

The Constitution of Caversham Park Tennis Club

Name & Object(s) of the Club:

1. The name of the Club, established in 1966, is Caversham Park Tennis Club (hereinafter simply referred to as 'the Club').
2. The object(s) of the Club are as follows:
 - provide tennis, social and other facilities for its members,
 - promote participation in the playing of tennis in the local community,
 - provide and maintain club premises and club-owned tennis equipment at Clayfield Copse (200 Caversham Park Road, Reading, RG4 6AA) for the use and benefit of its members,
 - safeguard the right of young people to be safe, secure and free from threat.
3. The Club shall be constituted as a non-profit-making, private members' club.
4. The Club shall be affiliated to the Lawn Tennis Association (LTA) and shall adopt and conform to the rules of this organisation in so far as they can apply.

Membership and Subscriptions

5. Upon application, membership of the club shall be open to anyone interested in the sport of tennis regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Executive Committee may at its discretion introduce different classes of membership on a non-discriminatory and fair basis, ensuring that subscription levels encourage participation.
6. An application for membership shall be made in such form as the Executive Committee may prescribe.
7. Each member shall pay an annual subscription (or an on-going monthly payment which will continue until it is cancelled by the member) at rates proposed by the Executive Committee, provided the changes are no more than 5% (if the changes exceed 5%, they must be approved by a specially convened General Meeting). The subscription year runs from 1st March to 28th/29th February. Annual subscriptions therefore become due for payment from 1st March each year, unless the Executive Committee determines that payment may be taken by instalments.
8. Members whose subscriptions are not paid before 1st April will not be entitled to the privileges of membership.
9. For a new member joining after 1st April, the Executive Committee may at their discretion accept a reduced subscription for the part-year. Likewise, they may make a refund to a member who becomes unable to use the club for a substantial part of the year on account of injury or illness.

10. All rights and interests in the Club, its property and funds shall cease immediately on termination of membership by resignation, expulsion or death. In the event of a resignation, the processing of any refund may be subject to a nominal charge to cover administrative costs.

11. Subscriptions will include the LTA's British Tennis Lite Membership Package.

12. The Executive Committee shall have the power to terminate or suspend the membership of any member or to exclude any member or visitor whom it considers guilty of a breach of this Constitution (or the Club Rules), or of misconduct or offensive behaviour to any other member or visitor, whether on the club premises or elsewhere.

13. Members must ensure their guests pay the appropriate guest fee as set out in the Club Rules.

Management of the Club

14. The management of the Club shall be by resolution of a General Meeting of members or by resolution of a meeting of the Executive Committee.

15. The Club shall have the following Officers, elected by the members for one-year terms:

- Chairperson
- Secretary
- Treasurer
- Membership Secretary
- Club Captain
- Junior Organiser

16. The day-to-day running of the Club shall be under the control of the Executive Committee which shall consist of the six Officers listed in Clause 16 above and up to four other members (elected for one year).

17. Officers and other members of the Executive Committee shall always be eligible for re-election for further terms.

18. In advance of an AGM, the Secretary shall invite nominations for the election of members to the Executive Committee. Such members must be nominated by any two full members on the form prescribed by the Executive Committee and must be submitted to the Secretary by the prescribed date. No member may nominate more than one candidate for any one position. If there is only one candidate nominated to fill any particular position, that candidate shall be declared elected unopposed. If there is more than one candidate for any particular position, there shall be an election at the AGM. In the event of a tie, the candidate to be elected shall (unless the candidates agree otherwise) be determined by lot.

19. The Executive Committee shall have the power to co-opt members in an advisory capacity and to fill vacancies arising during their term of office.

20. A quorum for Executive Committee meetings shall be 5.

21. The members present shall elect a chair for that meeting whenever the Chairperson is not present. Decisions at committee meetings shall be by a simple majority of those present. In the event of an equality of votes, the Chairperson shall have a second or casting vote.

22. Minutes of Executive Committee meetings must be taken and made available to all Club members.

23. The Executive Committee has the following powers and responsibilities:

- supervision and direction of the day to day running of the Club,
- preparation and presentation to the Annual General Meeting of a written annual report on the Club and its activities (annexing the annual accounts and the Treasurer's financial report),
- appointment of sub-committees, whose membership must include at least one member of the Executive Committee, to which it may delegate powers and duties on such terms as the Executive Committee thinks fit,
- making, repealing and amending any Club Rules (not inconsistent with this Constitution) as they shall think expedient for the internal management, use of courts, and well-being of the Club - all such rules shall be binding upon the members until repealed by the Executive Committee or set aside by a resolution of a General Meeting of the Club.

