

Pangbourne & District Tennis Club

Constitution

1 Name of Club

The club will be called Pangbourne & District Tennis Club (Hereinafter will be referred to as The Club), and may also be known as PTC. Pangbourne & District 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 the tennis courts and club house under the terms of the lease with Pangbourne Parish Council
- 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:
 - Full adult voting member for members over the age of 18
 - Junior member (non-voting) for children under the age of 18
 - Family Membership is available for 2 adults and the children of one family living together at the same address.
- (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) 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.

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 Chair, Treasurer, and Secretary and up to ten committee 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 Executive Committee shall have the power to fill the vacancy with a co-opted member until the succeeding Annual General Meeting.
- (f) Club team captains who are not already elected members of the committee will be ex-officio members of the committee without voting rights.
- (g) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- (h) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (i) 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.
- (j) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.
- (k) Only elected and co-opted committee members will have the right to vote at committee meetings. Ex-officio positions are non-voting.
- (l) The quorum required for business to be agreed at Management Committee meetings will be 4.

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 April and end on 31st March.
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An independently scrutinised statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Payments made on behalf of the Club from the bank account will be authorised in line with the banking mandate agreed by the committee.
- (f) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- (g) The Committee can decide to contract with, and remunerate accordingly, a club member to provide professional services required by the club. Committee members may tender for such services but cannot be involved in the appointment decision. Should a committee member be contracted by the Club, any profit made on the contract must be declared.
- (h) Any member may be reimbursed by the club for expenses properly incurred in connection with the objects of the club.
- (i) The Committee must not take on any debt or other financial liability on behalf of the club.
- (j) All members of the club shall be jointly and severally responsible for the financial liabilities of the club.
- (k) 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

- (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) in the month of September to:
 - 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 scrutinising the Club's accounts.
 - Elect the officers of 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) Should there be more than one nomination for any of the officers of the committee, or more than ten nominations for committee members, a secret ballot will be held at the AGM.

- (f) 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.
- (g) All full, paid-up members have the right to vote at the AGM.
- (h) The quorum for AGMs will be 8 or 10% of the adult membership, whichever is greater.
- (i) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- (j) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the adult 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.
- (k) 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.

9 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 Committee will meet to hear complaints within 10 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 10 days of the hearing.
- (e) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 30 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 through a majority vote of the members present and entitled to vote and if that resolution is confirmed by a majority of two thirds of the members present and entitled to vote at a Special General Meeting held not less than one month after the AGM or EGM, the Committee shall proceed to realise the assets of the club and after the discharge of all liabilities shall place the balance at the disposal of Pangbourne Parish Council towards the provision of tennis playing facilities for the Pangbourne community.

11 Declaration

Pangbourne & District Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Louise Shearer	Position	Chair
Sign		Date	6/10/2018

Name	Amanda Holland	Position	Secretary
Sign		Date	6/10/2018