

CHIPPING CAMPDEN TENNIS CLUB CONSTITUTION

Updated **December 2018**

RULE 1:- NAME and OBJECTS.

- 1.1 Chipping Campden Tennis Club hereinafter called 'the Club' shall have as its objects the provision of tennis and related social facilities for its members.
- 1.2 The Club may enter into any lawful transaction that it considers appropriate to help meet its objects. In particular the Club may acquire suitable premises for the purpose of fulfilling its objects be they freehold, leasehold or under licence.
- 1.3 In no circumstances shall any of the Club's assets or surplus funds be distributed or paid to any member or other individual or organisation other than for the payment of legitimate expenses incurred by the Club in pursuance of its objects.

RULE 2:- CONSTITUTION.

- 2.1 The Club is constituted by this document as a non-profit making club.
- 2.2 Membership of the Club shall be open to all irrespective of age, ethnic origin, disability, sex or religion.

RULE 3:- AFFILIATION.

- 3.1 The Club shall seek affiliation to the Lawn Tennis Association through the appropriate county lawn tennis association and shall adopt and conform to the rules of these organisations in so far as they can apply.

RULE 4:- MANAGEMENT.

- 4.1 The management of the Club shall be in the entire control of a committee consisting of a Chairperson, **Honorary Secretary and Membership Secretary (joint role)**, Honorary Treasurer, Mens' Captain, Ladies' Captain, Junior Representative and up to 3 other general committee members.
- 4.2 The committee shall not be empowered to commence winding up of the Club, enter into any capital project costing in excess of £10,000, borrow money in excess of £10,000 without first seeking approval of such action at a general meeting of the membership.
- 4.3 The committee shall comprise a minimum of 7 members but not exceed 9 members.
- 4.4 Each committee member shall have one vote at committee meetings.
- 4.5 Committee roles may be shared. If more than a single person holds one of the offices, no extra general committee vacancy shall thereby be created and each joint office holder shall be entitled to a vote at committee meetings.
- 4.6 The Committee shall be elected for the year at the annual general meeting, except that the elected committee shall have power to fill any casual vacancy.
- 4.7 Nominations for the positions of Chairperson, Secretary and Treasurer will only be accepted in writing and must be received by the Secretary at least 7 days prior to the annual general meeting.
- 4.8 Nominations for the other positions will be acceptable in writing or from the floor at the annual general meeting.
- 4.9 Any nomination shall be voted upon at the said meeting.
- 4.10 The committee shall have power to accept or decline applications for membership and shall, from time to time, make and revise the Club's regulations.

- 4.11 In addition, the committee shall have the right to decide any matter unprovided for by this constitution and the current regulations.
- 4.12 The Committee shall meet at least four times a year and additionally, as circumstances require.
- 4.13 A quorum of 50% of committee members (rounded down to the nearest whole number) plus one is required to hold a committee meeting.

RULE 5:- CLASSES of MEMBERS and SUBSCRIPTION RATES.

- 5.1 There shall be the following classes of members at rates decided at each annual general meeting:-
- FAMILY (2 adults and any number of children)**
- COUPLES**
- INDIVIDUAL ADULT**
- FULL TIME STUDENT (17-25)**
- JUNIOR (under 17 on 1st January of each year)**
- SOCIAL**
- 5.2 The committee shall have the power to recommend the adoption of different classes of membership, or sub classes of existing classes, at the annual general meeting.
- 5.3 Every playing member will, as part of the annual Club subscription, pay an affiliation fee which the Club will pass on to the county association.
- 5.4 The subscription year runs from April 1st to March 31st.
- 5.5 A member whose subscription is not paid by the due date will not be entitled to the privileges of membership until he or she has paid, and if not paid by April 30th will cease to be a member with effect from the end of the previous subscription year.
- 5.6 Each new member will be required to pay a joining fee at a rate to be decided at each annual general meeting.
- 5.7 For a new member who joins after the beginning of the season, the committee shall have the discretion to accept a proportionately reduced subscription for the part year.
- 5.8 Any member who leaves the Club part way through the subscription year shall not be entitled to a refund of any part of their subscription.
- 5.9 The committee shall have power to operate a concessionary subscription scheme for members on a low income or suffering undue hardship who are unable to pay the normal subscription rate. Any member wishing to apply for a reduced subscription under the scheme should set out in writing to the Secretary the reasons for the application. The matter shall then be decided at the next following committee meeting and the committee's decision shall be final and will not be communicated to anyone outside the committee or the individual concerned. The committee may publish guidance as to how the scheme shall operate. The committee may reduce the subscription of any applicant to any amount they so agree based upon the facts of the individual case concerned.

RULE 6:- FINANCIAL YEAR.

- 6.1 Except for the purposes of subscriptions, the Club's financial year shall run from November 1st to October 31st and the accounts submitted to the annual general meeting shall be prepared accordingly.
- 6.2 The Club accounts shall be examined by an independent Chartered Accountant and contain a statement that the accounts are in accordance with the underlying accounting records and information.

