

## Introduction

This document explains the main principles and operating procedures of the Club – what it can do and how it will be done. Changes to the Clubs Constitution can only be made at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). For other rules that apply to members please see the "Rules of Acle Tennis Club".

## 1 Name

- 1.1. The Club is called Acle Tennis Club, which is an unincorporated Private Member's Club.

### Correspondence address

- 1.2. The current correspondence address of the Club will be published on its web-site [www.acletennisclub.org.uk](http://www.acletennisclub.org.uk).

## 2 Objectives

The objectives of the Club are to:

- 2.1 Offer the game of tennis to those who may wish to join the Club.
- 2.2 Foster friendship through tennis and encourage members to play the game in the correct spirit.
- 2.3 Encourage members to participate in the Club activities and in the running of the Club.
- 2.4 Offer coaching to members, particularly children and younger members to encourage them in the game of tennis.
- 2.5 Give the opportunity to all members to join in and take part in the social events of the Club.

In meeting the objectives, the Club may:

- 2.6 Take and retain membership of the Norfolk Lawn Tennis Association (NLTA) and by doing so become and remain registered as an associate of the Lawn Tennis Association (LTA).
- 2.7 Make rules and regulations for the operation of the Club.
- 2.8 Discipline its members and refer them to the NLTA or LTA as appropriate.
- 2.9 Take any action as the Management Committee thinks necessary to meet the Clubs objectives.

## 3 Membership

The rights and conditions of membership are:

- 3.1. A member is someone who has paid their subscription in accordance with the rules of the club.
- 3.2. All members will comply with this constitution and the rules, policies, procedures and Code of Conduct of the Club, which are to be made available to every member and are published on our website <https://clubspark.lta.org.uk/AcleTennisClub>
- 3.3. A member has the right to participate in all activities of the Club, subject to any actions taken under the complaints and sanctions procedure.
- 3.4. Any person wishing to become a member must submit an application in such manner as the Management Committee decides.
- 3.5. The Management Committee reserves the right to decline applications.
- 3.6. Membership of the Club cannot be transferred and will cease on death.

- 3.7. Where the Club is registered as an associate of the Lawn Tennis Association:
- a member becomes subject to the rules and disciplinary code of the LTA, and
  - In doing so the LTA have the power to discipline the member where they breach the LTA rules and disciplinary code, and
  - the member does not obtain any rights or interests to the LTA.
- 3.8. If they wish, a member can resign their membership at any time. Resignations should be submitted in writing to the Chairperson.
- 3.9. Anyone that ceases to be a member during the year shall not be entitled to a refund.
- 3.10. The management committee may at their discretion confer honorary membership.

## 4 The Management Committee

### 4.1 Roles and responsibilities

The club will be managed by the Management Committee. The Management Committee is responsible for the Club's future development, financial success and making sure that the club is run in line with the objectives.

The Management Committee shall consist of the following officers:

- Chairperson
- Vice-Chair
- Treasurer
- Membership Secretary
- Welfare Officer
- Social Officer
- Facilities/Maintenance Officer
- Junior representative
- Secretary
- Club captain
- Recreation Centre Liaison officer.
- Communications Officer

4.1.1 A person can hold more than one office but the Management Committee must comprise of no less than 6 people.

4.1.2 Where the Club is registered as an associate of the Lawn Tennis Association:

- All members of the Management Committee are subject to the rules and disciplinary code of the LTA, and
- The LTA have the power to discipline the committee member where they breach the LTA rules and disciplinary code, and
- This does not grant to the committee member any rights or interests to the LTA.

### 4.2 Appointment of the Management Committee

All members of the Management Committee are to be elected at the AGM or EGM and will hold office to the next AGM.

4.2.1 Members of the Management Committee must be at least 18 years of age.

4.2.2 If a post becomes vacant during the year, a replacement can be appointed by the Management Committee. Where more than one person applies for a vacant post, the management committee will either:

- make the selection by taking a vote, or at their discretion
- call an EGM where a vote will be taken by the members.

## **4.3 Resignation from the Management Committee**

4.3.1 If they wish, a member of the Management Committee can resign their post at any time. Resignations should be submitted in writing to the Chairperson or Secretary.

4.3.2 Upon resignation the member will be required to resign from any position held in any other organisation where they represent the Club within 7 days of the date of their resignation from the Management Committee.

4.3.3 Any member of the Management Committee who is absent from three consecutive management meetings may, at the discretion of the committee, be deemed to have resigned.

## **4.4 Proceedings of the Management Committee**

4.4.1 Management Committee meetings shall be held as often as the Management Committee thinks fit, provided there are no less than three meetings in any one year.

