



CONSTITUTION (approved 8 February 2018)

1. **Name:** The Association shall be named “TENNIS BORDERS,” hereinafter referred to as **TB**.
2. **Mission Statement:** To co-ordinate and promote Stronger Clubs, Better Facilities, Better Coaching, Better Play, and More Play for All throughout the Scottish Borders Council (SBC) Region and in Berwick-upon-Tweed whilst it has a Member Club, hereinafter all referred to as **the Borders Area**.
3. **Aim and Objectives:** TB’s aim and objectives shall be:-
 - (a) **Aim:** To advance the interests of the game of tennis in the Borders Area as a sport which is open to all irrespective of age, ability or disability, marriage or civil partnership, pregnancy or maternity, race, religion or belief, gender or gender reassignment, sexual orientation and political or other opinion; and
 - (b) **Objectives:**
 - i. To uphold the laws of the game as from time to time are in force;
 - ii. To institute such Championships, Competitions and Matches in the Borders Area as may be deemed expedient;
 - iii. To conduct in the Borders Area the First Stage of the Scottish Inter-Club Challenge Cup Competition if or when a First Stage is to be organised locally;
 - iv. To decide all doubtful and disputed points arising in the Borders Area in connection with any Championship, Competition or Match, and the regulations thereof unless a qualified Referee had previously been appointed for the event concerned; and
 - v. To agree partnerships with suitable bodies to further its Aim, Objectives, provisions and benefits for its Members, and tennis generally throughout the Borders Area.
4. **Membership of TB:**
 - (a) TB shall consist of Member Tennis Clubs (through their Committees) in the Borders Area, together with any Member SBC School and Honorary Life Member (HLM).
 - (b) Every Club or School carrying on or promoting tennis within the aforementioned area shall be given the option of TB membership.
 - (c) Applications for membership must be sent in writing to the Secretary of TB, and the acceptance or rejection of such applications shall rest entirely with a TB General Meeting. No request for affiliation may be refused other than on grounds considered reasonable by that Meeting.
 - (d) Members’ fully up-to-date Constitutions shall be lodged with TB for reference and retained by the TB Secretary. If considered reasonable/necessary and upon request by TB, other Member documents shall periodically be made available for reference but shall not be retained by TB once the reason for the request has been resolved.
 - (e) Benefits of TB membership shall include the right for each Club/School/HLM to attend each General Meeting and each Junior Management Committee (JMC) Meeting and have one vote on each issue thereat, to participate in all Adult and Junior TB competitions, to have the opportunity for Junior players to be identified and included in District coaching/training programmes, and to have access to the services of TB Officials/Committees/Staff.
 - (f) A Member shall be deemed to have left TB membership if, at the Annual General Meeting (AGM) following the date at which fees were due (the first day of May in each year), these remain unpaid. The Treasurer shall make reasonable attempts to recover all fees due but, should these remain unpaid, the Secretary, following the TB AGM, shall advise the Member concerned that its membership has lapsed.
 - (g) On occasion, following nomination by at least two Officials/Members and if approved at an AGM, an Honorary Life Membership shall be awarded to a long-serving volunteer in recognition of outstanding service to TB.
5. **TB Membership Annual Levy:** An annual levy shall be paid to TB by each Member on the scale agreed at the preceding AGM. Levies shall be sent to and received by the TB Treasurer on or before the first day of May in each year. The TB Treasurer shall send out prior notification to each Member in this respect.

6. **Office-Bearers of Member Bodies:** On or before the first day of November every year, each Member shall send to the TB Secretary the name, postal and email addresses and telephone numbers of its Secretary or other nominee, and the names and contact details of all of its other Officials for the ensuing season.
7. **Withdrawal from TB Membership:** Any Member wishing to withdraw from TB shall give at least 21 days' notice in writing to the TB Secretary before the AGM in any year, otherwise that Member shall be liable for the levy payable in the ensuing year.
8. **Affiliation by TB to Other Bodies:** TB shall be affiliated to Tennis Scotland (TS) in accordance with the Rules of that Association, to a Scottish County Association (currently South of Scotland) and to the Lawn Tennis Association (LTA).
9. **Tennis Rules and Regulations:** The Rules and Regulations of the game, including the up-to-date Rules of Tennis published by the International Tennis Federation, the Regulations for the Management of Tennis Tournaments [Prize Meetings], the LTA Code of Conduct (for players) and the LTA Code of Conduct for All Those Working with Children and Vulnerable Adults in tennis, and any other Rule or Regulation as recognised from time to time by the LTA, shall be adopted by TB.

Also, subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, TB shall be entitled to make rules, regulations, bye-laws and standing orders concerning the operation of TB including, without limitation, regulations concerning disciplinary procedures that may be taken against the Members.

And, subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, TB shall be entitled to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or TS as appropriate.

10. **Management of TB:**

- (a) All TB Office-Bearers and Officials shall be, and whilst in office must continue to be, *bona fide* paid-up members of a Member Club.
- (b) The Office-Bearers, who shall be responsible for the overall running and management of TB, shall be the President, the Vice-President, the Secretary, the Treasurer and the Junior Management Committee (JMC) Convener.
- (c) The day-to-day management of tennis shall be vested in the five Office-Bearers, and, for all matters pertaining to Juniors, in the JMC, both of which groups shall be responsible for reporting to a General Meeting any matters requiring discussion and/or ratification or approval.
- (d) Each year, the TB General Meetings shall be an AGM in November, an Annual Fixtures Meeting in February and two interim General Meetings in May and September. Extraordinary General Meetings (EGMs) shall be held when necessary.
- (e) TB shall appoint representatives to organise Adult Confined and Open Tournaments as required, and the JMC shall appoint representatives to organise Junior Confined and Open Tournaments. TB shall set up other Committees as and when deemed necessary. No TB Committee shall be required to hold an AGM.
- (f) All League and Cup or other District competitions for Adults and Juniors shall be organised and managed by the appropriate Adult or Junior Match Secretary.
- (g) TB shall appoint representatives to the Borders Tennis Development Group (or subsequently renamed body), any other appropriate local bodies, and to TS and County Committees or Sub-Committees as required.

11. **Office-Bearers' & Officials' Term of Office and Representation:**

- (a) The five TB Office-Bearers shall be elected at an AGM for a three-year term with the option to be eligible for re-election. Other Officials shall be similarly elected at an AGM for a three-year term but may thereafter be re-elected on a year-to-year basis. Formal confirmation of the appointment of each individual shall not be required at interim AGMs within any three-year period.
- (b) The five Office-Bearers, the Adult and Junior Match Secretaries, and the Adult and Junior Tournaments Secretaries shall always represent the interests of TB and shall neither attend nor vote at meetings as representatives of their Club/School.

12. **Chairing of Meetings:**

- (a) At all TB General Meetings, the President, whom failing the Vice-President or a Chairperson appointed by the meeting, shall preside.
- (b) At meetings of the JMC, the JMC Convener, whom failing the JMC Vice-Convener or a Chairperson appointed by the meeting, shall preside.

- (c) Tournament Secretaries appointed at a General Meeting or by the JMC as appropriate shall chair meetings of their Committees.
- (d) Other Committees or Working Groups shall have their Chairperson appointed at a General Meeting or by the JMC as appropriate.

13. **Quorum:**

- (a) A quorum at any TB General Meeting shall consist of a minimum of two of the Office-Bearers and at least five other Members entitled to vote.
- (b) At JMC meetings, the quorum shall consist of the JMC Convener or JMC Vice-Convener or JMC Secretary and at least four other Members entitled to vote.
- (c) The quorum for meetings of other Committees or Working Groups shall consist of the Chairperson and at least three other Members entitled to vote.

14. **Recording of Meetings:**

- (a) The TB Secretary shall minute all TB General Meetings and Office-Bearers' Meetings and circulate these as drafts to all TB Officials, Members and any other appropriate bodies at the earliest opportunity and prior to the next relevant meeting for approval thereof.
- (b) The JMC Secretary shall record all JMC meetings and similarly circulate draft minutes at the earliest opportunity to TB Officials, Members and other appropriate bodies, with each minute requiring to be approved at the following JMC meeting.
- (c) Tournament Secretaries shall make a record of each meeting for approval at its next meeting, having sent each draft minute at the earliest opportunity to the TB Secretary for circulation to Officials and Members.
- (d) Other Committees and Working Groups shall appoint one from their number to act as Secretary to minute each meeting for approval at the next meeting, having sent each draft minute at the earliest opportunity to the TB Secretary for circulation to all Officials and Members.
- (e) Any TB Committee decision with a financial implication shall be submitted to a TB General Meeting for consideration and possible subsequent approval, although Tournament Committees shall report on event finances to the appropriate General or JMC Meeting after its surplus/deficit has been established.

