**Welbeck Tennis Club**

**Constitution**

# 1. Welbeck Tennis Club

The club will be called Welbeck Tennis Club and will be affiliated to the Lawn Tennis Association, L.T.A.

# 2. Aims and objectives

The aims and objectives of the club will be:

* To offer coaching, social and competitive opportunities in tennis
* To promote the club within the local community
* To ensure a duty of care to all members of the club
* To provide all its services in a way that is fair to everyone.

# 3. Membership

To ensure all members receive fair and equal treatment. Membership will consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

* Full member
* Social member
* Student member
* Junior member
* Family member
* Pensioner
* Life member

# 4. Membership fees

The membership year will run from 1st May until 30th April. Membership fees will be set annually on or before the 1st May each year and recommended by the Committee and agreed at the Annual General Meeting.

Fees will be paid annually or exceptionally monthly, at the discretion of the Committee.

# 5. Officers of the club

The officers of the club will be:

* President (Honorary Position) – William Parente
* Chairperson (to be elected by the committee)
* Hon. Secretary
* Assistant Secretary
* Hon. Treasurer
* One Junior Representative
* 7 ordinary members

Officers will be elected annually at the Annual General Meeting, which will be held in either April or May of each year.

All officers will retire each year but will be eligible for re-appointment.

No officer (with the exception of the President) may be elected for more than three consecutive years, unless there are no new nominations.

The chairperson is to be elected by the committee who will preside over all meetings of the club up to and including the following AGM.

# 6. The Committee

The committee should consist of at least seven ordinary members, and will include the above elected officers. The club will be managed by the committee:

* Only these posts will have the right to vote at meetings of the Committee. The junior representative will also be a member of the Committee but will not have the right to vote unless he/she is an adult member.
* The Committee meetings will be convened by the Secretary of the club and held no less than five times per year. A record of each meeting will be made and agreed by the Committee.
* The quorum required for business to be agreed at Committee meetings will be five.
* The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
* The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business and co-opt club captains.
* The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
* The Committee will canvass interest and appoint the club captains and the junior organiser position each year following the AGM.
* The Committee will have the power to restrict membership to ensure the comfort and convenience of existing members.
* The Committee will also have the power, on behalf of the club, to enter into and ensure compliance with all the terms (including payment of an annual fee) of a licence or lease agreement governing the terms on which the club, its members and guests may use the tennis courts and other facilities provided by and owned by the Trustees of the Lady Margaret Hall.
* The Committee will ensure that liability insurance is in place each year through the LTA.

## 7. Finance

All club monies, including junior section monies, will be banked in an account held in the name of Welbeck Tennis Club.

The Club Treasurer will be responsible for all finances of the club, including the junior section.

The financial year of the club will end on 31st Mar of each year. A statement of the audited annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signature of the Treasurer.

The exception is when setting up new mandates, then the signatures from the treasurer and one of the elected officers will be necessary.

## 8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 28 clear days’ notice to be given to all members. The AGM will receive a report from officers of the Committee and a statement of the audited accounts. The AGM will hear any other business from members which has been received in writing to the Secretary, no less than 14 days prior to the meeting.

Nominations for officers of the club, Secretary and Treasurer will be sent to the Secretary no less than 14 days prior to the AGM. Each nomination must be seconded by a member of the club

Election of officers will take place at the AGM, via a show of hands.

Those with the majority vote will be elected.

Elections of members of the Committee are to take place at the AGM by show of hands. Those with the majority vote will be elected. There will be a minimum of seven adult positions available and one junior representative position.

All members have the right to vote at the AGM, excepting junior members (U16).

The Secretary or nominated member shall maintain a true record of the meeting, to be approved by the Chairperson.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

Additionally, any member shall be able to call a meeting of all club members if they satisfy the following conditions:

- the member has the signatures of 8 other members who signify they wish to call a meeting for the purpose given. Procedures for EGMs will be the same as for the AGM

## 9. Guests

Any member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club’s premises (by invitation of the Club) who is not a member shall be a guest of the Committee.

The member introducing a guest player must enter the name of the guest in the guest book, which is kept in a folder in the Pavilion. These guests may be admitted as a guest on no more than THREE occasions in any calendar year. A small reasonable guest fee will be charged, and the amount will be set by the committee each year.

Anyone whose application for membership has been declined or who has been expelled from the Club will not be admitted as a guest.

## 10. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club’s child protection policy and procedures. The Committee will appoint the club Welfare Officer and they will be the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

Wherever possible, the committee will hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The Committee may appoint a sub committee comprising of at least two elected officers and at least two Committee members to consider the complaint and decide upon the appropriate action to be taken. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

Any appeal should be made within 14 days of the decision being notified and will be considered by the full Executive Committee. The Committee should, whenever possible, consider the appeal within 14 days of the Secretary receiving the appeal.

# 11.Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of the Trustees of the Lady Margaret Trust.

## 12. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM convened with the required written notice of 28 days of the proposal. Any alteration or amendment must be proposed by a full member and seconded by another full member.

## 13. Declaration

Welbeck Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: Date:

Name:

Position: Club Chairperson

Signed: Date:

Name:

Position: Club Secretary