



Brucehaven Tennis Club

Constitution

1. Name

The name of the organisation shall be Brucehaven Tennis Club, hereinafter referred to as “the Club”.

2. Objectives

The Club is established to pursue the following objectives:

- a) participation in the sport of tennis, hereinafter referred to as “the sport”
- b) the organisation, management and development of the Club’s courts, facilities and other resources for the benefit of all members of the Club
- c) membership of appropriate leagues for the purpose of establishing regular competitive play for the Club’s representative teams
- d) the provision of training and playing facilities for its members
- e) promoting and maintaining the highest standards of technical competence, safeguarding and safety in the sport
- f) upholding the rules and fair play values of the sport
- g) providing equal opportunities for successful participation by all sections of the local community
- h) the promotion of the sport

3. Affiliation

The Club shall be affiliated to the East of Scotland Lawn Tennis Association, Tennis Scotland (ESLTA) and the Lawn Tennis Association (LTA).

4. Membership

All members are subject to the Constitution of the Club and the regulations of the LTA.

Membership is open to all and no application for membership will be refused on other than reasonable grounds.

There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

Members shall be enrolled in one of the following categories:

- a) Adult - age 18 or over on 1st January of the membership year
- b) Senior - age 60 or over on 1st January of the membership year
- c) Junior - age under 18 on 1st January of the membership year
- d) Non-playing - social membership only

Various combinations of these categories can make up a Family membership.

All applications for membership shall be accompanied by the appropriate annual membership fee or a direct debit for the appropriate monthly membership fee.

The members of the following categories shall be entitled to vote at General or Annual General Meetings, and may be elected and serve on the Management Committee:

- a) Adult
- b) Senior

All members shall receive a website link to the Club's:

- a) Membership Terms and Conditions
- b) Safeguarding Policy
- c) Diversity and Inclusion Policy

No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus or otherwise to any member.

5. Suspension, Refusal or Termination of Membership

The Management Committee shall be entitled to:

- a) refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in clause 2 of this Constitution
- b) for good and sufficient reason, refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Management Committee before a final decision is made

Any reason for refusal or termination must be communicated in writing to the individual and may be appealed to a body other than the committee or individuals making the original decision, e.g. disciplinary committee or AGM.

Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.

Notification of the termination of a membership will be forwarded to the National Governing Body (LTA).

6. General Meetings

6.1 Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve-monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM, the following business shall be conducted:

- a) receive and confirm the minutes of the previous AGM
- b) presentation of the Club's financial accounts for the year
- c) presentation of the Club's projected financial situation for the forthcoming year, and the setting of all fees
- d) presentation of the Chairperson's report
- e) presentation of the Tennis Programme report

- f) presentation of the Facilities Convenor's report
- g) election of officers to the Management Committee
- h) any other business brought before the meeting which has been submitted in writing to the Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

Notice for an AGM shall be a minimum of twenty-one days.

The quorum for an AGM shall be one quarter of those eligible to vote, or eight such members, whichever is the smaller.

6.2 Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- a) 33% of the membership, or
- b) the Chairperson, or
- c) a two-thirds majority of the Management Committee

Notice for an EGM shall be of a minimum of fourteen days' notice, and stating the business to be discussed.

6.3 Rules for all General Meetings

A minimum of twenty-one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.

The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.

Each Adult or Senior member shall have one vote.

All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

The quorum shall be one quarter of those eligible to vote, or eight such members, whichever is the smaller.

The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

7. Election of Officers to The Management Committee

The members of the Management Committee shall be drawn from the membership, as defined in clause 4 of this Constitution.

Candidates shall be elected by ballot at the AGM, and shall be members of the Management Committee from the conclusion of that AGM until the conclusion of the following AGM.

All nominations of candidates for election shall have the consent of the nominee and be seconded.

8. Members of the Management Committee

The Management Committee shall consist of the following Officers:

- a) Chairperson
- b) Secretary

- c) Treasurer
- d) Facilities Convenor
- e) Club Coach, reporting to the Management Committee but non-voting unless elected at the AGM
- f) Welfare Officer, reporting to the Management Committee but non-voting unless elected at the AGM
- g) Junior Representative, reporting to the Management Committee but non-voting if a Junior member

Other committee members may be appointed as required to assist with the tennis programme, social functions, communication with members and other activities required to ensure the smooth running of the Club.

These roles and their responsibilities are defined in an Annex to this Constitution. The Annex may be revised from time to time, without changes to this Constitution being required.

As detailed above, all elected members of the Management Committee shall be entitled to one vote each at General Meetings, except the Chair of the meeting who may have the deciding vote in the event of a tie.

The Management Committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the total number of those co-opted shall not exceed one third of the total number of persons serving on the committee at that time.

The Management Committee may co-opt any member to undertake a specific role, for example to manage a project or contract such as the renewal of courts surfaces.

The Management Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall be reported to the Management Committee by a representative elected by that sub-committee.

9. Rules for the Management Committee

The Chairperson shall chair the meeting, or in his/her absence one of the President, Secretary or a nominee from the committee in the event of all those mentioned being absent.

Fourteen days' notice of any meeting of the Management Committee shall be given by the Secretary, except when the date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given.

In an emergency, the Chairperson may call a meeting at four days' notice.

The quorum shall be four of those Officers entitled to vote, as listed at clause 8.

All members of the Management Committee as listed at clause 8 shall be entitled to vote.

All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

10. Finance

The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in clause 2, of this Constitution.

The Club shall have the power to raise money by means of membership fees and match fees as determined by the Management Committee at the Annual General Meeting.

All monies shall be lodged in a bank account in the name of the Club.

The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Club, of which two signatories shall be needed.

The financial year of the Club shall run from 1st January to 31st December in each year.

11. Playing Facilities for School Pupils

The Club shall provide playing facilities for pupils at Limekilns Primary School at certain times during the school summer term, if these facilities are requested by the Head Teacher of the school. Normally these facilities will be free of charge.

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

13. Dissolution of the Club

If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to the ESLTA for the benefit of tennis in West Fife.

DECLARATION

It is hereby certified that this document represents a true and most up-to-date version of the Constitution of Brucehaven Tennis Club.

Chairperson**Alan Peacock**.....

Date**January 2023 (AGM)**.....

Secretary**Abby McMurtrie**.....

Date**January 2023 (AGM)**.....