15. **Voting:**

- (a) At all meetings, the Chairperson shall have a casting as well as a deliberative vote on each issue deemed to be requiring a vote.
- (b) For the purpose of voting at General Meetings, the following shall have one vote each on every issue requiring a vote:-
 - i. the five Office-Bearers or appointed Chairperson, the Adult Match Secretary, the Adult Tournaments Secretary and each HLM, all of whom shall always vote representing the interests of TB; and
 - ii. each additional Member present and entitled to vote as detailed in Paragraph 4(e).
- (c) At JMC meetings, the following shall have one vote each on every issue requiring a vote:-
 - i. the JMC Convener or appointed Chairperson, the JMC Vice-Convener, the Junior Match Secretary, the Junior Tournaments Secretary, the TB Treasurer and any HLM present, all of whom shall always vote representing the interests of TB ; and
 - ii. each additional Member present and entitled to vote as detailed in Paragraph 4(e).
- (d) At all other meetings, the Chairperson shall vote in TB's interests and each additional Member present and entitled to vote as detailed in Paragraph 4(e) shall have one vote on each issue.
- (e) A paid TB Development/Coaching/Administrative Officer or an employee/representative of TS/LTA/SBC/LiveBorders (or subsequently renamed bodies) shall not vote at any TB General or JMC Meeting.

16. **Annual General Meeting (AGM):**

- (a) The AGM of TB shall be held within two months of the financial year end date of 30th September, in November each year, on a date and at a venue agreed at the preceding AGM.
- (b) The AGM shall be open to all TB Members plus those who have an interest in promoting the sport of tennis in the Borders Area.
- (c) At least 28 days prior to the AGM, the Secretary shall request all Office-Bearers and Officials to submit their reports.
- (d) At least 21 days' notice of each AGM with the agenda of the business to be transacted thereat shall be sent by the TB Secretary to all TB Officials, all Member Club Secretaries, any other Members and to any other person deemed to be required to attend such meeting.
- (e) The AGM shall consider reports by the President, Treasurer, JMC Convener, Adult and Junior Match Secretaries, Adult and Junior Tournaments Committee Secretaries, the District Development/Coaching/Administrative Officer(s) and any other reports deemed necessary.

- (f) As soon as possible after the financial year end, the TB Treasurer shall prepare and circulate an annual report and accounts for consideration and approval at the AGM, these accounts thereafter requiring Independent Examination. The Treasurer's recommendations regarding the following year's proposed Budget including all anticipated income and expenditure (to include all levies due by Members, fees for league/cup/other participation by adult and junior teams, plus expenses payable by TB including mileage and court hire rates, coaching/refereeing rates and any proposed changes to Officials' honoraria), shall all be considered for approval or amendment.
- (g) The President, Vice-President, Secretary, Treasurer and JMC Convener, who are the Office-Bearers of TB, and other appointed Officials including the Adult Match Secretary and Tournaments Secretary shall initially be officially appointed at an AGM for a 3-year term but shall not require confirmation annually. Ideally, no more than one of the President, Secretary and Treasurer Office-Bearers shall retire in any one year.
- (h) At least four TB Officials, namely the President/Vice-President/delegated representative, JMC Convener, a representative of Member Clubs and a Member representing Coaches/Coach Education, shall be elected to serve on the Borders Tennis Development Group or subsequently renamed body.
- (i) The AGM shall also elect the TB Handbook Editor, the Website Manager, and an Independent Examiner plus any other Official whose post was previously approved at a General Meeting.
- (j) The meeting shall also appoint a Representative of TB to any TS body and to any County Association as may be required, as well as making such other appointments as are from time to time considered necessary or desirable.
- (k) The meeting shall discuss matters included on the agenda and any other matter which has been notified in writing to the TB Secretary at least 21 days prior to the AGM.

17. **Extra-Ordinary General Meeting (EGM):**

- (a) The TB Secretary shall call an EGM at the request of the Office-Bearers or upon receipt of a Member's request in writing supported by at least five other voting Members, stating the purpose for which the meeting is to be called.
- (b) At least 7 days' notice shall be given of an EGM, stating the particulars of the business to be discussed, and no other business shall be conducted at that meeting.

18. **Adult Tennis Management:**

- (a) The TB President (or delegated representative), Secretary and the Adult Match Secretary shall adjudicate on any matters arising from the playing of TB's adult and senior league and cup fixtures unless a qualified Referee had already been appointed for the event concerned. Advice may be taken from TS regarding Scottish Cup disputes. Decisions on other adult competitions shall be made by the Referee of the event concerned.
- (b) The TB Office-Bearers and Adult Match Secretary shall deal with all other matters relating to disputes within tennis in the Borders Area which are not dealt with at an AGM and which do not require the convening of a General Meeting. This group shall have powers to decide all questions referred to it by Members, or to refer the matter to TS for resolution.

