

**STRATHBLANE
LAWN TENNIS CLUB**

CONSTITUTION

9 MARCH 2024

CONSTITUTION OF STRATHBLANE LAWN TENNIS CLUB

These Rules form the Constitution of Strathblane Lawn Tennis Club:

1. Name

The Club is called 'Strathblane Lawn Tennis Club' ("the Club").

2. Aims & Objects

2.1 The aims & objects of the Club are:

- a) To provide facilities for and promote participation of the whole community in the sport of tennis;
- b) To provide tennis and social activities for its Members.
- c) To offer coaching and competitive opportunities in tennis.
- d) To promote the club within the local community and the tennis community.
- e) To manage and maintain the Club premises at Wester Leddriegreen Road, Strathblane, Stirlingshire.
- f) To ensure a duty of care to all members of the club.
- g) To provide all its services in a way that is fair to everyone.

3. Application of Surplus Funds

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 objects. No surplus will be distributed other than to another non-profit-making body on winding-up or dissolution of the Club.

4. Membership

4.1 Eligibility for membership

Persons 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 age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, socio-economic status or any other background. Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

4.2 Admission of new Members

Applications for Membership must be made on an official Application Form, available online. The Committee shall support any applicant who is unable to complete the application online. Subject to any maximum number currently in force under 4.3 below, membership will be granted to all who complete the Application Form and pay the appropriate Subscription, unless the applicant has previously been expelled from the club, in which case section 7.2 applies.

4.3 Limits on Membership

The Club may by a resolution of the Annual General Meeting set a maximum number of Members for a given class of membership in order to maintain a reasonable level of access to facilities. Where admission is not possible because the maximum number of Members in a given class has been reached, applications shall be placed on a waiting list strictly in order of receipt.

4.4 Classes of Members

There shall be the following classes of Members for the Club:

- a) Senior Member
- b) Junior Member

5. Subscriptions

- 5.1 The annual subscription for each type of Member shall be fixed at the Annual General Meeting. Concessionary, Family and Lifetime subscriptions may be fixed. Additional joining fees and/or discounts may be fixed for new members, sponsoring organisations and for coaches currently engaged by the Club.
- 5.2 Annual Subscriptions shall be due on 1st April. The Committee shall have the power to impose an increased amount for subscriptions not paid before 1st May. The Committee shall have power, should it see fit, to reduce the subscription for any new Member admitted after 30th June in any year.
- 5.3 No new member shall make use of the Club until receipt of annual subscription has been received.
- 5.4 Any Member whose subscription is not paid by 1st July shall be deemed to have resigned his/her membership of the Club.

6. Resignation

Any Member wishing to resign must give notice in writing to that effect to the Secretary, prior to 1st April. Where a waiting list is in place under 4.3 above for the relevant class of member, any Member not giving such notice shall be liable for 50% of the annual subscription.

7. Conduct

- 7.1 Copies of these Rules and of any regulations and polices adopted under Rule 16 below shall be available in the Clubhouse, and on an official website of the Club.
- 7.2 Any Member in breach of such Rules, or any regulations and policies of the Club, or whose conduct is deemed unbecoming or detrimental to the well-being of the Club shall be warned by the Committee. If such conduct persists, the Committee shall have power to terminate the Membership of the offending person, after giving them an opportunity to be heard.
- 7.3 An expelled person may reapply to join the Club no less than 12 months from the date of his/her expulsion. Any such reapplication must be submitted to the Committee for consideration.

8. 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 he/she has no right to the return of any part of his/her subscription.

9. Guests and Non-Members

- 9.1 Any Member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest. Guests must pay a fee, to be set by the Committee.
- 9.2 Non-members of the Club may use the courts, providing they abide by the Club rules. Non-members must pay a fee, to be set by the Committee.

10. The Committee

- 10.1 The Club shall be managed by a Committee consisting of:
 - a) the President;
 - b) the Vice-President;
 - c) the Secretary;
 - d) the Treasurer;
 - e) no more than 7 other Members, one of which may be a Junior Representative, elected annually at the Annual General Meeting.
- 10.2 The Committee Members, including Office-bearers, shall be appointed at the Annual General Meeting of the Club, shall hold office for one year and shall be eligible for re-election.

- 10.3 Any person nominated as a member of the Committee must be a Senior Member, except for the post of Junior Representative.
- 10.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy. If there is more than one candidate for any particular vacancy there shall be a vote. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.
- 10.5 In addition to the members elected or appointed in accordance with this Rule 10, the Committee may co-opt up to 2 further Members, who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee.
- 10.6 The Committee may appoint any Member to fill any casual vacancy on the Committee until the next Annual General Meeting.
- 10.7 Retiring members of the Committee may be re-elected.
- 10.8 A member of the Committee shall be deemed to have vacated office if:
- a) he/she ceases to be a Member;
 - b) he/she resigns his/her office by notice to the Club; or
 - c) he/she is requested to resign by not less than two-thirds of the other Committee members acting together.

