



A Charity Registered in Scotland – Scottish Charity No. SC034153

MELROSE WAVERLEY TENNIS CLUB

Constitution

1. The Club was re-established following a Public Meeting held in the Ormiston Lounge, Melrose on Wednesday, 4th March 1998.
2. The Club is established for charitable purposes and is known as “The Melrose Waverley Tennis Club”, herein after referred to as “the Club”.
3. The Club is based at the Municipal Courts situated within the Gibson Park, Melrose.
4. The prime objects of the Club are to achieve the following:
 - (I) To establish maintain and conduct a Club for the purpose of promoting community participation in healthy recreation by the provision of facilities for playing Lawn Tennis.
 - (II) In furtherance of but not otherwise:
 - (III) To provide a club that is socially inclusive and all participants are welcomed and encouraged.
 - (IV) To work closely with the Tennis Scotland and other statutory bodies in developing the game of tennis.
 - (V) To continue to assist in the development of playing facilities which exist or may in the future come to exist, within the Gibson Park, in whatever manner may be deemed appropriate and relevant thereto.
 - (VI) To continue to consult and liaise with the Trustees of the Gibson Trust as owners of the courts.
5. In furtherance of the above purpose, the Club shall have power to promote fund-raising events and obtain, collect and receive money and funds by way of subscriptions, donation and contribution; legacies, grants and other lawful method, and accept and receive gifts of property of any description other than heritable, and shall be entitled to make payments, gifts, grants and loans relative to the objects stated at “4” above.



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MEMBERSHIP

6. Membership of the club is open to all who support the Club's objectives on payment of the appropriate subscription.
7. All Members of the Club will have the right to vote at meetings of the Club.

MANAGEMENT

8. The affairs of the Club will be managed by a Management Committee comprising of not more than twelve members of the Club. Club Coaches are invited to attend Management Committee meetings but will not have voting rights.
9. The Management Committee will comprise a President (who shall act as Chairman at all meetings of the Club), a Vice President, Honorary Secretary and an Honorary Treasurer who will the Office Bearers of the Club and not more than eight other members. The Management Committee will meet a minimum of 4 times a year but more often if required. The Office Bearers may meet out with these meeting to ensure the smooth running of the club. Minutes of the Meeting of the Office Bearers or Management Committee will be maintained by the Honorary Secretary.
10. The Management Committee will seek to involve Junior Members in the running of the club and encourage them to attend Management Committee meetings from time to time.
11. The Management Committee will be entitled to co-opt to its ranks not more than three persons as it may, at its sole discretion consider appropriate. A co-opted member who is replacing an elected member will be entitled to have voting rights but ad hoc co-opted members will not.
12. All members of the Management Committee, including any co-opted members will hold office until the next following Annual General Meeting of the Club when they will retire but will be eligible for re-election.
13. The Management Committee will have full power to fill vacancies arising in its membership during the year and to appoint such Sub-Committees as it deems appropriate to the efficient management of the Club's affairs.
14. At any meeting of the Management Committee, a quorum will consist of no fewer than five members.



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GENERAL MEETINGS

15. An Annual General Meeting of the Club will be held within 2 months of the Club's financial year end, each year at which the President **or** Hon. Secretary will present, for information, an Annual Report: The Hon. Treasurer will present, for approval, the audited Statement of Account and a Summary of Income and Expenditure for the year: The Management Committee for the ensuing year will be appointed and fees and subscriptions for the following season will be set. An Annual General Meeting, or a Special General Meeting, requires a minimum quorum of nine.
16. Nominations for membership of the Management Committee will be made by members of the Club at the Annual General Meeting. Should the number of nominations exceed the number of vacancies, election will be by ballot at the said meeting.
17. The President, Hon. Secretary and Hon. Treasurer of the Annual General Meeting will be those who have held office in these positions for the preceding year. They will demit office at the conclusion of the said meeting but will be eligible for re-appointment.
18. The Books of Account will be examined and certified by a capable independent examiner (who must not be a member of the Management Committee). This appointment will be made at the Annual General Meeting in accordance with the approved laid down procedures from the Office of the Scottish Charity Regulator (OSCR).
19. Additional General Meetings may from time-to-time be called by the Management Committee as they consider appropriate.
20. The Management Committee must call a Special General Meeting of the Club within 21 days of receiving a written request to do so, setting out the reason for such a request and signed by not fewer than 20 members of the Club.
21. A minimum of 21 days' notice prior to the Annual General Meeting, and other Special General Meeting, must be given to all members of the club by means of electronic communication and notices in the clubhouse.



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Miscellaneous

22. The Committee may make arrangements, in advance of an AGM or Special General Meeting, to allow members (or their proxies) to fully participate remotely, so long as all those participating in the meeting can communicate with each other, and all members (or their proxies) may vote during the meeting. A Member or proxy participating remotely by such means shall be deemed to be present in person at the AGM.
23. The financial affairs of the Club will be directed by the Hon. Treasurer who will close the Books of Account at the 30th of September each year and prepare there from a Statement of Account and a Summary of Income and Expenditure for the year to that date for scrutiny by the appointed independent examiner and presentation thereafter at the Annual General Meeting.
24. The funds of the Club will be held in a properly nominated bank account, or bank accounts, in the name of the Club. Such account or accounts may only be operated upon any two signatures of the Honorary Treasurer, President, Vice-President and Honorary Secretary.
25. The Management Committee will have full power to make, alter or amend Rules or Bylaws for the governance of the game and the management of play on the Gibson Park courts as they, at their sole discretion, deem appropriate.
26. The property of the Club will be vested in the Management Committee during their term(s) of office.
27. No alteration to these rules may be made except at an Annual or Special General Meeting. Written notice of any proposed alteration must be submitted to the Honorary Secretary, or raised formally at a meeting of the Management Committee, at least 28 days prior to the meeting at which it is to be considered.
28. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to local recognised charitable organisation(s) having objects similar to those of the Club.