24. The Chairperson, Secretary and Treasurer shall be empowered to make emergency decisions on behalf of the Club should it not be possible to convene a meeting of the Executive Committee in due time. Such decisions shall be reported to the next meeting of the Executive Committee.

25. Executive Committee members shall be entitled to personal indemnity out of the funds of the Club where they are acting bona fide in their capacity as Officers of the Club.

Finance

26. The Club's financial year shall end on the 28th/29th February of each year. An income and expenditure account must be made for that year and the balance sheet struck at that date.

27. The Treasurer shall take charge of all the funds of the Club and shall make payments therefrom under the instructions of the Executive Committee or a General Meeting. The Treasurer (or other delegated committee member) may retain cash to an amount not exceeding £200 for Club expenses.

28. All money raised by or on behalf of the Club shall be applied to further the objects of the Club, at the discretion of the Executive Committee, and for no other purposes.

29. The Executive Committee may borrow money if authorised by a resolution of the members in a General Meeting and on the terms authorised in that resolution. The Trustees shall make such dispositions of Club property and enter into such agreements as the Executive Committee directs for the giving of security for such borrowing. All members of the Club, whether voting on such resolution or not, and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

30. A financial statement for each financial year shall be prepared by the Treasurer and presented to the Annual General Meeting and shall be verified by an auditor or independent examiner who shall not be a member of the Executive Committee.

31. No member, except where acting in the ordinary course of his or her business, shall receive any remuneration for services rendered to the Club. A member may be reimbursed his/her bona fide reasonable expenses incurred on behalf of the Club, if approved by the Executive Committee.

General Meetings of Members

32. Annual General Meeting: An annual general meeting of all members shall be held not more than three months following the close of the previous financial year (or period) and called by the Secretary on 14 days' written notice to the members stating the date, time and place of the meeting, and the business to be conducted. The business shall include:

- presentation and summary explanation by the Treasurer of (a) the Club's annual accounts for the last financial year and (b) a budget for the Club's current financial year for approval by the members,
- ratification of the subscription rates,
- consideration of the Executive Committee's annual report,
- election of Officers and other members of the Executive Committee,
- appointment of the auditor or independent examiner,
- such resolutions as are stated in the notice of the meeting.

Other business may be accepted at the discretion of the Chairperson, provided that it does not call for an alteration to the Constitution, the borrowing of money or any expenditure not within the immediate financial resources of the club. Every member (other than temporary members) shall be entitled to attend, speak and, if aged 18 or over, vote at the meeting.

33. Special General Meeting: General meetings other than the AGM may be called at any time by the Executive Committee or shall be called on the requisition of not less than 15 members delivered to the Secretary. In the latter case, the requisition shall state the reason for calling the meeting and this shall be stated on the notice concerning the meeting which shall be held within a period of not more than 30 days after the receipt by the Secretary of the requisition.

34. The quorum for the Annual General Meeting and any Special General Meeting shall be 10% of the full adult membership.

35. The Chairperson, or, in his/her absence, the Secretary shall take the chair at all General Meetings or, failing this, a member elected by those members present.

36. Decisions at all General Meetings shall be by a simple majority of those present and eligible to vote. In the event of an equality of votes, the Chairperson shall have a second or casting vote. Voting may, at the discretion of the Chair, be undertaken by show of hands or by ballot. Proxies are not allowed.

37. Minutes of the General Meetings must be taken and made available to all members.

38. Not less than 14 days' notice of all General Meetings shall be given to members, although in exceptional circumstances shorter notice may be given of a General Meeting (other than the AGM), e.g. a meeting called to dissolve the Club.

Trustees and Club Property

39. The property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in the Trustees.

40. There shall be not more than 4 and not less than 2 Trustees. On the death, resignation or removal of a trustee, the Executive Committee shall take steps to procure, at a General Meeting, the appointment of a new Trustee as per the provisions of Section 36 of the Trustee Act 1925.

41. Regarding any property of the Club held by them, the Trustees shall in all respects act in accordance with the directions of the Executive Committee. They shall be indemnified against risk and expense from their holding of club property.

Employment and Other Contracts

42. The Club may engage employees and third party service providers to deliver services such as coaching on such terms as the Executive Committee decides.

43. All contracts of employment will be made by the Executive Committee as agent for the members.

Amendment of the Constitution

44. This Constitution may be amended by a resolution of two-thirds of the members present (and eligible to vote) at a General Meeting.

Dissolution

45. The Club may be dissolved at any time by a resolution of two-thirds of the members present (and eligible to vote) at a General Meeting convened for that purpose.

46. Upon the dissolution of the Club, the Executive Committee shall pay or otherwise settle all debts and other liabilities. The remaining Club property and funds shall be divided among the members equally. For these purposes the Executive Committee may decide on the sale or other realisation of Club property as it sees fit.