

The 2019 Constitution of  
**CHALFORD TENNIS CLUB**

**Highfield Sports Ground  
Chalford Hill  
Stroud  
GL6 8LZ**

**Preamble**

This constitution sets out the rules by which the Chalford tennis club manages its affairs. The club is also bound by the (more strategic) constitution of the Chalford Sports & Social Club.

**1 Name**

The Club is called Chalford Tennis Club. It is a sports club within the Chalford Sports & Social Club. It will be registered and affiliated to the Lawn Tennis Association.

**2 Aims and 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 facilities of 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 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 distinct categories, which can be determined and changed over time by the committee as long as they are endorsed at AGMs.

(c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept this constitution and any codes of practice and codes of conduct that the club adopts.

(d) Members in each category (apart from Life) will pay membership fees. The costs and time frames 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) Members eligible to vote at EGMs and AGMs are adults (ie 18 years of age or above) who hold annual membership.

#### **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 seriously, according to club disciplinary procedures.

#### **5 Committee**

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the following officers: Chair, Treasurer, Secretary and Welfare Officer plus up to 12 other members, all of whom shall be elected at the Annual General Meeting.
- (b) All officers and 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 all members shall be eligible for re-election.
- (e) If the post of any officer or 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 policies, 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 any club member, committee member or coach who infringes the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings. Any committee member with a personal or professional interest in any hearing needs to declare that interest and withdraw from any role as a committee member.
- (i) The committee meetings will be convened by the Chair of the Club and be held when appropriate and not less than 4 times per year.

- (j) The quorum required for business to be agreed at the Committee meetings will be 5 or 40% of committee members at the time whichever is the fewer.

## **6 Finances**

- (a) The club treasurer will be responsible for the finances of the club.
- (b) All club monies will be banked in an account held in the name of the club.
- (c) Full accounts of the financial affairs of the Club shall be prepared each year and presented at the AGM.
- (d) The club's financial year runs from 1 October to 30 September so that it harmonises with the Chalford Sports & Social Club accounts.
- (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 to hold the committee to account for its actions in managing the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) normally in November 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 and members of 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 to all members by the club secretary with at least 28 days notice.
- (d) Nominations for officers or members of the committee will be sent to the secretary at least 7 days prior to the AGM.
- (e) Proposed changes to the constitution shall be sent to the secretary not less than 14 days before the meeting, and these will be circulated to members at least 7 days before an AGM.

- (f) Any member can propose a resolution to be moved at the annual general meeting and this needs to be given in writing to the Secretary not less than 14 days before the meeting.
- (g) All adult members adults (ie 18 years of age or above) and who hold an annual membership have the right to vote at the AGM.
- (h) The quorum for AGMs will be 10% of the eligible membership.
- (i) The Chairman of the Club 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 eligible 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 for an EGM shall follow those outlined above for AGMs.

## **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 club members, committee members or coaches should be submitted in writing to the Secretary.
- (c) The Committee reserves the right to hold to account any club member, committee member or coach for their actions which are considered to be contrary to the interests of the club.
- (d) The Committee will meet to hear complaints within 31 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (e) 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.
- (f) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 31 days of

the Secretary receiving the appeal. Individual committee members cannot sit at both hearing (see 9d) and appeal.

## 10 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of The Chalford Sports & Social Club.

## 11 Declaration

Chalford Tennis Club hereby adopts and accepts this constitution as the current operating rules regarding the management of the club.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	

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