



FOUNDED 1924

BUSBY LAWN TENNIS CLUB CONSTITUTION

People make Busby

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Introduction and Definitions

This constitution exists to establish the rights and obligations between Members and how the powers it establishes are governed in the Club.

Definitions:

- **Bylaws:** these are regulations which cover the day-to-day management of the Club and as such are created and amended from time to time by the Management Committee. They also affect Members actions in respect of normal Club related activities
- **Community Amateur Sports Club (CASC):** This scheme allows local amateur sports clubs to register with HMRC and benefit from a range of tax reliefs, including Gift Aid, where they meet the qualifying conditions, many of which are contained in this constitution
- **ClubSpark:** online venue management system
- **Conflict of Interest** means a situation in which a Management Committee Member has or can have, a direct or indirect interest that conflicts or possibly may conflict with the interests of the Club; (for example, where the company submitting a contract tender is owned by a Management Committee Member, relative or close friend)
- **Document:** normally includes any document sent or supplied in electronic form however it can also include hard copy documents
- **Emails:** to minimise paper usage, the Club will utilise electronic communications where possible, however on occasion hard copy documents may be used
- **Game:** means the game of tennis
- **Lawn Tennis Association (LTA):** The LTA is the national governing body for tennis in Great Britain, Channel Islands and the Isle of Man
- **Management Committee:** the committee appointed under Rule 4 to manage the Club
- **Management Committee Member:** means a member of the Management Committee and includes any person occupying the position of Management Committee Member, by whatever name called
- **Member:** means a member of the Club admitted from time to time to membership of the Club in accordance with Rule 12 and Membership shall be construed accordingly
- **Office Bearer:** means a Management Committee Member with a named specific role and responsibilities
- **Ordinary resolution:** means a resolution requiring a simple majority (more than 50%) of the Members entitled to vote
- **Rule(s):** these references are to the rules of this Constitution
- **Special resolution:** means a resolution requiring a majority of not less than 75% of the Members entitled to vote
- **Standing Orders:** these are regulations in respect of procedural matters that apply to the business held and conduct of meetings
- **Tennis Scotland:** is the independent governing body for Tennis in Scotland

1. Who we are

- (a) The club will be called **Busby Lawn Tennis Club** (referred to as “the Club”) and will be a member of Tennis Scotland and affiliated to Tennis West of Scotland.
- (b) Our Club is owned and run by its members who willingly give their time and efforts
- (c) Our ethos is to promote fun, friendliness, fitness and fairness
- (d) Our mission is to promote tennis as a means of encouraging fitness (both physical and mental), and to offer social interaction opportunities to the community of Busby and the wider area

2. Our Objectives are

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of tennis in Busby.

The objectives of the Club will be to:

- (a) Principally to promote, encourage and facilitate community participation in the amateur sport of tennis within the socially inclusive community role of the Club
- (b) To nurture and retain talent within our Club
- (c) To provide and maintain the Clubhouse, courts, grounds and tennis equipment owned by the Club for the benefit of members and the local community
- (d) To take and retain membership of TS and by doing so become and remain registered as an associate of the LTA
- (e) To offer coaching and amateur competitive opportunities as part of the other ordinary benefits of an amateur sports club
- (f) To ensure a duty of care to Club Members while providing all its services in a way that is fair and appropriate to everyone
- (g) To reinvest any surplus income or profits in the Club while maintaining a fund for future court and floodlight replacement
- (h) To do all such other things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule

3. Number and Composition of the Management Committee

- (a) Unless otherwise determined by ordinary resolution at a General Meeting, the number of Management Committee Members shall not be subject to any maximum but shall not be less than four
- (b) The business of the Club shall be managed by a Management Committee consisting of a President, Vice-President, Administrator, Treasurer, Membership Secretary and no less than 2 other Members. The President shall chair the meeting, or in his/her absence one of either the Vice President or Administrator or a nominee from the Management Committee in the event of all those previously mentioned being absent
- (c) Each Committee Member agrees to be bound by and subject to this Constitution, the rules and regulations of Tennis Scotland, the LTA Rules and the LTA Disciplinary Code as in force from time to time. Each Committee Member will also have to complete and sign a 'fit and proper persons' declaration as required by CASC conditions
- (d) At least three of the Management Committee Members must be unrelated or non-cohabiting. Unrelated means no close family ties.
- (e) The Management Committee may delegate any of the powers that are conferred on them by this Constitution to such person, or subcommittee, by such means, to such extent, in relation to such matters and on such terms and conditions as they think fit. If the Management Committee Members specify, any such delegation may authorise further delegation of Members 'powers. The Management Committee may revoke any delegation or alter its terms and conditions
- (f) The Management Committee Members may exercise all the powers of the Club for the purposes of the management of the Club including the entry into contracts as agent for the Members
- (g) The Management Committee Members from time to time shall be indemnified 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
- (h) No Management Committee Member may bind the Club or its Members for any liability which exceeds the assets of the Club or member at the time

