



# Hutton Rudby Tennis Club Constitution

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## 1 Name of Club

The Club, founded in 1979, will be called Hutton Rudby Tennis Club (hereinafter will be referred to as the Club), and may also be known as HRTC. Hutton Rudby Tennis Club will be registered and affiliated to the Lawn Tennis Association.

## 2 Aims and Objectives

The aims and objectives of the club are:

2.1 The main purpose of the Club will be to provide facilities for and to promote participation in the amateur sport of lawn Tennis in Hutton Rudby and its surrounding area.

2.2 To offer tennis coaching and competitive opportunities.

2.3 To promote the Club and tennis participation within the local community

2.4 To provide the management of Hutton Rudby Tennis Club and the use of the tennis courts which shall be governed by regulations made by the Management Committee

2.5 To ensure a duty of care to all members of the Club

2.6 To provide all services in a way that is fair to everyone

## 3 Membership

3.1 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, except as a necessary consequence of the requirements of tennis. 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 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 Management Committee.

3.2 The membership shall consist of the following categories:

- For the purpose of membership a person's age shall be his / her age on 1<sup>st</sup> April

Membership Category	Description
Adult	25 years and over
Joint Membership	Two adults living at the same address
Family	Two adults plus children in full time education living at the same address
Young adult	18 – 24 not in full time education
Student	18 – 24 in full time education
Junior A	9-17
Junior B	Under 9
Country	Permanent address 50+ miles from Hutton Rudby
Social	Non playing member

3.3 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.

3.4 All applications for membership shall be on the prescribed application form and be accompanied by payment of the subscription. As a LTA registered Club all members are invited to become British Tennis Club Members.

The Management Committee shall have the power to accept or reject applications for membership. The decision shall be a vote of the Management Committee with the Club Chair having the casting vote.

3.5 Members in each category will pay membership fees. The rate of the subscriptions for each category for the year commencing 1<sup>st</sup> April shall be fixed by the Management Committee annually and the costs and timeframes for paying these fees will be presented at the Annual General Meeting. There is an option for new members joining part of the way through the year to pay a reduced subscription to be agreed by the Secretary/ Membership Secretary.

3.6 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 Management Committee. Persons under the age of 18 are deemed as junior members and do not have the right to hold office or to vote at General Meetings.

3.7 Membership may be terminated:

- a. on receipt of a letter of resignation
- b. non-payment of subscription by 1<sup>st</sup> May
- c. expulsion by the Management Committee will be made in accordance, subject to Clause 9.

#### **4 Equal Opportunities**

4.1 This Club is committed to ensuring that equity and equal opportunities is incorporated across all aspects of its development.

4.2 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.

4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

4.4 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

4.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

#### **5 Committee**

5.1 The affairs of the club shall be conducted by a Management Committee which shall consist of the following who shall be elected at the Annual General Meeting.

<b>President</b>	<b>Chair</b>	<b>Treasurer</b>
<b>Secretary</b>	<b>Membership Secretary</b>	<b>Welfare Officer</b>
<b>Men's Captain</b>	<b>Ladies Captain</b>	<b>Membership Development Officer</b>
<b>Village Hall Representative</b>	<b>Committee Member x 3</b>	

- 5.2 All Management Committee members must be members of the Club.
- 5.3 If required, the Management Committee shall elect a Vice Chair from among its members.
- 5.4 The term of office shall be for one year, and members shall be eligible for re-election.
- 5.5 If the post of any Officer or Management Committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.6 The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- 5.7 The Management Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- 5.8 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, subject to Clause 9.
- 5.9 The Management Committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.
- 5.10 The Men's Captain and Ladies' Captain may nominate a replacement to attend the Management Committee meeting if they are unable to attend.
- 5.11 Only the posts listed above will have the right to vote at Management Committee meetings.
- 5.12 The quorum required for business to be agreed at Management Committee meetings will be 5.
- 5.13 The Chair shall act as Chair of the Management Committee, AGM and any Special Meetings.

## 6 Finances

- 6.1 The Club treasurer will be responsible for the finances of the club. Keep appropriate records showing income and expenditure which is to be made available at Management Committee meetings along with a cash flow forecast for the following year when required.
- 6.2 The financial year of the Club will run from 1<sup>st</sup> January and end on 31<sup>st</sup> December
- 6.3 All Club monies will be banked in an account held in the name of the Club.
- 6.4 An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- 6.5 Any money drawn against club funds should hold the signatures of the treasurer / officer of the Club plus one other officer.

6.6 As is standard in tennis and other sports Club Constitutions, all members of the club shall be jointly and severally responsible for the financial liabilities of the Club.

6.7 All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

## 7 Annual General Meetings and Extraordinary General Meetings

7.1 General meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

7.2 The Club shall hold the Annual General Meeting (AGM) in the month of February to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chair, plus relevant Management Committee members will report on the past years activity of the Club and the Management Committee's plans for the coming year.
- 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 Management Committee.
- Consider the membership fees for the following year which will be subject to ratification by the Management Committee at the committee meeting following the AGM.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

7.3 Members will be notified 14 days before the forth coming AGM by the Secretary.

7.4 Nominations for officers of the Management Committee and items for discussion will be sent to the Secretary prior to the AGM.

7.5 Proposed changes to the Constitution and agenda items shall be sent to the Secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

7.6 All adult members have the right to vote at the AGM.

7.7 The quorum for AGMs will be 10% of the adult membership. In the event of insufficient members at the AGM to make the meeting quorate the Management Committee shall have the power to pass the resolutions.

7.8 The Chair of the Club or if not present their nominated deputy, shall hold a deliberative as well as a casting vote at general and Management Committee meetings.

7.9 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of Adult membership. The Management Committee shall also have the power to call an EGM by decision of a simple majority of the Management Committee members.

A notice of 7 days will be given stating the business to be transacted at such meetings. Every member will be notified via: e-mail, in writing, left at or posted to their last known address and no other business than stated in the notice shall be brought before the meeting.

7.10 All procedures shall follow those outlined above for AGMs.

## 8 Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or EGM. Appendix 1 'Use of Facilities' may be changed by the Management Committee.

## 9 Discipline and appeals

9.1 The Club aims to avoid disagreement and hopes that all members will reach amicable settlements in the spirit of promoting harmony within the Club. If this proves not to be possible then all complaints will be dealt with in accordance with the following procedure.

9.2 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 child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

9.3 Formal complaints regarding behaviour of members should be presented and submitted in writing to the Chair and copied to the Secretary.

9.4 Formal complaints will be dealt with as soon as practicable. If required a Complaints Committee consisting of the President or Chair and two Management Committee members will meet to hear complaints within 7 days of the complaint being lodged. No member of the Complaints Committee shall have a prejudicial connection with the subject of the complaint or the complainant. The Complaints Committee has the power to take appropriate disciplinary action including the termination of membership.

9.5 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 7 days of the hearing.

9.6 There will be the right of appeal to the Management Committee, excluding the Complaints Committee, following disciplinary action being announced. No member will be expelled without first being afforded an opportunity to put their case in person to the Management Committee. A notice of 7 days will be given by the Club to the member being summoned before the Management Committee and such notice shall contain a statement of the complaint brought against them. The Management Committee should consider the appeal within 7 days of the Secretary receiving the appeal.

## 10 Dissolution

10.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote by 3/4 of those members present.

10.2 Upon the dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

## 11. Declaration

Hutton Rudby Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	<b>Pam Dodds</b>	<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	Dec 2020

<b>Name</b>	<b>John Taylor</b>	<b>Position</b>	President
<b>Sign</b>		<b>Date</b>	Dec 2020

Document reviewed Dec 2020