

# Queensferry Tennis Club

## (Club Constitution)

### 1. Title

The club shall be known as Queensferry Tennis Club

### Objectives

- a) To promote, improve, develop and support the interests of tennis in South Queensferry and the surrounding area.
- b) To provide training and coaching for members.
- c) To organise teams to represent the club in leagues and competitions as decided by the committee
- d) To provide adequate facilities to coach, train and play sport and provide adequate, changing showering and welfare facilities.
- e) To provide social areas for refreshments, food and entertainment.
- f) To become and remain registered as an associate of the LTA and to comply with and uphold the Rules and Regulations of the LTA as amended from time to time and the LTA Rules and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated

### 2. Membership

- a) Membership of the club shall be open to persons irrespective of age, sex, religion, ethnicity, disability, nationality and sexual orientation. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Children under the age of 16 attending the facilities must be attended by a parent or guardian who shall be entirely responsible for them.
- b) Membership application must be made by completing the paper forms available at reception.
- c) Any member wishing to resign must do so in writing or email to the club secretary before 30<sup>th</sup> April, failing which they may be liable for the ensuing year's subscription.
- d) Resignation will be considered by the committee within 1 calendar month and will be held effective from the day of tendering. Resignation will not be accepted if the member is financially indebted to the club i.e. not paid the current year's subscription and acceptance of the resignation shall be held until the debt has been discharged.
- e) The committee shall have the power to suspend, or exclude any member for contravention of this constitution or any published rules or codes of conduct at that time. In exercising

these powers, the committee shall adhere to the club's disciplinary procedures. Any member has the opportunity to appeal against decisions made by the committee.

### **3. Subscriptions**

- a) Annual subscriptions will become due for payment on 1<sup>st</sup> April each year at an amount agreed by the committee.
- b) Any member failing to pay subscriptions by 30<sup>th</sup> April may be suspended or expelled by the club providing they have been sent at least 2 letters or emails highlighting the situation.

### **4. Management**

- a) The management of the club shall be vested in a committee consisting of a Chair Person, Secretary, and Treasurer who will be officers of the club together with up to 10 other members. All of the foregoing shall be elected at the AGM and remain in office until the conclusion of the next AGM.
- b) Five elected committee members are required for a quorum for a committee meeting to take place provided that the Chair Person or secretary is also present.
- c) The committee shall have the power to fill vacancies if they arise and to co-opt members for a particular project. However, co-opted members shall not have a committee vote.
- d) The committee shall also have the power to appoint a sub-committee deemed appropriate to assist in meeting the objectives of the club and to delegate the sub-committees such duties as are seen appropriate.
- e) The committee shall have the power to delegate individuals to perform specific duties on behalf of the club.

### **5. Annual General Meeting**

- a) The AGM shall be held yearly as dictated by the practical circumstances at that time.
- b) At the AGM, the meeting will
- c) Receive the annual report of the Chair Person
- d) *Receive the financial statements and the Treasurer's Report*
- e) Elect the Officers and the committee for the ensuing year
- f) Consider any amendments of the constitution of which due notice have been given to the members. Any proposed changes must be sent to the Secretary at least 14 days before the AGM.
- g) Transact any other relevant business
- h) At least 21 days' notice will be given to the members of the date, time and venue for the AGM
- i) All registered members of the club at the AGM who are over 18 years old will have one vote. In a case of equality of votes, the Chair Person will have a second casting vote. Voting shall be by a show of hands unless the Chair Person deems that a ballot is relevant.

## **6. Extra-ordinary General Meeting**

- a) An EGM may be called by the committee to discuss changes to the constitution, changes to rules or any other business which is considered too important to wait for the AGM
- b) An EGM must be called if 25% of the members so petition the Secretary in writing.
- c) 3 weeks' notice must be given to the members for an EGM together with the motions to be discussed. No other business should be conducted.
- d) Procedures for voting shall be as of the AGM

## **7. Finance**

- a) The financial year end for the club shall be 31<sup>st</sup> March.
- b) All funds belonging to the club shall be deposited in a bank account in the club's name. All accounts shall operate on two signatories, one being the treasurer and the other being the Chair Person and any other member.

## **8. Property and Funds**

- a) The property and funds of the club cannot be used for the private benefit of members other than is reasonably allowed under the rules and all surplus income or profits are re-invested in the club or donated to local community and sporting initiatives .
- b) The club may provide sporting and related social facilities, coaching, sporting equipment, insurance cover, medical cover, travel expenses and other ordinary benefits as provided for under the constitution.
- c) The club may also in connection with the purposes of the club, sell food and drink and sports clothing and equipment relevant to the club. Employ members and remunerate them for providing goods or services, on fair terms set by the committee. Pay for reasonable hospitality for visiting guests. Indemnify the committee and members acting properly in the course of running the club against any liability incurred in the proper running of the club (but only to the extent of its assets). The club will have due regard to the law on disability discrimination and child protection.

## **9. Winding Up**

- a) The members may vote to wind up the club if no fewer than 75% of those present and voting support the proposal at a properly convened general meeting
- b) The committee will then be responsible for the orderly winding up of the club's affairs.
- c) After settling all liabilities of the club, the committee shall dispose of any net assets to one or more of the following: To another club or organisation with a similar interest which is a charity or CIC. To the governing body to use for community initiatives

## **10. Alterations to the Constitution**

The constitution may be altered but only by a resolution passed by two thirds of those present and voting at an AGM or EGM called for that purpose.