

Bishop's Castle Lawn Tennis Club

(‘Bishop's Castle Tennis Club’)

Love Lane
Bishop's Castle
Shropshire
SY9 5DW

CONSTITUTION & RULES

November 2023

1. Name

1.1. The Club's official name is Bishop's Castle Lawn Tennis Club. It is promoted as 'Bishop's Castle Tennis Club'.

2. Purpose and Object

2.1. The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of tennis in Bishop's Castle and district.

3. Constitution

3.1. The Club is constituted by this Constitution and Rules as a non-profit-making Members' Club. The Constitution and Rules comply with the Community Amateur Sports Club (CASC) regulations.

4. Affiliation

4.1. The Club shall be affiliated to the Shropshire Lawn Tennis Association and by doing so to the Lawn Tennis Association.

5. Assets

5.1. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.

6. Membership

6.1. The aim of the Club is to keep subscriptions at levels that will allow the courts and grounds to be well maintained and meet other core costs but will not pose a significant obstacle to people participating.

6.2. The Club may have different classes of membership and subscription on a non-discriminatory basis. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

6.3. A Member may withdraw from membership of the Club on one week's clear notice to the Club. Membership shall not be transferable 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 these Rules.

6.4. The Club may refuse or remove a person's membership only for good cause such as conduct or character likely to bring the Club or the sport into disrepute. The reason must be publicly stated. Appeal against refusal or removal may be made to the Members at a General Meeting, and there must be a two thirds majority for refusal or removal with at least 12 voting Members present.

6.5. Any person ceasing to be a Member forfeits all right to and claims upon the Club, its property and its funds and the Member has no right to the return of any part of their subscription.

6.6. Only Club Members shall be eligible for Club tournaments or to represent the Club in matches unless otherwise authorised by the Committee.

6.7. All paid up Members of the Club who are aged 16 and over shall be eligible to vote.

7. Officers

7.1. The Officers of the Club shall be Members of the Club, aged 18 and over and shall consist of the Chair, Secretary, Treasurer, Membership Officer and Website and Social Media Officer. All Officers must be members of the Committee and be elected at the AGM. Any Officer posts that are unable to be filled at the AGM should be co-opted by the Committee as soon as possible after the AGM.

8. Committee

8.1. Including the five (5) Officers, the Committee shall comprise up to nine (9) Members with voting rights, elected every three years at the appropriate AGM. Each member may choose to serve a second three year term or six years in total, subject to election at the relevant AGM

8.2. In addition, with the agreement of the Committee, the Men's and Women's Team Captains may also serve and would have equal voting rights.

8.3. Once elected, the Chair's right to vote is restricted to a casting vote in the event of a tied decision.

8.4. The Committee must have a minimum of five (5) voting members. In the event of less than five (5) members being elected at the AGM, members must be co-opted to reach the minimum requirement. Co-opted members would have full voting rights.

8.5. The quorum for a Committee meeting shall be more than 50% of the sitting Committee.

8.6. In addition to the five officers, the Committee may themselves define other key roles to be filled. Members may also be co-opted onto the Committee to fulfil specific functions. In this case the decision to award voting rights shall rest with the Committee.

8.7. The President may attend Committee meetings as a non-voting member.

8.8. In the event of a Committee member's non-attendance at three (3) consecutive Committee meetings without reasonable explanation, that member will be deselected from the Committee. The Committee have the right to replace that member.

8.9. The Committee shall have the power to make, repeal and amend such regulations and standing orders on matters not covered by this Constitution and Rules as it may from time to time consider necessary for the well-being of the Club. Such regulations and standing orders and any repeals and

amendments to them shall have effect until set aside by the Committee or by Members at an AGM.

- 8.10. The first Committee meeting will be organised at the earliest date possible after the AGM as agreed by the new Committee.
- 8.11. The members of the Committee are not entitled to an indemnity out of the assets of the Club for any expenses and other liabilities incurred by them in the management of the affairs of the Club unless the expenditure has prior approval as specified in the 'Statement of Delegation'.

9. General Meetings

9.1. Procedures

- 9.1.1. At least one Annual General Meeting (AGM) shall be held annually between 1st November and 31st January to receive the Chair's, Treasurer's and Officers reports, to conduct elections and to carry out relevant business (as defined by 9.2.1)
- 9.1.2. The quorum for a General Meeting shall be seven (7) voting Members but at least twelve (12) must be present if changes to the Constitution and Rules are proposed or if there is an appeal against a Committee decision to refuse or remove a person's membership.
- 9.1.3. All paid up Members of the Club who are aged 16 and over at the time of the AGM are eligible to vote.
- 9.1.4. Attendance at General Meetings shall be open to everyone. However, certain business may be deemed by the Chair to be reserved for Trustees and voting Members and people not eligible to vote may be asked to leave the General Meeting until the business has been determined.
- 9.1.5. If a vote is overwhelmingly in favour or against a proposal then an exact count need not be taken but any Member may ask for the vote to be retaken for an exact count if they so wish. Proxy voting will not be permitted for proposals. However it will be permitted for the election of the Committee.
- 9.1.6. Where there is more than one candidate for a position or more candidates than vacancies on the Committee, elections will be by written ballot. Those standing for election may address the General Meeting if they wish before the ballot papers are distributed. In the event of a tie, the winner or winners will be decided by lot.
- 9.1.7. If there are positions for which there is not more than one person contesting the election or there are less candidates than vacancies on the Committee, those who are standing for such positions shall be deemed elected and a ballot shall not be required.

