

**CAMBERLEY LAWN TENNIS CLUB**  
Southcote Park, Portsmouth Road, Camberley, Surrey GU15 1JD  
[www.camberleyltc.com](http://www.camberleyltc.com)  
**CONSTITUTION – Revised at the AGM on 8 November 2017**

- 1. NAME** The Club shall be called “**THE CAMBERLEY LAWN TENNIS CLUB**”.
- 2. AIMS** The aim of the Club shall be to provide facilities for, and encourage participation in, amateur Lawn Tennis.
- 3. LTA AFFILIATION** The Club shall affiliate to the Surrey Lawn Tennis Association. The Club shall follow the rules and guidelines of both National and County LTA. The Club agrees to abide by the LTA’s Disciplinary Code of Conduct, a copy of which is displayed in the Clubhouse.
- 4. MANAGEMENT & OFFICERS** The Club shall appoint a **President** and shall be managed by a **Committee**, consisting of at least eight Officers, namely: **Chairman, Hon. Secretary, Hon. Treasurer, Men’s Captain, Ladies’ Captain, Fixtures Secretary, Social Secretary, Membership Secretary**, and up to five other Officers to include the Club Coach and a representative responsible for Juniors.
- The President shall be ex-officio member of the Committee. The Chairman and Secretary shall be ex-officio members of all sub-committees. The Treasurer shall be an ex-officio member of any sub-committee where finance is involved.
- The Officers shall be elected at the **Annual General Meeting (AGM)**.
- Committee Officers will serve for 1 year, but may offer themselves for re-election by the Membership at the AGM.
- 5. COMMITTEE MEETINGS** The Committee shall normally meet once a month or more frequently as is necessary. The **quorum** shall comprise 6 members, and the chairman shall have the casting vote.
- The Committee may appoint various subcommittees and working parties; other persons may be co-opted for specific work items or projects.
- Any Committee officer who fails to tender apologies for non-attendance at a meeting on three consecutive occasions may be asked by the Secretary to resign, and the Committee shall have the power to co-opt another member or members to serve until the next AGM.
- Conflicts of Interest.** Should circumstances arise where a Committee Member has a conflict of interest in a particular issue, the Committee may decide that that Committee Member be excluded from discussion or voting on that issue in the relevant Committee Meeting.
- 6. GENERAL MEETINGS** A General Meeting for all adult playing members shall be held annually - the Annual General Meeting (AGM) - giving the membership at least 30 days’ notice. An agenda shall be issued prior to the meeting. The agenda for the AGM shall include the election of Officers for the coming year, the approval of the Accounts, the setting of membership subscriptions, and any other topics proposed by the Committee.
- Proposals for consideration by the AGM may also be submitted by Members; these proposals shall require a proposer and two seconders, and shall be delivered in writing or by email to the Hon. Secretary within 10 days of notification of the AGM.

**GENERAL MEETINGS (continued)**

**Extraordinary General Meeting (EGM).** Upon receipt of a formal proposal signed by at least 10 Members, the Committee shall call an EGM to consider that proposal. Members shall be given at least 30 days' notice of this EGM, and the EGM shall be held no later than 45 days from receipt of the proposal.

**Voting and Decisions at all General Meetings.** Those eligible to vote at General Meetings will be paid-up playing Members aged 18 and over, with a single vote per person. Members may vote in person at the meeting, or by appointing another Member as their proxy, or by post, email, or on-line poll as administered by the Secretary. All postal or email votes, and all notifications of proxy appointments, must be received at least 24 hours prior to the Meeting.

**Proposals regarding a change in the Constitution shall require a minimum two-thirds majority of the total votes cast.** All other proposals (except those regarding Dissolution – see Dissolution paragraph below) shall require a simple majority of votes cast.

In the event of a tie the Chairman shall use his/her casting vote.

Decisions reached at the AGM shall stand for a minimum of 6 months.

**7. FINANCE**

A current account shall be opened in the name of “**Camberley Lawn Tennis Club**” at the branch of a bank for day-to-day business. A deposit account shall be opened at a Bank giving best overall service. All monies received on behalf of the Club shall be paid into one of these accounts. Payments from these accounts shall be made by an Officer authorised by the Committee. Any single item of expenditure above £5,000 shall require authorisation and approval at a General Meeting.

**Accounts & Financial Year**

A suitably qualified Accountant shall be appointed to prepare and review the financial accounts of the Club each year. The Accountant shall be appointed by the Committee and shall not be a member of the Committee. The Club's Financial Year shall be from 1<sup>st</sup> October to 30<sup>th</sup> September, and the Accounts shall be prepared accordingly. The Accounts shall be presented for approval at the AGM.

Any profits or surpluses must be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

**8. MEMBERSHIP**

Membership shall be open to the whole community without discrimination. 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. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Categories of Membership are as set out in the Rules. All Members shall be bound by the Rules of the Club.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

**9. RULES**

The Club shall be conducted in accordance with a Set of Rules which shall be drawn up by the Committee and made known to all Members. These Rules may be altered by the Committee acting reasonably as circumstances dictate, but must be in accordance and consistent with the Constitution. Any alteration made to the Rules by the Committee must receive the approval of at least 6 Committee Members.

**10. SUSPENSION  
OR  
EXCLUSION**

If any member of the Club shall willfully refuse or neglect to comply with the Constitution or Rules of the Club, or shall be guilty of any conduct likely to be injurious or offensive, such a Member shall be liable to expulsion by the resolution of the Committee. At least one week before the meeting at which such a resolution is discussed, the Member shall have notice of the meeting and be invited to give an oral or written explanation of the matter.

**11.  
DISSOLUTION**

The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting by two-thirds of those eligible to vote. Such a meeting shall appoint a committee to bring to a close the affairs of the Club and shall give direction as to the meeting of liabilities and disposal of the assets. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, to a registered charity or to the sport's governing body for use by them in related community sports.