

# **WALSALL TENNIS CLUB**

## **Constitution (last updated 22 January 2013)**

### **1. Name**

The name of the Club shall be Walsall Tennis Club (formerly “Birmingham Road Lawn Tennis Club” 1912 -2005).

### **2. Object**

The object of the Club is to provide tennis playing facilities in the local area and community. This shall include any social or sporting or other activities that are judged by the Committee to be conducive to the furtherance of that object.

### **3. Lawn Tennis Association Affiliation (LTA)**

- (a) The Club shall be affiliated to the LTA through the Staffordshire County Lawn Tennis Association (SCLTA).
- (b) The Club shall attempt to conform to all LTA guidelines with respect to the conduct of tennis clubs.
- (c) The Club shall operate a Child Protection policy that conforms to all current LTA guidelines.
- (d) The Club shall operate an Equal Opportunities policy that conforms to all current LTA guidelines.

### **4. Management of the Club**

- (a) The management of the Club shall be vested in a Committee comprising Chairman, Vice-Chairman, Secretary, Treasurer, Men’s Captain, Ladies’ Captain (“Officers”) and up to seven members of the Club.
- (b) The President shall be elected for a term of one year at the Annual General Meeting (AGM). This is an Honorary position save in respect of 7 (k).
- (c) The Officers named in 4(a) shall serve for one year and be proposed, seconded and elected at the AGM by simple majority vote of members present.
- (d) Committee members shall serve for one year and be proposed, seconded and elected by simple majority vote at the AGM.
- (e) The Committee shall have the authority to appoint replacement Officers in the event of resignations during the annual term of office.
- (f) The Committee shall have the authority to invite such persons as it considers appropriate to hold an Honorary position as a Vice-President of the Club. A Vice-President need not be a member and the position shall not hold any voting or membership rights.
- (g) The Committee shall have the authority to co-opt up to four additional members to the normal Committee.
- (h) One Committee member shall be designated to represent the interests of Juniors and Mini-juniors.

- (i) The newly elected committee shall take office following the AGM, which shall normally be held in January.
- (j) Six Committee Members shall be a quorum for a meeting.
- (k) Decisions shall be made by a simple majority vote, with the Chairman holding a casting vote in the case of a tie.
- (l) Committee meetings shall be called as required by the Secretary or by two members of the Committee.
- (m) The Management Committee shall have power to warn, suspend or expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.

A Member shall not be expelled unless he is given [14] days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.

The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless a majority of the Management Committee then present vote in favour of his expulsion.

The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held.

- (n) The Committee shall have the authority to suspend or expel any Committee Member who becomes bankrupt, is or may be suffering from mental disorder, is suspended by a decision of the SCLTA / LTA or who is absent, without apology or permission from the Committee, for four consecutive meetings.
- (o) The Committee shall have discretionary authority to deal with any matter not provided for in this document, including rules, standing orders and any activities relating to the operation and objects of the Club.
- (p) The President shall have the right to attend Committee meetings, with full voting rights, if he or she wishes.
- (q) The Management 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 employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- (r) Trustees of the Club shall be appointed from time to time as necessary by the Club in general meeting, or by the management committee on their behalf, from among the Members who are willing to be so appointed. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the Management Committee or until a resolution removing him from office shall be passed at a general meeting by a majority of the Members present and voting.

All property of the Club including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, and for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Management Committee shall take steps to procure the appointment by the Club in general meeting of a new Trustee in his place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after the said appointment. The Trustees shall in all respects

act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions. But no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

