

Kempsey Lawn Tennis Club Constitution

1. Name of Club

The club will be called *Kempsey Lawn Tennis Club* (Hereinafter will be referred to as The Club), and may also be known as *KLTC*. *Kempsey Lawn Tennis Club* will be registered and affiliated to the Lawn Tennis Association.

2. Aims and Objectives

The aims and objectives of the Club will be:

- To offer tennis coaching and competitive opportunities.
- To promote the Club and tennis participation within the local community
- To manage Kempsey Lawn Tennis Club
- 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:

- A - Adult
- AC - Adult Couple
- F - Family
- 18-25 - 18-25
- J – Junior
- MJ – Mini Junior
- P &C – Parent and Child

(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 by the Club committee.

(e) 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.

(f) Visitors playing with a Member or by means of the Public Play Scheme shall pay the fee that shall be decided by the Committee. Exemptions to this rule apply to each member of a visiting team and every competitor in a Club tournament (and in the case of a competitor under the age of 18, his or her parent or guardian).

(g) Players who are not members may hire courts at such times and at such rates as shall be decided by the Committee and as shall be advertised. Such players shall agree to abide by these rules whilst on the Club premises.

- (h) Members or visitors leaving unattended vehicles, rackets, clothing or other property at the Club, do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

4. Equal Opportunities

- (a) The 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. Safeguarding policy

- (a) Kempsey Lawn Tennis Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our Club at all times, including all programmes and events we run.
- (b) We have a safeguarding policy that strives to minimise risk, deliver a positive tennis experience for everyone and respond appropriately to all safeguarding concerns/disclosures.
- (c) This safeguarding policy is applicable to all staff, volunteers, committee members, coaches, Club members and visitors to the courts. It is in line with national legislation and applicable across the UK. A copy of the safeguarding policy is available from the Secretary.

6. Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Vice Chair, Treasurer, Secretary and Women's, Men's and Mixed Team Captains if appointed and up to 3 Members, who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of the Club.
- (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 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 5 times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be 5.

7. Finances

- (a) The Club Treasurer will be responsible for the finances of the Club.
- (b) The financial year of the Club will run from 1 October and end on 30 September.
- (c) All Club monies will be banked in an account held in the name of the Club.
- (d) An independently examined statement of annual accounts will 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 up to two other officers.
- (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.
- (h) The Club will have the ability to borrow monies as necessary for the benefit and enhancement of the Club.

8. 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) each year between October 12 and November 30 inclusive.
 - 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 28 days' notice to be given to all members.
- (d) Nominations for officers of the committee will 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 an AGM.
- (f) All members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 15.
- (h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% 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.
- (j) All procedures shall follow those outlined above for AGMs.

9. Amendments to the constitution

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

10. Discipline and appeals

- (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 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.
- (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 28 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 28 days of the Secretary receiving the appeal.

- (f) The 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 the Rules, or of misconduct or offensive behaviour to any other Member, visitor or employee, whether on the Club's premises or elsewhere

11. Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will become the property of the Lawn Tennis Association.

12. Declaration

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

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| Name | Edward Bradford | Position | Chair |
| Sign | | Date | |

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| Name | | Position | |
| Sign | | Date | |