19. **Junior Tennis Management:**

- (a) The JMC shall be responsible for all matters pertaining to the management and play of junior tennis in the Borders Area and for the appointment of a Performance-Working-Group-&-Selection Committee to choose players to represent the Borders at Junior Inter-District, Inter-County and/or National events.
- (b) The JMC shall meet at least four times each year. Membership is open to all Members.
- (c) The JMC shall propose its Convener for a 3-year term and this appointment shall require to be ratified at the subsequent TB AGM.
- (d) The JMC shall be assigned a budget from within the main TB accounts as agreed at the preceding TB AGM. This budget will be managed by the TB Treasurer, in association with the JMC Convener, and all junior tennis financial transactions shall be conducted through the TB Treasurer with no separate bank or other account being held or operated by the JMC or any member thereof. JMC monies raised from players and/or events shall be transferred with detailed vouchers to the TB Treasurer at the earliest opportunity. The TB Treasurer shall report on the current junior financial position at each JMC meeting. The year's junior tennis income and expenditure shall be included within the TB Treasurer's annual report for approval at the AGM and for Independent Examination. Additionally, the JMC shall have powers to raise other funds as transacted through the Treasurer.
- (e) The JMC shall appoint a Vice-Convener, a Secretary to minute its meetings and arrange distribution of these records, a Junior Match Secretary to organise and supervise Junior League/other matches, a Junior Tournaments Secretary plus Junior Confined and Open Tournament Committee members as required, and shall form other Working Groups as may be deemed necessary/desirable.

- (f) The JMC Convener shall report to TB on a quarterly basis, with an end-of-year report and plan/budget for the following year being proposed for amendment/approval at the TB AGM.
- (g) The JMC Convener, the Junior Match Secretary and the TB President (or delegated representative) shall adjudicate on any matters arising including League/other fixtures but excluding competitions with a qualified Referee and/or specific tournament regulations.

20. **Finance:**

- (a) The Treasurer of TB as appointed at the TB AGM shall be responsible for ensuring that the funds of TB are placed in Bank Accounts, whether they are Current, Savings or Investment Accounts, as considered to be secure, having been agreed at any General Meeting of TB. The funds held by TB or any gross interest accruing thereon shall be used in the furtherance of the Aim and Objectives of TB and shall not be paid to any individual other than agreed honoraria and legitimate, vouched and verified out-of-pocket expenses of any individual who has incurred such expense through pre-authorised duties on behalf of TB. Individual Members carrying out business activities as instructed by TB or Members hiring out courts for TB activities shall be entitled to suitable payment from TB. Rates to be paid as mileage/other allowances and for court hire shall have been previously agreed at an AGM.
- (b) Through the Aim and Objectives of its Constitution, TB considers that it is entitled to receive gross interest on any such Account without deduction of any income tax or other prevailing tax, and the Treasurer shall be responsible (to the best of his/her ability) for ensuring that gross interest is applied to all Interest-Paying Accounts held in the name of TB.
- (c) The Treasurer shall be responsible for keeping full and clear records of all transactions on behalf of TB throughout each Financial Year ended 30th September and for preparing the Budget for the ensuing year and a Statement of Accounts which will require to be Independently Examined, together with his/her report for the year for approval and adoption at each AGM.
- (d) All day-to-day finances shall be channelled through the TB Treasurer, who shall make an up-to-date report on the financial position at all TB General Meetings and JMC Meetings and, if so requested, shall provide explanations of budget/actual variances.
- (e) All cheques shall be signed by any two of the Office-Bearers, who hold the positions of President, Vice-President, Secretary or Treasurer at any particular time. Also, any internet transactions or bank transfers will require pre-authorisation by two signatories as stated in the previous sentence.
- (f) Honoraria to any Office-Bearer/Official, as has been agreed in amount at any previous TB AGM, shall remain in place at such level until a review to alter any said amount is considered necessary and adopted at any future AGM. Such Honoraria are paid in the knowledge that any recipient shall treat such Honorarium for tax purposes under current and ensuing guidelines as laid down by HM Revenue and Customs.
- (g) As it has the power so to do, TB shall actively seek sponsorship, advertising revenues and additional funding.

21. **Amendment to Constitution and Alteration of Rules:** The Constitution and Rules of TB shall only be altered by at least two-thirds of those present and entitled to vote voting in favour of the alteration, due advice of the proposed change(s) having been given in the notice calling the appropriate General Meeting.

22. **Dissolution:** TB shall not be wound up except by a resolution carried by a majority of at least two-thirds of those present and entitled to vote at an EGM called specifically for the purpose. In the event that TB should be dissolved, all assets held by TB at that time shall be passed to an organisation (or organisations) within the Borders Area, this organisation (or organisations) to have a similar Aim and similar Objectives to TB and to be for the benefit of tennis as a whole.

This Constitution was presented for approval and adoption at the Annual Fixtures Meeting held in the Borders Tennis Centre, Galashiels, at 19:30 hours on Thursday Eighth February in the year Two Thousand and Eighteen. Following no objections from Member Clubs, it was duly approved and adopted as the New Constitution for Tennis Borders.

Signed...Edward Brogan.....

Chair & President of Tennis Borders (Edward Brogan)

Date 2.4.2018.....

CS/DL/CL/8.2.18