4.4.2 Members of the Management Committee are to be given no less than 14 days notice for a meeting.

4.4.3 All items for discussion are to be submitted to the Secretary no later than 10 days before the meeting. 4.4.4 The Secretary and Chairperson will be responsible for deciding the agenda. The agenda, any supporting documentation and minutes of the previous meeting will be issued to members of the Management Committee no later than 7 days before the meeting.

4.4.5 Meetings of the Management Committee will be run by the Chairperson. If the Chairperson is absent, they will be run by the Vice Chair. If both Chair and Vice-Chair are absent, a meeting will be run by another member of the Management Committee that is to be elected from those present.

4.4.6 Two thirds or more of the current Management Committee will constitute a quorum.

## **4.5 Emergency Actions.**

4.5.1 The following section deals with arrangements for decision making in the event of an Emergency situation being declared. Such a situation can only be declared following a vote of the Management Committee where a two thirds majority vote in favour of declaring an emergency.

4.5.2 In emergency situations the Chairperson with a further two officers of the club (Treasurer, Vice Chair or Secretary) is authorised to make decisions and act on the Management Committee's behalf where urgent decisions are required. Urgent decisions are defined as "where not acting immediately will be seriously detrimental to the Club and or its members. 4.5.3 All emergency actions will be recorded by the Club

Secretary and reported to the Management Committee at the next scheduled meeting of the committee.

4.5.4 Emergency Actions will be a standing item on all Management Committee meetings Agenda.

## **5 The Annual General Meeting (AGM)**

1. The AGM of the Club will be held once a year on a date set by the Management Committee.
2. The AGM will transact the following business:
  1. To receive Chairpersons report
  2. To receive financial reports.
3. To inform and agree the categories of membership, associated ages and fees for the next membership period.
  4. Adoption of rules.
  5. Appointment of Management Committee
3. Nominations for the Management Committee are to be:
  1. Submitted in writing by the nominee,
  2. Signed by two members of the club
3. Received by the Secretary no later than 28 days before the AGM.
4. Where more than one nomination for a post, a vote will be held. Those eligible to vote may only vote for one nominee for each post. The nominee receiving the most votes will be elected.
5. Where there is a single unopposed nomination for a post, a vote is not required and the person will be appointed automatically.
6. When there is no nomination for a post, a nomination can be accepted during the meeting. The nominee must be present.
7. All persons that have a valid membership at the time of the meeting are entitled to attend.

## **6 Extraordinary General Meetings (EGM)**

- 6.1 An EGM may be called by the Management Committee or by written notice to the Chairperson by ten or more members of the Club.
- 6.2 The Chairperson will fix a date for an EGM within eight weeks of a valid request being received from the members.

## **7 Voting**

This section explains how all Club decisions will be made.

Voting will be 1 vote per member aged 18 or over at the time of the vote.

- 7.2 The proposal/nominee with the highest number of votes will be accepted.
- 7.3 In the event of a tie, the Chairperson will decide by casting their vote.
- 7.4 All votes are to be cast in person – no votes can be submitted by proxy.

### **7.5 Conflicts of interest**

All persons should consider if they have a conflict of interest with any item being discussed. When addressing any meeting, a member must declare any conflict of interest and abstain from any subsequent vote on the matter.

## 8 Finance

- 8.1 Acle Tennis Club is non-profit distributing organisation with all income being used to meet the Clubs objectives.
- 8.2 Whilst members of the Management Committee perform their roles on a voluntary basis they can be reimbursed for reasonable expenses. (Note: New)
- 8.3 Full accounts of the Club will be prepared each year. The accounting reference date will be 31 October.
- 8.4 An inspection of the accounts will be made by a suitably qualified person.

## 9 Complaints

You have the right to complain and the Club takes complaints seriously. You can find a copy of our complaints policy on our website <https://clubspark.lta.org.uk/AcleTennisClub> which explains what you should do and who you should contact. If you do not have access to the internet a written copy of our complaints policy can be provided on request.

## 10 Dissolution

In the event that the Club cease, all money and assets of the Club are to be held by the War Memorial Recreation Centre for the sole purpose of any future Tennis Club which would be formed at Acle.

## Change history

V2.0 22 October 2014	Accepted at Extraordinary General Meeting. To become effective from the AGM to be held 10 December 2014.
V3.0 August 2020	Draft for consideration
V3.1 August 2020	Draft for Consideration
V3.2 July 2021	Final Agreed at AGM 29 July 2021
Date of next Review	July 2024