



# Barcombe Tennis Club Constitution

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## 1. Name

1.1. The Club shall be known as the BARCOMBE TENNIS CLUB

## 2. Type

2.1. An Unincorporated private members Club (non-profit making)

## 3. Definitions

<b>Chairman</b>	person elected from time to time to be the chairman of the Club
<b>Secretary</b>	person elected to support the Chairman in the smooth running of the Club
<b>Treasurer</b>	person elected to manage the finances of the Club
<b>Rules</b>	the set of Rules (Guidelines) maintained by the committee for the safe and fair play of the Clubs Members
<b>Life Member</b>	a long-standing Member of the Club who has been provided with Life Member status by the Management Committee, typically as a reward for exceptional service to the Club
<b>Game</b>	the game of tennis
<b>Management Committee</b>	committee elected to manage the Club
<b>Members</b>	members of the Club admitted from time to time to membership of the Club
<b>President</b>	person elected from time to time to be the president of the Club <i>The role of President is to maintain the quality and security of Club records and act as independent voice in ensuring the best interests of the Tennis Club are pursued and preserved.</i>
<b>Trustees</b>	persons appointed from time to time to be the trustees of the Club <i>The role of the Trustees is to act on behalf of the Club in ensuring that the Lease terms are properly met and to represent the Club in any re-negotiation of the Lease.</i>
<b>Lease</b>	the Lease between the Club and Barcombe Parish Council relating to the land upon which the Club is located



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## 4. Objectives

The objectives of the club are to:

- 4.1. Provide tennis facilities and generally to encourage and facilitate the playing of tennis
- 4.2. Provide and maintain Club premises at the recreation ground in Barcombe village
- 4.3. Promote, improve, develop and support the interests of tennis
- 4.4. Provide such other benefits to its members as it shall think fit.



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## 5. Management of the Club

- 5.1. The Club is a non-profit-making organisation. The income and property of the Club shall be applied solely towards promoting the Club's facilities and in furtherance of the Club's objectives as set forth in this Constitution. No portion thereof shall be paid or transferred, directly or indirectly, to Members of the Club.
- 5.2. Nothing in the above shall prevent the Club from entering into an agreement with a Member for the supply to the Club of goods or services or for employment by the Club, provided that such arrangements are approved by the Management Committee (without the member being present) and are agreed with the Member on an arm's length basis.

### Management Committee

- 5.3. The affairs of the club shall be managed by an elected Management Committee, consisting of:
  - Chairman
  - Secretary
  - Treasurer
  - Plus at least two other members
- 5.4. The Management Committee shall meet as often as the committee feels appropriate but not less than twice a year.
- 5.5. Management Committee decisions made shall be by committee majority with the Chair having the casting vote.
- 5.6. Management Committee authority may be assigned to a sub-committee, but the responsibility must always remain with the Management Committee.
- 5.7. The Management Committee or any Member with a seconder shall have the power to propose the alteration of the Constitution or Club Rules, which must be ratified by at the Annual General Meeting or an Extraordinary General Meeting.

### Annual and Extraordinary meetings

- 5.8. An Annual General Meeting of the Club (AGM) shall be held by the end of each calendar year to receive and adopt the officers' reports, and certified accounts, and to transact any other business. The Chairman shall have a casting vote.
- 5.9. The Management Committee or any four members of the Club may summon an Extraordinary General Meeting at any time on reasonable notice.
- 5.10. At an Extraordinary General Meeting the voting shall be confined to all fully paid up members aged 18 years or over.



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## **Indemnity**

- 5.11. The Trustees and members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 5.12. The Trustees and members of the Management Committee shall be indemnified through appropriate insurance for any liability (public or otherwise) that may result from their proper responsibilities / actions on behalf of the club.

## **Winding up**

- 5.13. On winding up the Club, any assets remaining after payment of liabilities shall be paid to Barcombe Parish Council.