11. Proceedings of the Committee

- 11.1 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than 4 meetings each year. The quorum for such meetings shall be 5. The President and the Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than 2 days' notice of a meeting. The Committee may permit attendance by video where a member is not able to attend in person.
- 11.2 Decisions of the Committee shall be made by a simple majority and in the event of an equality of votes the President (or the acting chairman of that meeting) shall have a casting or additional vote.
- 11.3 The Committee may from time to time appoint from among its number such sub-committees (or individuals) as it considers necessary and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 11.4 The 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 any employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 11.5 The Members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

12. Annual General Meeting

- 12.1 The Annual General Meeting of the Club shall be held between 1st January and 15th March each year to transact the following business:
- a) to receive the President's report of the activities of the Club during the previous year;
 - b) to receive and consider the audited accounts of the Club for the previous year, and Treasurer's report as to the financial position of the Club;
 - c) to remove and elect the auditor or confirm that he/she remain in office;
 - d) to elect the Officers and other members of the Committee;
 - e) to decide on the subscriptions for the next season in accordance with 5.1 above;
 - f) to decide on any resolution which may be duly submitted in accordance with Rule 12.2 below;
 - g) to deal with any special matters which the Committee desires to bring before the membership.

12.2 Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 14 days before the meeting.

13. Extraordinary general meetings

An Extraordinary General Meeting may be called at any time by the Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 4 Members of the Committee, stating the purposes for which the meeting is required and the resolutions proposed.

14. Procedures at the Annual and Extraordinary General Meetings

14.1 Senior Members shall be entitled to receive notice of, attend, and vote at general meetings.

14.2 The responsible parent/carer of any Junior Member shall also be entitled to receive notice of attend and speak at general meetings.

14.3 The Secretary shall send to each Member at their last known address written notice of the date and time of the general meeting together with the resolutions to be proposed at least 7 days before the meeting. Notice may be by electronic means where an address has been provided. A venue shall be indicated in the notice. The Committee may at its discretion allow attendance remotely by video, where a Member is not able to attend in person. The Committee may at its discretion allow attendance and voting by proxy, in accordance with paragraph 14.10 below.

14.4 The quorum for the Annual and Extraordinary General Meetings shall be 10 Members or one-tenth of the Senior Members of the Club (whichever is the greater number). Members present in person, by video and by proxy shall be counted within the quorum.

14.5 If after half an hour from the published start time, a quorum has not been achieved, the meeting will reconvene at the same venue and time one week later. If no quorum is achieved at this second meeting, the General Meeting shall proceed regardless of the quorum. No official notice will be issued for this second meeting.

14.6 The President shall preside at all meetings of the Club but if he/she is not present within 15 minutes after the time appointed for the meeting or has signified his/her inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Committee present to preside and if no other member of the Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairperson of the meeting.

14.7 Each Senior Member present shall have one vote and resolutions shall be passed by a simple majority. Any parent/carers attending under paragraph 14.2 above may also vote, provided that such votes shall be counted at a maximum of one per household.

14.8 In the event of an equality of votes the chairperson of the meeting shall have a casting or additional vote.

14.9 The Secretary, or in his/her absence a member of the Committee, shall take minutes at Annual and Extraordinary General Meetings.

14.10 Whilst actual attendance by Members is to be encouraged at general meetings, any Member or parent/carer invited to attend the meeting shall be entitled to appoint the chairperson or any other person as proxy to attend, speak and/or vote at a meeting on their behalf. Any proxies shall be announced at the start of the meeting. Appointment of a proxy and any withdrawal of appointment shall be notified in writing to the Secretary not less than 24 hours in advance of the meeting. Appointments or withdrawals of proxy received later may be accepted if there is no objection at the meeting. The notification of appointment of a proxy may provide instructions as to voting on one or more of the appointments and/or resolution to be decided at the meeting. Any notification that is unclear or ambiguous shall be disregarded.

15. Alteration of the Constitution

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.

16. Regulations and Policies

The Committee shall have power to make, repeal and amend such regulations and policies as it may from time to time consider necessary for the well-being of the Club. Such regulations and policies and any repeals or amendments to them shall have effect until set aside by the Committee.

17. Finance

- 17.1 All moneys payable to the Club shall be received by the person(s) authorised by the Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. Signatories for operation of the bank account shall be the President, Vice President, Secretary and Treasurer. The Committee may authorise any of the signatories to access and operate the bank account through online/telephone banking, PROVIDED that (i) at least three of the signatories have real-time visibility of balances and transactions at all times AND (ii) any signatory making a payment communicates the amount and purpose with at least two other signatories via a channel established between them for the purpose. Any cheque shall be signed by two of the authorised signatories.
- 17.2 Subject to Rule 17.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.
- 17.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 17.4 The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Treasurer.
- 17.5 Full accounts of the financial affairs of the Club shall be prepared for each financial year ending 31st December. These accounts shall be audited by an auditor duly appointed under Rule 12.1 above and presented at the AGM.

18. Borrowing

- 18.1 The 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.
- 18.2 When so borrowing, the 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.
- 18.3 The Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

19. Dissolution

- 19.1 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.
- 19.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 19.3 In the event of dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
- a) A registered charitable organisation(s);
 - b) Another club which is a registered Community Amateur Sports Club (CASC);
 - c) The sports national governing body for use by them for related community sports;
 - d) The District Council

Declaration

At its Annual General Meeting on 9 March 2024 Strathblane Lawn Tennis Club adopted and accepts this constitution to regulate the actions of Members, Officers and Committee.

SIGNED: /John Gray/ DATE: 9 March 2024

NAME: John James Gray

POSITION: President

SIGNED: /Laura Nicolson/ DATE: 9 March 2024

NAME: Laura Louise Nicolson

POSITION: Secretary