



**Longstanton Tennis Club
Constitution
March 2018**

Longstanton Tennis Club

Recreation Ground, Over Road,
Longstanton, Cambridge
CB24 3DN, UK

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1 Definitions

The Club shall be known as LONGSTANTON TENNIS CLUB ("the Club").

1.1 Key Roles

The "Chair" means the person elected from time to time to be the chair of the Club; the "Honorary Secretary" means the person appointed from time to time to be the honorary secretary of the Club; the "Honorary Treasurer" means the person appointed from time to time to be the honorary treasurer of the Club; "the LTA" means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen's Club, West Kensington, London W14 9EG; the "Management Committee" means the committee appointed to manage the Club; the "Members" means the members of the Club admitted from time to time to membership of the Club.

1.2 Extensions

Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; [and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships].

2 Objectives

The objectives of the Club are:

- (a) to provide tennis, social and other activities and generally to encourage and facilitate the playing of tennis;
- (b) to provide and maintain the courts at the Recreation Ground in Longstanton;
- (c) to promote, improve, develop and support the interests of tennis;
- (d) to provide such other benefits to its members as it shall think fit;
- (e) to affiliate to the LTA and to comply with and uphold the Rules and Regulations of the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- (f) to acquire, establish, own, operate and turn to account in any way [for the members' benefit] the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (g) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;

- (h) to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA where so required by the Rules and Regulations of the LTA;
- (i) to make donations or offer support to other clubs which are charities or community amateur sports clubs;
- (j) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objectives of the club.

3 Finance

- (a) All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except when authorised by one of the designated signatories. Any moneys not required for immediate use may be invested by the Management Committee at its discretion.
- (b) Subject to Rule 2, the income and property of the Club shall be applied only in furtherance of the objectives of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- (c) The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- (d) The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Honorary Treasurer.
- (e) Full accounts of the financial affairs of the Club shall be prepared each year. When required, a report on these accounts shall be prepared by an independent person.

4 Application of Surplus Funds

- (a) The Club is a non-profit-making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objectives. No surplus will be distributed other than in accordance with Clause 18 on winding-up or dissolution of the Club.
- (b) Nothing in Clause 3 shall prevent the Club from entering an agreement with a member for the supply to the Club of goods or services or for their employment by the Club, provided that such arrangements are approved by the Management Committee

(without the member being present) and are agreed with the member on an arm's length basis.

5 Borrowing

- (a) The Management Committee may borrow a maximum total amount of £10,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.
- (b) When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit
- (c) The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

6 Property

The property of the Club, other than cash at the bank, shall be vested in the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.

7 Membership

7.1 Eligibility for Membership

- (a) Persons of either sex are eligible for full membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- (b) Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.
- (c) The number of Members is unlimited.

7.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, [which shall, in its absolute discretion, decide whether to admit that candidate as a Member]. A person shall not be entitled to any privileges of the Club until two days have passed since their application for membership was submitted, whether or not they are admitted as a Member before those two days have lapsed.

7.3 Classes of Members

- (a) There shall be the following classes of members for the Club: Full Member; Family Member; Junior Member; Concession Member e.g. 65+.
- (b) Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.
- (c) All members shall be subject to these Rules and the Regulations of the Club and shall abide by the rules and regulations of the LTA and the relevant CLTA, from time to time in force.

7.4 Subscriptions

- (a) The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee.
- (b) The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.
- (c) No candidate who has been elected a Member shall be entitled to the privileges of membership until they have paid the entrance fee and their first annual subscription.
- (d) Any Member whose entrance fee or subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned their membership of the Club.

8 Guests

- (a) Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee.
- (b) No one may be admitted as a guest on more than three occasions in any calendar year.

9 Resignation

A Member may withdraw from membership of the Club on 4 weeks clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

10 Expulsion

- (a) The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for them to remain a Member.
- (b) A Member shall not be expelled unless they are given 14 days written notice of the meeting of the Management Committee at which their expulsion shall be considered and written details of the complaint made against them.
- (c) The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross examine any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of their expulsion.
- (d) The Management Committee may exclude the Member from the Club's premises until the meeting considering their expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making their representations.

11 Effect of Resignation or Expulsion

Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and they have no right to the return of any part of their subscription. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

12 The Management Committee

- (a) The Club shall be managed by a Management Committee consisting of at least: (a) the Chair; (b) the Honorary Secretary; (c) the Honorary Treasurer; elected annually at the annual general meeting
- (b) The Management Committee shall decide in its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly.
- (c) The Management Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).

13 Proceedings of the Management Committee

- (a) Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 3 meetings each year. The Chair and the Honorary Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club.
- (b) The Chair shall also be the chair of the Management Committee. Unless they are unwilling to do so, the Chair shall preside at every meeting of the Management Committee at which they are present. If they are not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chair of the meeting.
- (c) Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chair (or the acting chair of that meeting) shall have a casting or additional vote.
- (d) The Management Committee may from time to time appoint from among its number such subcommittees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- (e) The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

14 Annual general meeting

- (a) The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:
 - (a) to receive the Chair's report of the activities of the Club during the previous year;
 - (b) to receive and consider the accounts of the Club for the previous year and the Honorary Treasurer's report as to the financial position of the Club;
 - (c) to elect the Officers and other members of the Management Committee;
 - (d) to decide on any resolution which may be duly submitted;
 - (e) to deal with any other matters which the Management Committee desires to bring before the membership.

- (b) Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Honorary Secretary not less than 28 days before the meeting.
- (c) No period greater than fifteen months shall elapse between one annual general meeting and the next.

15 Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than four members stating the purposes for which the meeting is required and the resolutions proposed.

16 Procedures at the annual and extraordinary general meetings

- (a) The Honorary Secretary shall send to each Member, to their last known contact details, notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.
- (b) The quorum for the annual and extraordinary general meetings shall be 5 Members [or one tenth of the membership of the Club (whichever is the greater number)].
- (c) The Chair shall preside at all meetings of the Club but if they are not present within 15 minutes after the time appointed for the meeting or has signified their inability to be present at the meeting, the Members present [and entitled to vote] may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present [and entitled to vote] may choose one of their number to be chair of the meeting.
- (d) Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting.
- (e) The Honorary Secretary, or another appointed member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

17 Alteration of the rules

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least [two thirds] of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

18 Dissolution

- (a) A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- (c) Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to another non-profit making tennis club or voluntary organisation having objectives similar to those of the Club or to a registered charity for community sports or the LTA for use in community related tennis initiatives

19 Signatures

Damian Kramer

Chair

23rd March 2018

Sarah Ballard

Honorary Secretary

23rd March 2018

Peter Chatfield

Honorary Treasurer

23rd March 2018