

# Cheslyn Hay & Cannock Chase Community Tennis Club



## Club Constitution December 2021

### **1. Name**

The club will be called Cheslyn Hay & Cannock Chase Community Tennis Club and will be affiliated to the Lawn Tennis Association.

### **2. Purpose and Object**

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of tennis in Cheslyn Hay and Cannock Chase for both the local and wider community. In particular this will be

- To offer coaching and competitive opportunities in tennis.
- To promote the club in the local and wider community.
- To manage the club facilities and assets.

- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To ensure all present and future members receive fair and equal treatment.
- To ensure the club is fully financially and legally compliant

### **3. Membership – open to the whole community without discrimination**

Membership of the club shall be open to anyone interested in tennis on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious 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.

The club Management 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.

Membership will consist of officers and members of the club.

All members will be subject to the constitution and regulations of the club and by joining the club will be deemed to accept them.

Members will be enrolled in one of the following categories

- Full member
- Junior members (aged 18 and under)

Membership will run from 1<sup>st</sup> October to 30<sup>th</sup> September.

Subscription for those who join up to 30<sup>th</sup> June will be 100% of the fee and for those who join after will be 50% of the fee for new members.

### **4. Membership Fees**

Membership fees will either be set annually by the Management Committee or determined at the Annual General Meeting.

Fees will be paid either annually / monthly / by weekly subscriptions or as agreed by the Management Committee.

### **5. Officers of the Club**

The Officers of the club will be:

- Chair
- Vice Chair
- Secretary
- Head Coach
- Treasurer
- Safeguarding Officer
- Men's Team Captains
- Membership Secretary
- Social Co-ordinator

- Committee Members
- Junior Teams Captain
- Ladies Captain
- Fundraising Co-ordinator

Officers will be elected annually at the Annual General Meeting, will retire each year but be will be eligible for re-election at the Annual General Meeting.

## **6. Management Committee**

The club will be managed by the Officers of the club who will form the Management Committee

The Management Committee will hold at least three meetings per year which will be convened either by the Secretary or the Chair.

The quorum required for business to be agreed at meetings will be four Officers.

The Management Committee will have the power to fill any vacancies that arise during the year.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The Management Committee will have powers to appoint subcommittees and advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations /constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7. Finance / Non Profit Making / Non Distribution to Members**

All profits and any monies generated by the club will be retained in the club for the benefit of the members. No profits will be distributed to the members or third parties.

All club monies will be banked in an account held in the name of the club.

The club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 30<sup>th</sup> September.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting in October or November.

Any cheques drawn against club funds should hold the signatures as per the authorised mandate registered with the club bankers.

## **8. Annual General Meetings**

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the

audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. Only full members have the right to vote at the AGM.

The quorum for AGMs will be 10% of the full membership.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

### **9. Discipline and appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding Policy and Procedures. The club Safeguarding Officer is the lead contact for all members in the event of any welfare concerns.

All complaints regarding the behaviour of members should be submitted in writing to the Secretary, Chair or Vice Chair. The complaint must be submitted within 3 months of the incident unless it is a safeguarding matter.

The Management Committee will meet to hear complaints within 2 weeks of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership or the involvement of any outside agency.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 working days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 2 weeks of the receiving the appeal.

### **10. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the full members.

In the event of dissolution, any assets of the club that remain will become the property of Lawn Tennis Association for use by them in community related sports.

### **11. Amendments to the constitution**

The constitution can only be changed through agreement by majority vote at an AGM or EGM.

### **12. Declaration**

Cheslyn Hay & Cannock Chase Community Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and officials.