4. Appointment of the Management Committee

- (a) Membership of the Management Committee shall be drawn from the club membership, with elections held annually at the Annual General Meeting (AGM)

- (b) The Members may by ordinary resolution appoint a person who is willing to act as a Management Committee Member, either to fill a vacancy or as an addition to the existing Management Committee but the total number of Management Committee Members shall not exceed any maximum number fixed in accordance with this Constitution
- (c) All nominations for new and retiring Committee members shall be notified in writing to the Vice-President at least four calendar weeks before the AGM where membership will be confirmed following a vote
- (d) Before any Management Committee Member is elected the Club must:
 - (1) consider the skills and diversity of the prospective Management Committee Member
 - (2) consider whether the perspective Management Committee Member would satisfy the HMRC fit and proper person test to be involved in the general control, management and administration of the Club
 - (3) ensure he/she understands the role and the responsibilities the elected Management Committee Member is expected to fulfil
- (e) The Management Committee may co-opt any Member onto the Management Committee until the conclusion of the following AGM provided that the number of co-opted members does not exceed one-third of the total number of persons serving on the Management Committee at that time and the total number of Management Committee Members does not exceed any maximum number fixed in accordance with this Constitution. The co-opted Member should then be nominated for election at the following General Meeting as per (a) to (d) above. The one exception to this will be a Junior representative who must be under the age of 18 and can be co-opted by the Management Committee each year following an AGM. This representative cannot be an Office Bearer on the Management Committee, vote on financial matters (or other matters to be determined by the Management Committee) at Management Committee meetings or at a General Meeting.

5. Retirement of Management Committee Members

- (a) The President and Vice-President shall remain in office for 2 consecutive years from the meeting at which he or she is appointed. Nominations for Vice-President shall be notified in writing to the President together with proposer and seconder, at least four weeks before the AGM and confirmed by vote at the AGM. The Vice-President shall become President at the end of the President's two-year term. The President shall automatically spend one year on the Committee as Past President on leaving office but shall then be eligible for re-appointment on election as a Management Committee Member.

- (b) Any Management Committee Member that is appointed shall hold office for a two-year term from the meeting at which he or she is appointed. He or she will be eligible for re-appointment, subject to the provisions of Rule 5 (c).
- (c) At the Annual General Meeting (AGM) immediately following the end of the Management Committee Member's term as detailed in Rule 5 (a) and (b) above, the relevant Management Committee Member shall retire from office. A retiring Management Committee Member may offer himself or herself for re-appointment by the Members and a Management Committee Member that is so re-appointed will be treated as continuing in office without a break.

6. Members Reserve Power

- (a) The Members may, by special resolution, instruct the Management Committee to take, or refrain from taking, any specified action.
- (b) No such special resolution at an AGM or EGM invalidates anything which the Management Committee have done before the passing of the resolution.
- (c) The following matters require approval by ordinary resolution of the Members:
 - entry into any contract with a third party which will incur a cost to the Club in excess of £25,000.
 - entry into an employment contract

7. Calling a Management Committee Meeting

- (a) The Committee shall meet as required for the transaction of business with the available funds noted in the meeting minutes.
- (b) Any two Management Committee Members may call a Management Committee meeting by giving not less than 5 working days' notice of the meeting (or such lesser notice as all the Management Committee Members may agree) to the Management Committee Members. The President or any two members of the Committee shall have the power to instruct the Administrator to call a Committee Meeting which may be at 24 hours' notice.
- (c) The Management Committee must hold at least four meetings every calendar year.

