

# Cottenham Tennis Club Constitution

## 1. Name

The club ("the Club") is called Cottenham Tennis Club, currently based at Cottenham Village College, High Street, Cottenham, Cambridgeshire CB24 8 UA.

## 2. Aims and Objectives

The aims and objectives of the Club are to provide

- competitive tennis
- tennis coaching
- social tennis and fun events

for all ages in a fair and welcoming way.

## 3. Membership

- a) Membership of the Club is available to anyone interested in participating in tennis in Cottenham, whether as a player, coach, volunteer or otherwise in a manner that supports the Club's aims and objectives.
- b) There are to be adult, junior and family memberships.
- c) All members will be subject to this Constitution and will, as a condition of their membership, accept the terms of all regulations and codes of practice lawfully adopted by the Club.
- d) Membership subscription fees are to be paid from year to year in the amount and in accordance with the timeframes determined at each annual general meeting ("AGM")
- e) Save as may be agreed by the Club Committee, no-one is entitled to take part in the business of the Club, vote at meetings or to be selected for any Club team, unless the applicable subscription fees have been paid.

## 4. Equal Opportunities

- a) The Club is committed to ensuring that equity and equal opportunity is incorporated across all aspects of its development.
- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of tennis, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

- d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **5. Committee**

- a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer and Secretary, who shall be elected at the Annual General Meeting ("AGM")
- b) All Committee members must be members of the Club.
- c) The term of office shall be for one year from the AGM and members shall be eligible for re-election.
- d) If the post of any Committee member should fall vacant after such an election, the remaining Committee members may allocate the relevant role amongst themselves as they think fit until the succeeding AGM.
- e) The Committee will ensure the continuing appointment of a child welfare officer (who may but shall not be required to be a Committee member) and shall have powers to appoint new Committee members from time to time as necessary to fulfil its business.
- f) The Committee will be responsible for
  - i. adopting new policy, codes of practice and rules that affect the organisation of the Club
  - ii. disciplinary hearings of members who infringe the Club's rules
  - iii. taking any action of suspension or discipline following such hearings.
- g) Committee meetings will be convened by the Secretary of the Club and be held no less than twice a year.
- h) Only Committee members will have the right to vote at Committee meetings.
- i) The quorum required for business to be agreed at Committee meetings will be 2.

## **6. Annual General Meetings and Extraordinary General Meetings**

- a) General meetings are the means whereby the members of the Club exercise their democratic rights to influence how the Club operates and manages its affairs.
- b) The Club shall hold its AGM in the month of February to:
  - i. Approve the minutes of the previous year's AGM
  - ii. Receive reports from the Chairman and Secretary

- iii. Receive a report from the Treasurer and approve the annual accounts
  - iv. Agree the membership fees for the following year
  - v. Consider any proposed changes to the Constitution
  - vi. Elect or re-elect Committee members
  - vii. Deal with other relevant business.
- c) Notice of the AGM will be given by the Club Secretary with at least 14 days' notice to be given to all members.
  - d) Nominations for officers of the committee should be sent to the Secretary prior to the AGM.
  - e) Proposed changes to the Constitution shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before the AGM.
  - f) All adult members have the right to vote at the AGM.
  - g) Junior members have a right to attend the AGM and to have their views heard but do not have a vote.
  - h) Save for a vote to dissolve the Club (see para 9), decisions shall be passed by majority vote, with the Club Chairman holding a casting vote.
  - i) The quorum for AGMs will be the higher of 4 and 10% of adult Club members (family memberships counting as a single member).
  - j) An Extraordinary General Meeting (EGM) of the Club may be called by an application in writing to the Secretary supported by at least 10% of such members. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
  - k) All procedures of an EGM shall otherwise follow those outlined above for AGMs.

## **7. Discipline and appeals**

- a) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- b) The Committee will meet to hear complaints within 7 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- c) 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 2 days of the hearing.

## 8. Child welfare

- a) 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 LTA child protection policy and procedures.
- b) The Club's child welfare officer is the lead contact for all members in the event of any child protection concerns.

## 9. Dissolution

- a) A resolution to dissolve the club can only be passed at an AGM or EGM by a two thirds vote of the adult membership (family memberships counting as a single member).
- b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another local club with similar objectives.

## 10. Declaration

The current Committee members declare that Cottenham Tennis Club hereby adopts and accepts this Constitution as the operating guide regulating their actions and those of Club members.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	Treasurer
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	