## **6. Committees and appointments**

- 6.1. The Management Committee members shall be proposed, seconded and elected at the Annual General Meeting and shall hold office for one year. The Management Committee shall have the power to co-opt further members as required to fulfil the club's obligations. Five Members shall form a quorum.
- 6.2. All fully paid up Members of the Club aged 18 years or over are entitled to vote at the election of members of the Management Committee and shall be equally capable of being elected.
- 6.3. A person, who is appointed to fill the place of an 'elected' member who has left during their term, shall be regarded as 'elected' and takes over the accountability and responsibility of the office for the remainder of the term.
- 6.4. A President shall be elected by the Management Committee and shall hold office until their resignation or they are voted out of office by the unanimous decision of the Management Committee.
- 6.5. Three Trustees shall be appointed by the Management Committee to represent the Club in respect to the Lease. They may include the current President and other longstanding or prior Members of the Club but not a serving member of the Management Committee.
- 6.6. A Trustee shall hold office during their life, or until they shall resign by notice in writing given to the Management Committee or until a resolution removing them from office shall be passed at a general meeting by a majority of the Members present and voting.



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## 7. Membership

- 7.1. Members shall be admitted to the Club on submission of required details and payment of the appropriate membership fee. The Club reserve the right to refuse membership where a majority of the Management Committee consider this to be in the interest of the Club. All Members shall agree to abide by this Constitution and the Club Rules.
- 7.2. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- 7.3. The club supports the following membership types:
- |         |                                                      |
|---------|------------------------------------------------------|
| Family  | Parents & children under 18                          |
| Double  | Two adults living in the same household <sup>1</sup> |
| Single  | 18 and over                                          |
| Student | 18 and over with a student card                      |
| Junior  | Under 18                                             |
| Social  | Non-player                                           |
- 7.4. The Management Committee shall have the power to appoint Life Members who have been of exceptional / long standing service to the club.
- 7.5. Members of visiting Tennis Clubs engaged in matches organised by the Club may be admitted to and make use of the Club premises without charge.
- 7.6. All coaches and, so far as reasonably practicable, players and other authorised organisations or persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to the Club Rules.
- 7.7. The Management Committee shall have power to expel a Member if it, in its sole discretion, determines that there has been a breach of this Constitution or the Club Rules, or that it would be in the interest of the Game or of the Club to do so.
- 7.8. A Member may withdraw from membership of the Club on one month's clear notice to the Club. Refunds will only be provided in exceptional circumstances and only with the approval of the Chairman.
- 7.9. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in the Constitution.

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<sup>1</sup> Revised 2020



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## 8. Subscriptions

- 8.1. Annual subscriptions and charges for guests will be set/agreed, for the subsequent season (starting 1<sup>st</sup> of May) at the Annual General Meeting and posted on the website as soon as possible after the AGM.
- 8.2. Annual subscriptions shall be due by 1<sup>st</sup> of May and payable by direct debit. Exceptionally, any other forms of payment will be at the Club Treasurer's discretion<sup>2</sup>. Membership shall lapse if payments of the subscription are over one month overdue.
- 8.3. Subject to any restrictions imposed by the Management Committee, Members may introduce up to three guests into the Club at any one time, under the following conditions:
  - 8.3.1. The name and address of the guest must be entered in the Visitor's book, which shall be kept on the premises, and the entry signed by the member introducing the guest(s). The method of payment for the guest(s) will be detailed in the Visitor's book
  - 8.3.2. Members introducing the guest(s) shall be held responsible for their conduct and for the strict adherence to the Club Rules.
  - 8.3.3. A person can only play as a guest 3 times during any one year. After that they will be expected to join the Club.
- 8.4. All complaints must be advised to the Secretary who may require them to be made in detail in writing for consideration and reply by the Management Committee, in writing, following any subsequent Committee at which the complaint is considered.

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<sup>2</sup> Revised 2020



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## 9. Finance

- 9.1. All moneys payable to the Club shall be received by the Treasurer and shall be deposited in a bank account in the name of the Club. Payments shall only be drawn from that account by the Treasurer. All payments over £500 must be approved by the Chairman. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 9.2. The income and property of the Club shall be applied only in furtherance of the objectives of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 9.3. The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 9.4. The Club may pay any reasonable expenses that members of the Management Committee properly incur in connection with their attendance at meetings of the Management Committee or at annual or extraordinary general meetings of the Club or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.
- 9.5. The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Management Committee thinks fit.
- 9.6. Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly certified by a third party approved by the Management Committee.

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## Revision history

2018 Oct	Revised constitution submitted and approved at 2018 AGM
2019 Jun	Added Trustees to clauses 5.11 and 5.12 [JH]
2020 Nov	Revised clauses 7.3 and 8.2 for approval at AGM