## **5. Membership**

- (a) The Club shall follow all current LTA guidelines with regard to a membership that is open to all, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious, political or other beliefs.
- (b) The following definitions shall apply:
  - “Senior Members”: aged over 18 years on 31 December preceding the start of the next playing year.
  - “Junior Members”: attending secondary school or under the age of 18 years on 31 December preceding the start of the next playing year
  - “Mini-junior Members”: who are attending primary school at the start of the playing year.
- (c) The Committee may establish categories it considers appropriate for full, restricted, student or family memberships.
- (d) Applicants for membership must complete an application form. A designated Committee member may allow temporary membership pending the application being proposed and seconded in the first available Committee meeting.
- (e) The committee may only refuse membership for good cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against any such refusal may be made in writing or in person to the Committee.
- (f) No Member shall be permitted to play in any match or tournament organised by the Club until they have paid their Annual Subscription for that year.
- (g) Any member who has not paid a subscription by such date as the Committee shall decide, shall be deemed to have resigned from the Club.
- (h) Newly admitted Members must pay their subscription before commencing to play at the Club.
- (i) The Annual Subscription shall normally cover a period of twelve months from 1<sup>st</sup> April each year.
- (j) All subscriptions are due and payable on 1<sup>st</sup> April each year.
- (k) Visitors may be introduced to the Club subject to rules set by the Committee. Members are responsible for the conduct of any visitors they may bring to the Club.

## **6. Management of Club Finances and Monies**

- (a) The Committee shall ensure that appropriate insurances are in place to conform to LTA guidelines on such matters.
- (b) The Committee has the authority to open such bank or savings accounts or invest Club monies in such alternative safe investments as it considers appropriate.
- (c) The Club is non-profit making and any surplus shall only be used in furtherance of the objects of the Club.
- (d) Cheques or similar transactions shall be authorised by at least two Club members.

- (e) The Committee shall maintain a separate account for any sinking fund required by the terms of any loan or grant that the Club may receive.
- (f) The Committee has powers to raise loans and accept grants or donations on behalf of the Club.
- (g) The financial year-end of the Club shall be 31 October.
- (h) Club accounts shall normally be completed and available within two months of the financial year-end. Prior to the AGM a suitably qualified person, who is approved by the Committee, shall verify or audit accounts. The AGM shall be invited to approve the accounts.
- (i) The Committee shall ensure that the terms of the lease held on the Club grounds are maintained.
- (j) The Committee can authorise works to be undertaken and enter into contracts to further the objects of the Club but shall not have the right to recruit employees.
- (k) The Committee has the right to establish sub-committees to further the objects of the Club. Sub-committees shall report their proceedings and operate under the direction of the Committee.

The members of the Management 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.

## **7. General Meetings of the Club**

- (a) An Annual General Meeting (AGM) shall normally be held in January but within at least 15 months of the previous meeting.
- (b) At least 35 days notice shall be given of an AGM.
- (c) Resolutions for an AGM from the Committee or individual members must be presented to the Secretary who will notify all members at least 28 days prior to the AGM. No resolutions may be proposed without this due notice to members.
- (d) The Committee shall ensure that any resolution to vary subscriptions shall be available to members, subject to the conditions for AGM resolutions as in 7 (c).
- (e) All "Senior Members" are entitled to vote at and attend an AGM.
- (f) A quorum for an AGM shall be 15 members.
- (g) All voting at an AGM shall be on a majority basis. The Chairman shall have a casting vote in the event of a tie, except in the case of the election of an Officer, in which case the issue shall be decided by lot.
- (h) Officers and other members shall be invited to deliver any reports that the Committee considers appropriate.
- (i) Accounts for the latest financial year shall be presented by the Treasurer for approval by the AGM.
- (j) The AGM will be asked to approve procedures made by the Committee to verify or audit accounts.
- (k) An Extraordinary General Meeting (EGM) of the Club, with at least 14 days notice, may be called by a Committee Officer or by the President if requested by 6 members. The same rules and procedures shall apply as at an AGM.

## **8. Management of Play**

The Committee shall draw up a Court Allocation Programme for each year by the 1<sup>st</sup> April.

## **9. Dissolution of the Club**

- (a) The Club may only be dissolved by an AGM or EGM for which at least 28 days notice shall be given.
- (b) Two thirds of those present and eligible to vote in the meeting shall be required to dissolve the Club.
- (c) The Committee shall be responsible for the winding up of assets and liabilities of the Club.
- (d) Any remaining assets will be distributed, in part or whole, to any or all of *either* a successor tennis club *or* an organisation involved in the sport of tennis *or* another sporting cause *or* registered charities as approved by an AGM or EGM.

## **10. Amendments to the Constitution**

This constitution may be amended by the resolution of an AGM or an EGM in accordance with the procedures as above for such a meeting.