8. Quorum for Management Committee Meeting

- (a) Subject to Rule 8 (b), the quorum for the transaction of business at a Management Committee meeting is at least 4 members of the Management Committee Members appointed at the time of the meeting.

- (b) For the purposes of any meeting (or part of a meeting) held in accordance to Rule 10 to authorise a Conflict, if there is only one Management Committee Member in office other than the Management Committee Member(s) with a possible conflict and therefore no voting rights, the quorum for such meeting (or part of a meeting) shall be the one Management Committee Member with voting rights.
- (c) If the total number of Management Committee Members in office for the time being is less than the quorum required, the Management Committee Members must not take any decision other than a decision:
 - (1) to appoint further Management Committee Members (using rule 4 (e)); or
 - (2) to call a general meeting so as to enable the Members to appoint further Management Committee Members.
 - (3) For a meeting held under Rule 10, see 10 (d)

9. Casting Vote

- (a) Decisions of the Management Committee shall be made by a simple majority of votes.
- (b) If the number of votes for and against a proposal at a Management Committee meeting are equal, the President or other Management Committee Member chairing the meeting shall have a casting vote.

10. Management Committee Member-Conflicts of Interest

- (a) This Rule describes the requirements to be addressed if a possible Conflict of Interest (Col) has been raised by a Management Committee member. It allows the Management Committee, in accordance with the requirements set out in this Rule, to authorise any Conflict. Authorisation may include any solution to the Conflict which minimises it to a level acceptable to the Management Committee or removes it entirely.
- (b) Any authorisation under this Rule 10 shall be effective only if:
 - (1) the matter in question shall have been proposed by any Management Committee Member for consideration in the same way that any other matter may be proposed to the Management Committee Members under the provisions of this Constitution.
 - (2) any requirement as to the quorum for consideration of the relevant matter is met without counting the Management Committee Member with a possible conflict (referred to here as the Col Management Committee Member); and

- (3) the matter was agreed to without the Col Management Committee Member voting or would have been agreed to if the Col Management Committee Member's vote had not been counted.
- (c) Any authorisation of a Conflict under this Rule 10 may, (whether at the time of giving the authorisation or subsequently):
- (1) extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised.
 - (2) provide that the Col Management Committee Member be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the Management Committee or otherwise) related to the Conflict.
 - (3) provide that the Col Management Committee Member shall or shall not be eligible to vote in respect of any future decision of the Management Committee in relation to any resolution related to the Conflict.
 - (4) impose upon the Col Management Committee Member such other terms for the purposes of dealing with the Conflict as the Management Committee think fit.
 - (5) provide that, where the Col Management Committee Member obtains, or has obtained (through his/her involvement in the Conflict and otherwise than through his/her position as a Management Committee Member of the Club) information that is confidential to a third party, he/she shall not be obliged to disclose that information to the Club, or to use it in relation to the Club's affairs where to do so would amount to a breach of that confidence; and
 - (6) permit the Col Management Committee Member to absent himself /herself from the discussion of matters relating to the Conflict at any Management Committee meeting and be excused from reviewing papers prepared by, or for, the Management Committee to the extent they relate to such matters.
- (d) Where the Management Committee authorise a solution to a Conflict, the Col Management Committee Member shall be obliged to conduct himself/herself in accordance with any terms and conditions imposed by the Management Committee in relation to the Conflict.
- (e) The Management Committee may revoke or vary such authorisation at any time, but this shall not affect anything done by the Col Management Committee Member prior to such revocation or variation in accordance with the terms of such authorisation.

- (f) Provided he/she has declared the nature and extent of his/her interest, a Management Committee Member who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Club:
- (1) may be a party to, or otherwise interested in, any transaction or arrangement with the Club or in which the Club is otherwise (directly or indirectly) interested;
 - (2) shall be eligible to vote with regard to the purposes of any proposed decision of the Management Committee in respect of such existing or proposed transaction or arrangement in which he is interested;
 - (3) shall be entitled to vote at a Management Committee meeting in respect of such existing or proposed transaction or arrangement in which he is interested;
 - (4) may act by himself/herself or his/her firm in a professional capacity for the Club (otherwise than as auditor) and he/she or his/her firm shall be entitled to remuneration for professional services as if he/she were not a Management Committee Member;
 - (5) may be a Management Committee Member or other office bearer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the Club is otherwise (directly or indirectly) interested; and
 - (6) shall not, save as he/she may otherwise agree, be accountable to the Club for any benefit which he/she (or a person connected with him/her) derives from any such transaction or arrangement or from any such office or employment or from any interest in any such body corporate.

