

ESTCOTS LAWN TENNIS CLUB

CONSTITUTION

1. Name of Club

The club will be called **Estcots Lawn Tennis Club** (Hereinafter will be referred to as The Club) and may also be known as **Estcots Tennis Club** and **ELTC**. **Estcots Lawn Tennis Club** will be registered and affiliated to the Lawn Tennis Association, unless by majority vote at the AGM/EGM the Club determines to withdraw its membership and operate without any affiliation or to affiliate to another specified tennis body.

2. Aims and Objectives

The aims and objectives of the club will be:

- To promote the club and tennis participation within the local community.
- To offer tennis coaching and competitive opportunities.
- To ensure a duty of care to all members of the club.
- To provide all services in a way that is fair to everyone.

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 shall consist of the following categories:
 - i. Full member
 - ii. Junior member - under 18 years of age
 - iii. Student member - in full time education
 - iv. Family membership - 2 adults plus up to 4 children in full time education.
- c) The Club Constitution will be made accessible to all members and prospective members. By joining the Club all members will be subject to its Constitution and will be deemed to have accepted the regulations and codes of practice therein.
- d) Members in each category will pay membership fees. The costs and timeframes for paying these fees will be determined at the Annual General Meeting.
- 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) Honorary memberships awarded before the adoption of this Constitution shall continue to enjoy the right to play tennis free of charge and to attend AGM/EGM.
- g) Reduction or waiver of fees due to the financial circumstances of the applicant is at the discretion of the Committee.

4. Equal Opportunities

- a) This 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 as set out in section 9.

5. Committee

- a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Membership Secretary, and Welfare Officer, plus players representatives who shall be elected at the Annual General Meeting.
- b) All committee members must be members of the Club.
- c) If required, the committee shall elect a Vice Chair from among its members.
- 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 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 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.
- i) The committee meetings will be held no less than 4 times per year.
- j) Only elected Committee members may vote at committee meetings.
- k) The quorum required for business to be agreed at committee meetings will be 4.

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 1st January and end on 31st December.
- 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 up to two other officers.
- 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.

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) within 3 months of the end of the club financial year to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.

- Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the committee.
 - 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 with at least 21 days' notice to all members.
- d) Nominations for officers and members of the committee will be sent 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 10% of the membership.
- h) The Chair of the Club 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 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- j) All procedures shall follow those outlined above for AGMs.
- k) There shall be no right for a member to vote by proxy.

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 a member of the Committee.

- c) The Committee will meet to hear complaints within 14 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 7 days of the hearing.
- e) There shall be no right of appeal. The Committee's decision is final.
- f) Should the time limits prove impractical, the complaint hearing may be convened at an agreed date convenient to all parties, at the discretion of the Chair.

10. Dissolution

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

In the event of dissolution, all debts should be cleared with any club funds. Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies:

- I. The LTA for use in community related initiatives for the Game
- II. Another registered Community Amateur Sports Club for the Game
- III. A registered charitable organisation

11. Declaration

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

This Constitution was adopted at the AGM on 1st March 2023.

The original document is signed by

Judith Dean, Chair

David Middleton, Treasurer