

Edlesborough Tennis Club Constitution

1 Name of Club

The club will be called Edlesborough Tennis Club (Hereinafter will be referred to as The Club) and may also be known as ETC.

2 Aims and Objectives

The aims and objectives of the club will be:

- To promote the club and tennis participation within the local community
- To offer tennis coaching and competitive opportunities.
- To manage the tennis courts on Edlesborough Green
- To ensure a duty of care to all members of the club
- To provide all services in a way that is fair to everyone

3 Membership

- (a) Membership of the club is open to anyone interested in coaching, volunteering or participating in tennis, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) The membership shall consist of the following categories:
 - Adult: Player over 18, not in education on 1st April of the new membership year.
 - Couple: Common sense rules and adjudicated by the Committee if necessary
 - Family: Parent(s)/guardian(s) plus children up to the age of 19 if still in secondary education on 1st April of the new membership year.
 - Student: Player over 18 on 1st April of the new membership year, unsalaried and in full-time tertiary education
 - Junior: Player aged 10 to 17 on 1st April of the new membership year.
 - Child: Player aged 9 and under 1st April of the new membership year.
- (c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- (d) Members in each category will pay membership fees. The costs and timeframes for paying these fees will be determined at the Annual General Meeting.
- (e) Any member can appeal to the Committee for a special membership fee as a consequence of particular special circumstances. Any requests will be considered at the next committee meeting following the request.
- (f) If after a reminder has been given, a subscription has not been paid within one calendar month of the due date, the defaulter shall cease to be a member of the club, but may, at the discretion of the Committee, be admitted to membership on payment of all arrears of membership fees.
- (g) No membership fees will be refundable after commencement of the year to which they relate unless approved by the committee in exceptional circumstances.

- (h) Any new member, who was not a member in the previous year, joining the club after the commencement of the club membership year may be able to pay their fees on a pro-rata basis. Any member renewing from the previous year may only be able to pay their fees on a pro rata basis if renewing three months or more after the commencement of the membership year.
- (i) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- (j) Visitors will be eligible to play as guests of members. Visitors' fees, the frequency and times at which visitors may play will be determined from time to time by the Committee.
- (k) All members will be expected to behave in accordance with the Club's Code of Conduct and play according to the Club's Rules on Court Etiquette at all times and wear appropriate, acceptable tennis clothing.
- (l) The standard method of communication by the Club to its members will be via electronic mail using the email address supplied as part of the initial application process and subsequent annual renewal process.
The lead member for any shared membership category will be deemed responsible for sharing all club communication to other members in the category should their individual email addresses not be given to the club.
The committee will make appropriate arrangements for any member unable to use electronic mail.

4 Equal Opportunities

- (a) This Club is committed to ensuring that equity and equal opportunities 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 following:
 - Executive Committee roles of Chair, Treasurer, Secretary and Membership Secretary.

- Other Committee roles of Welfare Officer, Match Secretary, Social Secretary, Communications Officer, Maintenance Officer and Coaching Coordinator.
The Committee shall be elected at the Annual General Meeting. These roles can be amended at an AGM or EGM.
- (b) All committee members must be members of the Club. A member may hold more than one committee role at any one time but may only hold one Executive Committee role.
 - (c) If required, the committee shall elect a Vice Chair from among its members.
 - (d) The term of office shall be for one year, and members shall be eligible for re-election.
 - (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
 - (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
 - (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
 - (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
 - (i) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year. Meetings may be held in person or virtually via video conferencing. In the interests of expediency, decisions may also be made outside of committee meetings by way of electronic mail or messaging. In such cases, all committee members must respond, and the decision recorded in the minutes of the next committee meeting.
 - (j) Minutes shall be taken of all the proceedings of the Committee and shall be open to the inspection of any member of the club upon application to the Secretary.
 - (k) Only the posts listed above will have the right to vote at committee meetings.
 - (l) The quorum required for business to be agreed at Management Committee meetings will be 4.
 - (m) At the discretion of the Committee, the Head Coach of the club may be invited to attend some committee meetings to report on coaching matters and partake in these meetings in an advisory role. The Head Coach will not have a vote on committee matters.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st January and end on 31st December.
- (c) All club monies will be banked in an account held in the name of the club.

- (d) The Committee shall appoint a suitable qualified accountant, not on the Committee, to carry out an independent review of the annual accounts at a judicious time to ensure the annual accounts can be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus another signatory on the account. All online transactions should be processed by the treasurer and authorised by another signatory on the account.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.
- (g) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties unless approved in advance at an AGM or EGM by at least two thirds of members present.
- (h) Approval for expenditure in fulfilling the specified aims and objectives of the Club shall operate as follows:
 - Each committee member may incur up to £50 on any item (or related items) of expenditure in fulfilling their responsibilities with the approval of one (other) Executive Committee member.
 - Any item (or related items) of expenditure above £50 and below £5,000 must be approved by the committee in advance. Approval must be by a majority of the committee inclusive of at least two Executive Committee members.
 - Any item (or related items) of expenditure above £5,000 must be approved in advance at an AGM or EGM by at least two thirds of members present.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) within two months of the end of the financial year:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the Committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 21 days' notice to be given to all members. The club secretary will send the agenda to all members at least 7 days in advance of the AGM.
- (d) Nominations for officers of the committee will be sent to the club secretary at least 14 days in advance of the AGM.

- (e) In order to be considered for a position on the Committee at the AGM, a member will first need a proposer and seconder. However, if the post is already held then the current holder can stand for re-election without the need for a proposer and seconder.
- (f) Irrespective of how many people are wishing to stand for any particular Committee role, every nominee should have been voted on to the Committee at the AGM.
- (g) Proposed changes to the constitution shall be sent to the existing Committee, via the secretary, at least 14 days prior to the AGM, who shall circulate them to all members at least 7 days before an AGM.
- (h) All members over the age of 18 have the right to vote at the AGM.
- (i) The quorum for AGMs will be 8.
- (j) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (k) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 15% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- (l) All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement at an AGM or EGM by at least two thirds of members present..

9 Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children or adults at risk (i.e. those with care and support needs), will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding Policy. The Club Welfare Officer is the lead contact in the event of any safeguarding concerns.
- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- (c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) 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 14 days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM by at least two thirds of members present.
- (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 the nearest LTA Affiliated tennis club.

11 Declaration

Edlesborough Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members as agreed at the AGM on 22nd January 2024.