- 6.3 There shall be not less than two signatories for any Bank and other accounts, of whom shall be required to sign any necessary documents. **The signatories shall be the current Treasurer and other Committee member(s).**

RULE 7:- SUSPENSION or EXPULSION.

- 7.1 The committee shall have power to terminate or suspend the membership of any member or to exclude any member or visitor whom it considers guilty of a breach of Club rules or of misconduct or offensive behaviour to any other member or visitor on the Club's premises. The committee shall inform all such members or visitors in writing at their last known address.
- 7.2 Any individual whose membership is refused, terminated or suspended shall have the right of appeal in writing within 30 days of receipt of the letter informing him or her of the Committee's decision. The appeal shall set out the grounds for the appeal and the matter will be considered at the next following committee meeting. The member shall be informed of the committee's decision on whether the appeal is accepted within 30 days of the committee meeting.
- 7.3 Any member who is still dissatisfied of the outcome of the appeal shall have the right to appeal to the County Lawn Tennis Association whose decision shall be final.

RULE 8:- INJURY-LOSS of PROPERTY etc.

- 8.1 Members or visitors leaving unattended vehicles in the Recreation Ground car parking area, rackets, clothing or other property at the Club, do so at their own risk. The Club shall not be responsible for any loss, damage or injury to members, visitors or guests, resulting from playing tennis, or any other cause.

RULE 9:- GENERAL MEETINGS.

- 9.1 An annual general meeting shall be held each year between November 1st and the end of the calendar year.
- 9.2 The committee shall call an extraordinary general meeting at their discretion or within one month of the receipt by the secretary of a requisition signed by 50% of the voting members, or if the total membership is less than 100, by one fifth of the voting members stating the business to be transacted. Any member wishing to propose a resolution at the annual general meeting must send a copy thereof to the secretary before November 1st so that provision may be made on the agenda.
- 9.3 The secretary shall send to every voting member at least 14 days notice of the general meeting, together with a copy of the agenda and the minutes of the previous general meeting and any extraordinary general meeting held since the previous annual general meeting.
- 9.4 The business of the annual general meeting shall be :
- the confirmation of the minutes of the previous annual general meeting and of any subsequent extraordinary general meeting.
 - the consideration of the secretary's report and the treasurer's accounts for the year.
 - the election of officers and the committee for the ensuing year.
 - the appointment of an auditor
 - and any other business of which notice has been given and details included in the agenda.
- 9.5 The business of an extraordinary general meeting shall be in accordance with the requisition under which it was summoned and the agenda issued.

- 9.6 At any general meeting further business may be accepted at the discretion of the Chairperson provided that it does not call for alteration of the constitution, the winding up of the Club, the transfer of any of the Club's assets, the borrowing of money or any expenditure not within the immediate financial resources of the Club.
- 9.7 Every member shall be entitled to be present and to speak at any general meeting. Except as provided otherwise in this paragraph any member age 18 years or over shall be entitled to vote thereat, and each such member shall have one vote each. Social members and the Chairperson shall not be entitled to vote on any matter, except that in the event of an equality of votes, the Chairperson shall have a casting vote.
- 9.8 In conducting any business at a general meeting the Committee shall have the power to require a postal vote of the membership on any motion provided notice of such is given at least 14 days before the date of the meeting.
- 9.9 Any member may appoint a proxy to vote at a general meeting. The proxy must be duly authorised in writing to vote on any motion therein mentioned and the written notice must be lodged with the Secretary at least 2 days before the meeting.

RULE 10:- CONSTITUTION and REGULATIONS.

- 10.1 A copy of this constitution and the regulations made by the committee shall be prominently displayed at all times on the Club notice board and all members shall be deemed conversant therewith.
- 10.2 The constitution shall not be altered except at a general meeting after due notice and then only provided that two thirds of the total votes cast are in favour.
- 10.3 The regulations shall be made and periodically revised by the committee.

RULE 11:- CHILD PROTECTION

- 11.1 The Club shall comply with the recognised Child Protection Policies and display a notice of compliance and guidelines.

RULE 12:- DISSOLUTION.

- 12.1 The Club shall be dissolved on the passing of a resolution to that effect at a general meeting after due notice, and only provided that two thirds of the total votes cast are in favour.
- 12.2 Such a meeting shall appoint a committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets.
- 12.3 In no circumstances shall any assets or surplus funds be distributed to any member or other person nor to any organisation which is not itself either constituted as non-profit making or a charity.

RULE 13 : - NOTICE FOR COURTS

- 13.1 Compliance with the rules of the LTA and the Association

In consideration for being able to use the facilities, all persons using these facilities agree:

to be bound by and subject to the rules of the Association (as in force from time to time); and

to be bound by and subject to the rules and disciplinary code of the LTA (or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time) as in force from time to time.

All persons using these facilities acknowledge that the above is intended to be enforceable by the LTA and/or the Association directly or by virtue of the Contracts (Rights of Third Parties) Act 1999.

