

OXTED LAWN TENNIS CLUB CONSTITUTION



1 Name of Club

The club will be called ***Oxted Lawn Tennis Club*** (hereinafter will be referred to as **The Club**). The Club will be registered and affiliated to the Lawn Tennis Association.

2 Aims & Objectives

The aims and objectives of the Club will be:

- To offer tennis coaching and competitive opportunities.
- To promote the Club and tennis participation within the local community
- To manage the Club's facilities at Master Park, Church Lane, Oxted, Surrey on behalf of the Trustees of the Club
- 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 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, and Secretary plus up to 3 other members, 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 convened by the Chair or Secretary of the Club with a minimum of 7 days' notice to the members of the Committee, and will be held no less than once per year.
- (j) Only the Committee members will have the right to vote at Committee meetings.
- (k) The quorum required for business to be agreed at Committee meetings will be two thirds of the Committee members
- (l) The Committee shall retain approved minutes of all meetings including General meetings (see Section 7 below) for at least 10 years after the date of the meeting, to include names of those present.

4 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:
 - Full member
 - Junior member
 - Student member
 - Such other categories as determined by the Committee from time to time
- (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 any codes of practice that the Club has adopted.
- (d) Members in each category will pay membership fees. The costs and timeframes for paying these fees will be determined by the Committee.
- (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 Committee.

5 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 seriously, according to any agreed Club disciplinary procedures.

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 January and end on 31 December
- (c) All Club monies will be held in a bank account or accounts held in the name of the Club.
- (d) An independently 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 two of the Chair, Treasurer and Secretary.
- (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.
- (h) Any transfer of assets of the Club shall be at full consideration unless otherwise agreed by the Committee.
- (i) No money shall be borrowed by the Club unless agreed at a General Meeting.

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) no later than the end of June 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.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the Committee.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the Chair or Secretary with at least 7 days' notice to be given to all members.
- (d) Nominations for officers 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.
- (h) All decisions at General and Committee meetings shall be by simple majority except for any items designated as requiring a Special Resolution by the Committee, which must be supported by at least 75% of those members casting a vote
- (i) The Chair shall hold a deliberative as well as a casting vote at General and Committee meetings.
- (j) 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.
- (k) All procedures at EGMs shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed by Special Resolution 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, who shall be appointed annually by the Committee, is the lead contact for all members in the event of any safeguarding 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 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 will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10 Indemnity

- (a) Subject to (b) below, a current or former member shall be indemnified out of the Club's assets against any liability incurred by such person in connection with any negligence, default, breach of duty or breach of trust in relation to the Club.


- (b) This does not authorise any indemnity which would be prohibited or rendered void by any provision of law.
- (c) Neither the Club nor any member shall be liable to any members or guests for any loss of or damage to any property resulting from whatever cause in or about any property of the Club.
- (d) Members and guests of the Club use the Club's facilities subject to accepting that they do so at their own risk, and that the Club is not liable for any injury or damage howsoever caused.
- (e) The Committee may decide to purchase and maintain insurance, at the expense of the Club, for the benefit of any current or former Committee member in respect of any relevant loss or liability which has been or may be incurred by such person in connection with that person's duties or powers in relation to the Club.

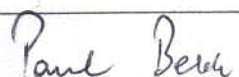
11 Dissolution

- (a) A resolution to dissolve the Club can only be passed by Special Resolution at an AGM or EGM.
- (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 be transferred by the Committee acting on behalf of the Trustees to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

12 Declaration

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

Name	Pammy McNaughton	Position	Chair
Sign		Date	26.06.19

Name	Paul Belok	Position	Secretary
Sign		Date	26/6/2019