powers of the Club for the purposes of the management of the Club.

Attendance at Committee meetings by the Head Coach is by invitation of the Committee or at the request of the Head Coach, agreed in advance with the Secretary.

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

Any significant items of business requiring a decision shall be given to the Chair in advance of the meeting and included on the agenda.

A quorum of six Committee members is required for Committee decisions to be approved. In exceptional circumstances, members' attendance by phone is acceptable. A vote should be taken for major decisions, where deemed necessary by the Chair, with the Chair holding the casting vote.

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.

The Committee may delegate its powers to sub-committees, to manage specific affairs of the Club with the sub-committee reporting back to the main management Committee.

At the earliest opportunity, members shall be informed of any Committee decisions that directly affect them.

At the Annual General Meeting, members of the Committee shall retire but are 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 Chair shall have the casting vote.

The Committee shall have power to fill any vacancy occurring between AGMs by a majority vote at a Committee meeting, at which a quorum is present.

Every member of the Committee and employee of the Club shall be indemnified by the Club. The committee shall pay all costs, losses and expenses which any member of the Committee or employee may incur or for which he/she may become liable for any contract entered into or act or thing done in good faith.

## Trustees

The Committee shall appoint Trustees, to hold office until death or resignation or until removal from office by the Committee or by a resolution passed at a General Meeting.

The number of Trustees shall be not more than four and not less than two.

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.

## Annual General Meeting (AGM)

The Club Constitution is reviewed annually by the Club's Committee, with any changes proposed at the Annual General Meeting for approval by members.

The date of the Annual General Meeting must be within thirteen months of the previous AGM. The date is decided by the Committee.

The secretary shall advise all members of the AGM date, details and agenda by email, (with postal notification sent to any members not on email), at least twenty-one days prior to the AGM. Members may submit items for discussion in writing to the Secretary not less than fourteen days prior to the meeting.

The purpose of the meeting is to:

- Receive the report of activities of the Club during the previous year.
- Receive and consider the accounts of the Club for the previous year and the Treasurer's report on the financial position of the Club.
- Elect the members of the Committee and to appoint an auditor for the ensuing year.
- Decide upon any resolutions that may be duly submitted to the meeting.

The quorum for the AGM shall be twenty members. This is the minimum number of members that must attend to enable Committee members to be elected and for decisions to be made on behalf of the Club. Only full members, over the age of 18, attending the AGM may vote. Proxy votes are not allowed.

Resolutions shall be passed by a simple majority vote of members present and, in the event of a tie, the Chair shall have the casting vote.

The Chair shall preside at all meetings of the Club but if he/she is not present, the members present (and entitled to vote) may choose another member of the Committee to preside.

If the persons attending an Annual (or Extraordinary) General Meeting do not constitute a quorum within half an hour of the scheduled start time or if, during a meeting, a quorum ceases to be present, the Chair of the meeting must adjourn it.

### Extraordinary General Meeting (EGM)

The Chair and / or Committee may, at times, call an EGM and this shall be run in the same manner as an AGM, except for the election of Committee members and presentation of reports. If ten or more members request an EGM in writing to the Secretary, stating the purposes for which the meeting is required and the resolutions proposed, then the Committee shall call one.

### Finance

The Club is a non-profit making organisation with all profits and surpluses used for Club to maintain or improve the Club's facilities or operation.

The Club maintains a bank account on behalf of and in the name of the Club, for which there are three non-related signatories.

Records of income and expenditure are maintained by the Treasurer, who provides a financial update at Committee meetings.

These accounts are independently audited on an annual basis.

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.

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

The Committee may borrow monies on behalf of the Club, from time to time, at its own discretion provided it is agreed by a majority vote 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.

### Dissolution

A resolution to dissolve the Club can only be proposed at an EGM and must have a majority of at least 75% of members who are 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 liabilities of the Club.

Any property remaining, on winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club, shall be given or transferred to one or more of the following sporting or charitable bodies: 1) the LTA for use in community related initiatives, 2) another registered CASC or 3) a registered charitable organisation.