11. Records of Decisions to be Kept

- (a) Where decisions of the Management Committee are made through an electronic voting process, such decisions shall be recorded by the Management Committee in permanent form within the meeting minutes, so that they may be read with the naked eye.
- (b) Minutes shall be produced for all meetings and made available to members if requested. Minutes are the official record of the meetings of the Club. They are not transcripts of those proceedings and can be recorded in written or electronic form.

12. Membership

- (a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual

orientation, religion or other beliefs, except as a necessary consequence of the requirements of the game.

- (b) The total number of members of the following membership categories shall not exceed 250: Senior, double senior, concessionary double senior, family, student, junior and concessionary. The remaining categories are not included in this total, namely, mini and daytime.
 - i. If demand for these memberships exceeds 250 (as described above), then the Club will require to introduce a waiting list. New members should be admitted from this list in chronological order only, not based on playing ability and only when resignations allow memberships to be available. The waiting list will not include mini tennis and daytime memberships as they are not included in the total number of memberships above.
 - ii. This will be kept under review by the Management Committee through the Membership Secretary.
- (c) The Club shall consist of Members as per the membership categories in Appendix 1, however changes to add or remove categories can only be made through agreement by majority vote at an AGM or EGM. The number of Associate Members shall be determined by the Committee taking into account that at any one time, the Membership will not consist of more than 50% of Members that are not actively participating in the Game. The numbers of Associate Members should not be included in the overall total of memberships shown in Rule 12(b).
- (d) The Club may admit to membership an individual who applies to the Club using either the online process through ClubSpark or by writing to or emailing the Membership Secretary. The Membership Secretary will keep the process used under review to ensure that it is open and non-discriminatory.
- (e) All Members will be subject to the regulations of the Constitution and so by joining the Club and paying the appropriate subscription will be deemed to accept these regulations and codes of conduct that the Club has adopted as well as the regulations of the LTA.
- (f) An email/letter shall be sent to each successful applicant confirming their membership of the Club and the details of each successful applicant will be entered in the register of Members held through ClubSpark.
- (g) The Club may have different classes of membership and subscriptions and set out the different rights and obligations for each class on a non-discriminatory and fair basis. Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating. The annual subscription and joining fees for the membership categories shall be determined at the AGM for the ensuing year.

- (h) No one who has been accepted as a Member shall be entitled to the privileges of Membership until he/she has paid the membership subscription. Existing Members who do not pay their subscription by 30 April will also have their membership privileges revoked until they do.

Membership privileges include but are not exclusive to: taking part in any Club Meeting, voting on any motion before the Club, participation in any Club Match, Tournament or any other event under the control of the Club.

- (i) The Management Committee cannot restrict any class of Membership from having voting rights. The only exceptions are members who do not have a right to vote until they reach the age of 18 and Associate Members who as social members do not fully participate in club activities.
- (j) The Club may refuse Membership only for good cause such as conduct or character likely to bring the Club or Tennis into disrepute. Appeal against refusal may be made to the Management Committee.
- (k) Life Membership of the Club (no annual membership subscription) shall be awarded following recommendation of the Committee and subsequent approval at an AGM. Such memberships shall not be included in the overall total membership as per rule 12(b), if it is clear that the Life Member is not actively participating in the Game at the Club.
- (l) A Member may withdraw from Membership of the Club on 30 days clear notice to the Club. In doing so they are not entitled to a refund of all or a portion of membership subscriptions and fees already paid. Membership shall not be transferable in any event and shall cease immediately on death or dissolution.

13. Suspension or Termination of Membership

- (a) If, following completion of the Club's disciplinary procedure, in the reasonable opinion of the Management Committee, any Member is guilty of conduct which has or is likely to have a serious adverse effect on the Club or bring the Club, any or all of the Members and Management Committee or the Game into disrepute the Management Committee may convene a general meeting of the Club to consider a special resolution of the Members for the expulsion of such Member.
- (b) Once such special resolution is passed, the name of the Member shall be removed from the register of Members.
- (c) The notice to the Member must give the Member the opportunity to be heard in writing or in person as to why his Membership should not be terminated. The Members must consider any representations made by the Member and inform the Member of their decision following such consideration. There shall be no right to appeal from a decision of the Members to terminate the Membership of a Member.

