



AYLSHAM TENNIS CLUB CONSTITUTION

Name

The Club will be called **AYLSHAM TENNIS CLUB**, a non-profit making sports club open to both members and the public.

Aims and Objectives

The aims and objectives of the Club will be:

- to offer playing and coaching opportunities in tennis
- to promote the Club within the local community
- to manage the Aylsham Tennis Club
- 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
- to ensure that all present and future members receive fair and equal treatment.

Membership

Membership shall consist of officers and members of the Aylsham Tennis Club.

All members will be subject to the regulations of the Constitution and by joining Aylsham Tennis Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

Members will be enrolled in the following category:

- Junior member: *under 18 at the 1st April*
- Student: *18-25 years of age at the 1st April*
- Adult member: *18+ at the 1st April*
- *Parent & Child: one parent and one child under 18 at the 1st April*
- *Family: 2 adults and children under 18 at the 1st April*

Membership Fees

Membership fees will be set annually by the Committee and reported at the Annual General Meeting (AGM). Fees will be paid annually from 1st April; *Reduced (half) fees from 1st October for new club members only.*

Officers of the Club

Officers will be elected annually at the AGM. All officers will retire each year but will be eligible for re-appointment. Officers may or may not be (playing) members of the Club.

The officers of the Aylsham Tennis Club will be:

Chairman
Treasurer
Secretary
Minutes Secretary
Membership Secretary
Coach
Welfare Officer
Recreation Ground Representative
Junior Representative
Health & Safety Officer
Fund Raising Representative
Any other relevant position

Committee

- The Aylsham Tennis Club will be managed by the Club Committee consisting of the officers of the Club.
- The Aylsham Tennis Club Committee will be responsible for adopting new policy, codes of conduct, finance and rules that affect the organisation of the Club.
- The Aylsham Tennis Club Committee will be responsible for disciplinary hearings of members who infringe the Club rules or Constitution.

Finance

All monies will be banked in an account held in the name of the Aylsham Tennis Club. All 'Pay & Play' (visitor) fees will be paid to the Town Council in accordance with the agreement with both parties to this effect.

The Club Treasurer will be responsible for the finances of the Aylsham Tennis Club.

The financial year will end on 31 October.

The Treasurer will present a statement of annual accounts at the AGM.

Annual General Meetings

The Club Secretary will give at least 21 days' notice of the AGM to all members and will request nominations for the Committee and items of AOB, both to be received no less than 14 days before the AGM.

The AGM will receive a report from the Chair, Treasurer and Coach and a statement of the accounts.

Anyone can attend the AGM but only members of the Club and Committee in attendance at the AGM may vote. Election of committee members will take place at the AGM.

The Aylsham Tennis Club Committee has the right to call an Extraordinary General Meeting (EGM). **The Club Secretary will give ten days' notice of an EGM.** All other procedures for an EGM will be the same as for an AGM.

Discipline and Appeals

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

A subsection of the Aylsham Tennis Club Committee will hear the complaint as soon as possible. The Committee has the power to take appropriate action including the termination of membership.

The outcome of a hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made as soon as possible. There will be a right of appeal to the Aylsham Tennis Club Committee following disciplinary action. The remaining members of the Committee who did not hear the original complaint will consider the appeal as soon as possible.

Dissolution

A resolution to dissolve the Aylsham Tennis Club can only be passed at an AGM or EGM through a majority vote of the full Club membership. Only members aged 16 years and over on the date of the AGM/EGM would be eligible to vote.

Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote of those members attending an AGM or EGM.

Declaration

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

SIGNED _____ DATE _____

NAME _____ (*Chair*)

SIGNED _____ DATE _____

NAME _____ (*Secretary*)