

AUSTWICK TENNIS CLUB

DRAFT CONSTITUTION

1. TITLE

The organisation is known as Austwick Tennis Club (the Club). The Club is one of a number of sports organisations based at Austwick Playing Fields which are owned and run by a village association -Austwick Jubilee Recreation Committee (Charity Number 508379)

2. AIMS

The aims of the Club are as follows:

- To provide competitive and social tennis for players of all levels, ages and ability in the North Craven area.
- To organise and run competitive and social tennis.
- To arrange team participation in local tennis leagues.
- To encourage juniors through the provision of effective coaching and to adhere to best practice in relation to child protection and health and safety.
- To develop the skills and performance of players at all levels through the provision of effective coaching.
- To develop the facilities and activities of the Club.
- To raise money, through fund-raising, grant applications and loans from members in order to ensure the long-term maintenance of club facilities.
- To provide a safe environment and meet the requirement for a duty of care for all taking part in club activities.

The achievement of these aims is supported by the adoption of the following policies and procedures:

- Safeguarding Policy including a member code of conduct
- Equality and Diversity Policy
- Disciplinary Procedures.

3. MEMBERSHIP

Membership of the Club is open to anyone regardless of gender, age, ethnicity, nationality, sexual orientation, disability, religion or other beliefs. However limitation of membership according to available facilities may be applied on a non-discriminatory basis.

Membership is for one year and subscriptions must be paid within one month of joining.

Membership entitles members to play on the courts at any time that they are not being used for formal club activities; to enter club events; to apply for membership of league teams; and, for senior members, to attend and vote at annual general meetings and extraordinary general meetings

A condition of membership is that members comply with the club rules, policies and procedures. Members who offend against these rules or whose conduct is deemed detrimental to the Club may have their membership suspended or cancelled following due process through the Club's Disciplinary Procedures.

4. MEMBERSHIP TYPES

Senior Members- 18 years and over

Junior Members-under the age of 18 or in full-time education

Visitors may play at times when the courts are not being used for club events at an hourly rate determined by the Committee.

5. SUBSCRIPTIONS

Subscriptions cover the period 1st April to 31st March in the following year and should be paid by 30th April.

Existing members who do not pay by 1st July may incur a surcharge on the normal subscription.

New members pay the full year's subscription regardless of the date of joining – at the discretion of the Committee.

Family membership covers parents or carers and named children at a subscription of 2 senior members' subscriptions plus up to three juniors.

6. POWERS

The Club has the following powers:

- To raise and receive money through club events and specific fund raising activities.
- To seek grants and unsecured loans from members and other appropriate bodies.
- To invest surplus funds in cash deposits backed by the Financial Services Guarantee Scheme.
- To set and receive annual subscriptions and match fees.
- To maintain the courts and, subject to the Austwick Playing Fields Committee's approval, organise and finance major works.
- To buy equipment and disposable items needed for the operation of the Club.
- To publicise the Club's activities and if necessary advertise for new members.
- To manage the Club's affairs and activities through a committee.

7. MANAGEMENT

The management of the Club is entrusted to a committee elected by the members at AGMs. Its purpose is:

- To provide a policy framework and, subject to approval by an AGM or EGM, to draw up rules and procedures.
- To ensure that the courts are maintained to a high standard.

- To plan club activities and events.
- To manage the Club's participation in league tennis.
- To manage the Club's finances and determine club expenditure within defined limits.
- To appoint officials from the elected committee other than the four principal officers:
- To co-opt committee members as circumstances dictate.

8. THE COMMITTEE

The Committee consists of the following principal officers:

- Chair
- Treasurer
- Secretary
- Welfare officer

plus not more than eight other elected members to assume additional responsibilities as determined by the Committee including the Playing Fields Association committee representative, subscriptions secretary and the captains of league tennis. Additional members may be co-opted by the Committee to fulfil specific tasks.

Committee members are elected at the AGM for 12 months or until the next AGM when they either resign or submit themselves for re-election. There are no restrictions on the number of times a member may be re-elected.

The Committee is empowered to appoint replacement members for those who resign between AGMs.

The principal officers are elected by the members at AGMs. There are no constraints on re-election.

Any committee member who ceases to be a member of the Club will be required to resign from the committee.

9. COMMITTEE MEETINGS

The Committee meets as often as the business of the Club requires, but a minimum of twice a year. Five committee members [quorum] are required to attend for votes to be valid.

Notices of meetings, agendas and copies of the previous meeting's minutes are circulated to committee members at least five days before the date of the meeting.

Meetings are normally held in the clubhouse at the playing fields but may be held elsewhere at the Committee's discretion.

Both elected and co-opted members may vote in committee meetings. Any member may call for a vote on any issue. Decisions are made on the basis of a simple majority. The Chair has a casting vote in the event of an equally split vote.

10. ANNUAL GENERAL MEETINGS

An AGM normally takes place in November each year and members are given at least 28 days' notice of the date, time and location.

At the AGM the Committee presents a report of its activities, an audited financial statement and details of recommended subscriptions and expenditure for the forthcoming year.

Any resolution for the consideration at the AGM, including nominations for membership of the Committee, must be sent in writing to the secretary at least seven days before the date of the meeting.

Only senior members may nominate candidates for the Committee. Nominations for officers and committee members must be seconded by another member prior to or at the AGM.

If there are more than 12 nominations, the appointees will be determined by a vote by members attending the AGM.

At AGMs all registered members of the Club at the meeting who are aged 18 years or over shall have one vote. In the case of an equality of votes the Chair will have a second, casting, vote. Voting shall be by a show of hands except where the Chair decides voting shall be by ballot.

An EGM may be called at the behest of the minimum of 10 club members or 25 per cent of the members, whichever is the lower. The same notice and voting rules apply as for AGMs.

Committee members and club members are expected to comply with decisions reached in accordance with the above procedures.

11. LIMITS OF AUTHORITY

Annual subscriptions are set at AGMs. The committee may authorise expenditure on any item up to £1000. Proposed expenditure beyond this amount must be approved by the membership at an AGM or EGM.

Cheques or payments out of clubs funds must be countersigned by two authorised members signatories.

All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

12. FINANCES

An auditor who shall not be a member of the Committee will be appointed annually.

The accounts will be audited each year prior to the AGM.

Funds are kept in bank accounts [other than petty cash] details of which are reviewed by the Committee at least annually.

13. DISSOLUTION

In the event of dissolution assets remaining after satisfying debts and liabilities will not be distributed to members but will be furnished to the Austwick Jubilee Recreation Committee (Charity Number 508379) which uses the working title of Austwick Playing Fields Committee with the proviso that the funds are used if possible for the purpose of re-establishing and running new tennis club.