- (d) A Member whose Membership is terminated under this Rule shall not be entitled to a refund of any subscription or joining fee and shall remain liable to pay to the Club any subscription or other sum owed by him or her.
- (e) Any Member under suspension shall be barred from taking part in any meeting, match or event under control of the Club.

14. Votes of Members

- (a) At any General Meeting every Member who is present in person shall on a show of hands have one vote. Associate Members and any member under the age of 18 shall have no voting rights.
- (b) No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chair of the meeting.
- (c) There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

15. Annual General Meeting

The Annual General Meeting (AGM) of the Club shall be held no more than four months from the financial year end on a date fixed by the Management Committee.

The following business shall be conducted;

- (1) Receive and confirm the minutes of the previous AGM
- (2) Presentation of the President's report on the activities of the Club during the previous year
- (3) Presentation of the Treasurer's report including the club's audited financial accounts for the year made up to 31 October and the setting of all fees
- (4) An auditor, who shall not be a member of the Management Committee, should also be appointed at this meeting.
- (5) Election of members to the Management Committee for the ensuing year
- (6) Any other business brought before the meeting which has been submitted in writing to the Vice-President not less than twenty-one days prior to the AGM, and any other business deemed relevant by the President

16. Extraordinary General Meetings

An Extraordinary General Meeting (EGM) shall be called on receipt by the Administrator of a requisition from one or more of the following in writing and/or by email stating the purposes for which the meeting is required and the resolutions proposed:

- (1) The President on behalf of the Management Committee, or,
- (2) When a two thirds majority of the Committee deem it necessary, or,
- (3) On a requisition being presented to the Committee signed by at least 40% of the Membership stating the matter to be discussed.

The EGM should normally be called within 21 days of receipt of the requisition.

17. Rules for General Meetings

- (a) Each Member shall receive written notice of the AGM at least 14 days before the date of the meeting except in the event of an EGM where the notice shall be a minimum of seven days. Notice will normally be given through email, but hard copy documents may be used where email is not available. The Club will use its best efforts to contact each Member but any failure to give notice to any person entitled to notice, or the accidental omission of any such details in any notice, shall not invalidate the proceedings at the meeting.
- (b) Notice shall also be given of the format of the meeting and whether it will be attended by Members in person or by other electronic means. If the meeting is to take place electronically, then due advice and guidance shall be given to Members on participation.
- (c) The President, or Vice-President will take the Chair. If neither is present within 10 minutes after the time appointed for the meeting or has signified his/her inability to be present at the meeting, the Members present may choose one of the other Management Committee Members present to preside and if no other Management Committee Members is present or willing to preside the Members present may choose one of their number to be chair of the meeting.
- (d) All Members shall register with the Administrator prior to the start of the meeting and the quorum shall be one quarter of those eligible to vote, or ten such Members, whichever is the smaller.
- (e) If the persons attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chair of the meeting must adjourn it. When adjourning an annual or extraordinary general meeting the chair of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Management Committee. The chair must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the Club must give at least 7 days' notice to the persons to whom notice of the Club's meetings is required to be given in accordance with Rule 17a). No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.

- (f) All votes shall be determined by a simple majority. In the event of a tied vote, the President may exercise a casting vote.
- (g) The Management Committee Members may attend and speak at annual or extraordinary general meetings. The Chair of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- (h) The Administrator or if they are not present, another Management Committee member, shall keep the minutes of the meetings and record all proceedings and resolutions.

18. Change of Club Name

The name of the Club may be changed by the Management Committee and confirmed by a special resolution of the Members.

19. Finances

- (a) All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from any Club account unless confirmed by two of the four signatories who shall be the Treasurer and President, Vice-President, Administrator or any other Committee member so appointed by the Committee for this purpose. Any moneys not required for immediate use may be retained in an interest-bearing bank account by the Management Committee under the guidance of the Treasurer.
- (b) All surplus income or profits are reinvested in the club over a period of time. No surpluses or assets will be distributed to Members or third parties.
- (c) The Management Committee shall have power to authorise the payment of expenses to any officer, Management Committee Member or Member and to any other person or persons for services rendered to the Club.
- (d) The Club may pay any reasonable expenses that the Management Committee Members properly incur in connection with their attendance at meetings of the Management Committee or at annual or other 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. Any expenses claimed through this clause should have been agreed in advance of the meeting by two of the four signatories listed in Rule 19 (a) above.
- e) The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.

