

CONSTITUTION OF WINTON TENNIS CLUB

1. Name of Club

The club is called Winton Tennis Club (WTC) and is affiliated to the Lawn Tennis Association through its membership of the Dorset Lawn Tennis Association.

2. Aims and objectives

The aims and objectives of WTC will be:

- To promote participation by the local community in the sport of tennis in a friendly and inclusive environment at an affordable price.
- To encourage competitive tennis by entering teams in the Dorset League.
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone.

In so doing, the club is committed to complying with LTA regulations, policies, and procedures.

3. Membership

Membership should consist of officers and members of the club.

Prospective members should be able to hold a baseline rally, serve overarm and be prepared to play doubles.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member.
- Junior/student member.

All adult WTC members (students and juniors excepted) must also be members of the Tennis-in-the-park scheme.

4. Membership fees

Membership fees will be set annually and agreed by the Management Committee.

Fees will be paid annually.

No candidate who has been elected a member shall be entitled to the privileges of membership until he/she has paid the appropriate fee.

Any member whose fee is not paid within three months of the date of the annual fee reminder letter shall be deemed to have resigned his/her membership of the club.

5. Officers of WTC

The officers of the club will be:

- Chair
- Vice-chair
- Secretary
- Treasurer
- Fixtures Secretary
- Team Captains
- Safeguarding Officer
- Website Manager

Officers will be elected annually at the Annual General Meeting by anonymous ballot or, if the position is not contested, a show of hands will be sufficient.

All officers will retire each year but will be eligible for re-appointment.

Each member of the Management Committee must satisfy HMRC's fit and proper person test to be involved in the general control, management and administration of the club and must declare that he/she is a fit and proper person prior to being elected.

6. Committee

WTC will be managed through the Management Committee consisting of the officers of the club. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee meetings will be convened by the Secretary of the club and held twice a year or more often if required.

The quorum required for business to be agreed at Management Committee meetings will be three which must include at least two from Chair, Treasurer and Secretary.

The Management Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the club.

The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

Every member of the Management Committee of the club shall be indemnified by the club and the Management Committee shall pay all costs, losses and expenses which any such member of the Management Committee may incur or for which he/she may become liable by reason of any contract entered into or act or thing done by him/her in good faith as such member of the Management Committee in accordance with the instructions of the Management Committee or of a general meeting of the club or otherwise in the discharge of his duties. The Management Committee may give to any member of the Management Committee who has incurred or may be about to incur any liability at the request of or for the benefit of the club such security by way of indemnity as may seem expedient.

7. Honorary President

WTC may choose to elect an Honorary President. This will be a non-executive position and the President will not be an officer of WTC. The President will not form part of the Management Committee. The Honorary President shall be elected at the Annual General Meeting of the Club.

8. Finance

All club monies will be banked in an account held in the name of WTC.

The club treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31 March.

An independently assessed statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

9. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the club secretary. Not less than 21 clear days notice to be given to all members.

The AGM will:

- receive a report from officers of the Management Committee
- receive a statement of the reviewed accounts
- discuss any other matters brought to the meeting by officers of the Management Committee or members;
- elect officers of the Management Committee.

Ideally nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of the membership.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the club's child protection and equality policy and procedures. The club secretary is the lead contact for all members in the event of any concerns relating to child, young persons or vulnerable adult protection.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

11. Dissolution

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

In the event of dissolution, any assets of WTC that remain 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 tennis; (ii) another registered community amateur sports club; or (iii) a registered charitable organisation.

12. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13. Declaration

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

Signed:

Date:

Name:

Position: Club Chair

Signed:

Date:

Name:

Position: Club Secretary