9.1.8. If a request is made at a General Meeting for an all-Members written ballot on a proposal that has been laid before the Meeting, it shall be accepted if more than half of the voting Members present is in favour of having such a written ballot. The ballot should take place as soon as possible after the meeting.

9.1.9. Written votes will be counted by two people, including at least one Committee Member.

9.1.10. With the exception of the President, proposers and seconders are not required for those standing for election, nor are seconders required for proposals being put to the meeting.

9.2. Items to be determined by voting Members present at the AGM

9.2.1. The following issues are to be determined by the AGM:

- Tri-Annual election of the Chair, Secretary, Treasurer, Membership Secretary and Website and Social Media Officer together with the remaining members of the Committee;
- The annual election of the Men's and Ladies' Team Captains;
- Election, when necessary, of the Club President and Trustees;
- Appointment of the Club Auditor;
- Receipt of the Chair's, Treasurer's and Officer's report
- Determination of the Annual Subscription and Visitor Fees;
- Alterations to the Constitution & Rules of the Club;
- Statement of Delegation of the five Officers and their respective job roles and delegated powers to incur expenditure on behalf of the Club and associated job roles; and
- Other appropriate relevant business as determined by the Chair and Secretary.

9.2.2. The honorary position of President is for an indeterminate time, to be elected as and when a vacancy arises. The President must be nominated by a club member. Team Captains are appointed annually. If they cannot be appointed at the AGM the Committee may make the appointment.

9.2.3. The presence of at least twelve (12) voting Members and a majority of at least two thirds (eight members) of the number of voting Members voting must be required to effect an alteration to the Constitution & Rules of the Club.

9.3. AGM notifications by Members to the Secretary

9.3.1. Members wishing to alter **the Constitution & Rules of the Club** must notify the Secretary by letter or email **at least twenty one (21) days** before the Meeting.

9.3.2. Items of **business for the Meeting** must be conveyed by letter or email to the Secretary **at least fourteen (14) days** before the Meeting. Proposals which have not been sent to the Secretary fourteen (14) days before a General Meeting may still be allowed at the meeting at the discretion of the Chair but the Club Constitution & Rules themselves can only be altered after Members have had proper notice of the proposal beforehand.

9.3.3. The names of **those wishing to stand in the election** as Officers or other Committee members or as Men's and Women's Team Captains shall be sent to the Secretary by letter or email **at least ten (10) days** before the meeting.

9.4. AGM notifications by the Secretary to Members

9.4.1. **Notice of the AGM** and any proposals by the Committee to alter **the Constitution & Rules of the Club** must be notified to Members by letter or email **at least thirty one (31) days** before the Meeting.

9.4.2. The Agenda, together with supporting documents, including annual accounts will be sent to Members by letter or email **at least twelve (12) days** before the Meeting.

9.4.3. The list of candidates for elections shall be available from the Secretary **on request seven (7) days** before the General Meeting, and the list will be distributed by email (but not letter) **during those seven (7) days**.

9.4.4. Blank proxy forms to facilitate permitted proxy voting will be available on application to the Secretary **seven (7) days** before the General Meeting.

10. Extraordinary General Meeting

10.1. Such a meeting may be called by the Officers or the Committee or the Trustees or by written application to the Secretary or Chair signed by at least six (6) voting Members. A meeting is to be held within twenty one (21) days of such an application.

11. Trustees

11.1. Deeds of the property owned by the Club shall be held on behalf of the Club by four Trustees, according to the terms laid out in the Deed of Declaration of Trust (June 1985). In the event of a resignation or demise of a Trustee, nominations for a replacement may be proposed by the remaining Trustees or by the Committee, to be elected at an AGM by the voting Members present.

12. Subscriptions

12.1. Subscriptions cover the period from 1st April to 31st March and shall be determined annually at the AGM by the voting Members present. Renewed

subscriptions shall be due to be paid to the Treasurer by 1st April.
Members leaving the Club during the year are not entitled to a refund.

13. Auditor

13.1. An Auditor shall be appointed at each AGM by the voting Members present.

14. Visitors

14.1. Non Members may play as visitors upon payment of a fee to be agreed at the AGM in such a manner as the Committee may decide. Bishop's Castle and district residents and visitors are allowed to play as many times as they wish on the payment of the appropriate fee.

15. Clothing

15.1. Tennis shoes and suitable clothing must be worn by all players.

16. Injury, Loss of property etc.

16.1. Members or visitors leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

17. Discrimination & Child Protection

17.1. The Committee will have due regard to the law on disability discrimination and child protection.

18. Finance

18.1. 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. No sum shall be withdrawn from that account by any means unless approved or signed by two signatories who shall be officers of the Club. Full accounts shall be prepared by the Treasurer and audited by an Auditor appointed by the previous year's AGM. Accounts shall be made available to every Member prior to the AGM.

19. Dissolution

19.1. The Club shall be dissolved after due notice, on the passing of a resolution to that effect at a General Meeting by at least two thirds of those present and voting (with at least twelve (12) Members present). Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets within the scope of the Rules.

19.2. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sport.

NOTE

Wherever these Rules stipulate that a communication shall be in writing this shall include email. (This does not apply to Rules requiring such communication to be signed.)