- f) Full accounts of the financial affairs of the Club shall be prepared each year with the Financial Year of the Club ending on 31 October. These accounts shall be duly audited by the independent auditors.
- g) In addition to subscriptions, the Club may determine at the AGM to raise funds by means of a specific levy on some or all categories of Membership.

20. Borrowing

- (a) Appendix 2 shows the rules to be followed, should the Management Committee determine that it is necessary for the Club to borrow money.

21. Property

- (a) The property of the Club, other than cash at the bank, shall be vested in two or more persons to deal with the property in accordance with the Constitution. Such persons shall deal with the property as directed by resolution of the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- (b) These persons shall be indemnified out of the assets of the Club by the Club, and the Management Committee shall pay all costs, losses and expenses which any such person may reasonably incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge their duties. The Management Committee may give to any persons, who has incurred or may be about to incur any liability, at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.

22. Limitation of Liability

- (a) The Member's liability under the indemnities at Rule 3 (f) and Rule 21 (b) is limited to the assets of the Club.
- (b) It is the responsibility of the Management Committee to ensure that the Club is adequately insured with respect to the courts, clubhouse and public liability.

23. Use of Facilities

- (a) The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other 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 this Constitution, the rules and regulations of Tennis Scotland, the LTA Rules and the LTA Disciplinary Code.

24. Dissolution

- (a) The members may vote to wind up the Club through a special resolution if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting.
- (b) The dissolution shall take effect from the date of the resolution and the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- (c) Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or Tennis Scotland for use by them in related community sports.

25. Amendments to the Constitution

- (a) This Constitution may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

26. Bylaws and Standing Orders

- a) The Management Committee shall have power to draw up, amend or repeal Bylaws and Standing Orders as it may consider necessary from time to time for the general governance and wellbeing of the Club.
- b) All such Bylaws and/or Standing Orders made by them and any repeals or amendments to them shall have the effect to be binding on every Member until set aside by the Management Committee or amended by a General Meeting of the Club.

APPENDIX 1 Membership Categories

- (a) Family membership-one household of a maximum of two Seniors and all children under 18 as at 31 December of previous year
- (b) Senior Membership-Open to those aged 18 or over as at 31 December of the previous year
- (c) Double Senior membership-when a joint application is made and both applicants meet the definition for Senior Member.
- (d) Concessionary Double Senior-for senior members with a disability with a carer
- (e) Daytime-For senior members where play is restricted between the hours of 9 am and 6 pm, Monday to Friday each week
- (f) Student-A full time student at college or university who may be asked to provide proof that they are a student, e.g., matriculation card
- (g) Junior-Aged 11 and over and attending secondary school
- (h) Concessionary-This membership is for people on certain benefits, i.e., Universal Credit, Job Seekers Allowance and Carers Allowance. They may be asked to provide proof that they are in receipt of these benefits, e.g., Universal Credit award notice
- (i) Mini tennis membership-Open to those aged 10 and under and a parent can play with the child.
- (j) Associate Members-adult non-playing members but will have full use of the Clubhouse facilities and be entitled to participate in the Club's social activities.

APPENDIX 2 Borrowing

From Rule 20-this is the procedure to be followed, should the Club need to consider borrowing.

- (a) The Management Committee may borrow a maximum total amount of £1,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.
- (c) When so borrowing the Management Committee shall have the power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured, (in particular by mortgage of or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club) the grant of such security must be approved by the Club at a general meeting).
- (d) The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
- (e) The persons in whom the property is vested in accordance with Rule 21 shall, at the discretion of the Management Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Management Committee may deem proper for giving security for such moneys and the interest payable thereon.

Version	Notes	Date
Version 4	Complete review of constitution in line with CASC requirements. Approved at EGM. Previous versions retained in club archives.	16 February 2008
Version 5	Complete review of constitution in line with CASC requirements and following template constitution provided by LTA. Approved at AGM.	26 February 2022