

# Tain Tennis Club Constitution

## 1 Name of Club

The club will be called Tain Tennis Club (Hereinafter will be referred to as The Club).

## 2 Aims and Objectives

The aims and objectives of the club will be:

- To offer tennis coaching, competitive opportunities and social activities, all within a spirit of friendship and co-operation.
- To promote The Club and tennis participation within the local community
- To manage The Club's Knockbreck Road courts and facilities
- To ensure a duty of care to all Members and guests of The Club
- To provide all services in a way that is fair to everyone
- To fulfil our obligations as a Community Amateur Sports Club

## 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 may include the following categories:

- Adult member
- Under 18 member
- Student member
- Country member
- Social member
- Concessionary member
- Honorary member
- Other such member categories as shall be decided by The Club as needs arise

(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.

(b) Members in each category will pay membership fees. The costs and timeframes

for paying these fees will be determined by The Club. Honorary Membership carries no fee.

- (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.
- (f) The Club shall endeavour to make the courts available for use to any non-member of The Club on payment of a fee to be decided by the Committee.

#### **4 Equal Opportunities**

- (a) The 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 following Officers, President, Vice President, Treasurer, Membership Secretary and Secretary, plus up to seven further Members, two of whom shall be nominated to represent the under 18 members in particular, who all shall be elected at the Annual General Meeting.
- (b) All Committee Members must be members of The Club.
- (c) Any Office Bearer, by Committee election, may deputise for the President in the event of absence from any Committee Meeting.
- (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 Committee shall have the power to fill the vacancy by co-

option until the succeeding Annual General Meeting.

- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of The Club.
- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- (h) The Committee will have powers to make rules or engage services as necessary to fulfil the business of The Club
- (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 four times per year.
- (k) Only the posts listed at 5 (a) above will have the right to vote at Committee Meetings.
- (l) The quorum required for business to be agreed at Committee meetings will be four.
- (m) Membership of The Committee may be terminated by absence for any period exceeding three months, save that absence shall be disregarded if it is caused by ill health or has the approval of The Committee.
- (n) All questions shall be decided by a simple majority of the Committee members present.
- (o) A minute shall be recorded by the Secretary, whom failing, another member nominated by the Committee, of all Committee meetings, AGM's and EGM's. Such minute to be approved or otherwise at the next following Committee Meeting, AGM or EGM.
- (p) The office bearer positions of President, Secretary and Treasurer are noted as Proprietors of ROS 20990 (our Knockbreck Rd premises) acting as trustees of Tain Tennis Club.

## **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 1<sup>st</sup> November and end on 31<sup>st</sup> October
- (c) All Club monies will be banked in an account held in the name of The Club.
- (d) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- (e) Any cheques drawn against Club funds should hold the signatures of the Treasurer plus one further Officer.
- (f) All members of The Club shall be jointly and severally responsible for the financial liabilities of The Club.
- (g) All surplus income or profits are to be reinvested in The Club. No surpluses or assets will be distributed to members or third parties. This will not prevent donations by The Club to registered charities or other clubs that are registered as Community Amateur Sports Clubs.

## **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) not more than 15 months after the holding of the preceding AGM to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the President and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the Officers on the Committee and Committee Members
  - 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 14 days' notice to be given to all Members.
- (d) Nominations for Officers of the Committee will be issued to the Secretary prior to the AGM.
- (e) 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.
- (f) All Members have the right to vote at the AGM.
- (g) The quorum for AGMs will be 5.

- (h) The President of The Club or their substitute shall hold a deliberative as well as a casting vote at General and Committee meetings.
- (i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by; at least 4 of the Members of the Club or the President. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee Members.
- (j) All EGM 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 4 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 28 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 of not less than two thirds of the Members present and voting.

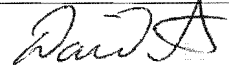
(b) In the event of dissolution, all debts should be cleared with any Club funds. Any assets of The Club that remain following this will become the property of another Community Amateur Sports Club or similar local organisation or charity that would benefit the local area all as directed by the outgoing Committee.

### 11 Declaration

Tain Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of Members.

Name	Roy Munro	Position	President
Sign		Date	15/5/24

Name	Timea Hervath	Position	Secretary
Sign		Date	26/06/2024

Name	David Ross	Position	Treasurer
Sign		Date	18/7/24