

## **SEEND TENNIS CLUB CONSTITUTION**

### **SEEND TENNIS CLUB**

The club will be called Seend Tennis Club.

Seend Tennis Club functions as an Unincorporated Association, within the Lye Field which owns and manages the Lye Field (which includes the tennis courts) and the Irene Usher Pavilion. Seend TC has one voting representative on the Lye Field Committee. Seend Tennis Club is affiliated to LTA.

#### **Aims and objectives**

The aims and objectives of the club will be:

- To promote the sport of tennis
- To offer coaching and competitive opportunities in tennis
- To ensure a duty of care to all members of the club
- To provide its services in a way that is fair to everyone

#### **Membership**

Membership will consist of officers and members of the club.

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 conduct that the club has adopted and the policies and rules of British Tennis and LTA.

Members will be enrolled in one of the following categories:

- full member
- junior member
- family member
- student member

#### **Membership fees**

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

**Officers of the club will be,**

- Chair
- Honorary Secretary/Vice Chair
- Treasurer
- Membership Secretary
- Fixtures Secretary
- Coaching Co-ordinator
- Welfare Officer
- Social Secretary
- Maintenance officer

Officers will be elected annually at the Annual General Meeting. Committee members may not serve in the same position for more than three years.

**Seend Tennis Club Committee**

The club will be managed through the Management Committee consisting of:

*The Officers of the club.* Only these posts will have the right to vote at meetings of the Management Committee. Club Committee members each have designated roles and responsibilities and one equal vote, with the Chair having a casting vote.

The quorum required for business to be agreed will be 5 persons

There will be no fewer than 3 meetings per year.

Annual AGM to be held in April each year.

Business and accounting year to run from 1<sup>st</sup> January to 31<sup>st</sup> December each year

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

#### Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: *31<sup>st</sup> December annually.*

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer or Chair, or Secretary. Amounts greater than £500 must be agreed by the committee.

#### Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be *9 members.*

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

#### Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

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.

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 28 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 60 days of the Secretary receiving the appeal.

#### Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

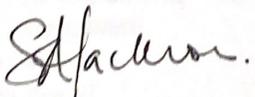
In the event of dissolution, dispersal of any assets of the club that remain will be decided by the committee at that time.

#### Amendments to the constitution

The constitution will only be changed through agreement by a two thirds majority vote, at an AGM or EGM

#### Declaration

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

SIGNED: 

DATE:26.04.2023

NAME: SALLY JACKSON

POSITION: Club Chair

SIGNED: 

DATE:26.04.2023

NAME: FIONA STANFORD

POSITION: Club Secretary