

# The Constitution

## DESCRIPTION

**Name** - The Club shall be called the Tetbury Dolphins Lawn Tennis Club (TDLTC).

**Objectives** - The Club shall have as its objects the provision of facilities, by negotiated rental from The Sir William Romney School, Tetbury, for the playing of tennis on a competitive and non-competitive basis. The Club is a non-profit making, unincorporated members' club, which shall be governed by this Constitution

**Dissolution** - Format to be decided by EGM when the need arises

## MEMBERSHIP

Members must be aware that the courts remain the property of the school and are also used by students.

Membership of the Club shall consist of the following categories:

**Full senior member** - Allows full participation in all club activities.

**Family Membership** - Family membership is for parents and their children, living at home, who are under the age of 18. Children under the age of 14 cannot participate in club sessions unless their level of skill and behaviour is of sufficient standard, as agreed by the committee. Families can use the club facilities at other times free of charge. From the age of 18 they cannot be part of the family membership structure.

**Student Membership** – For persons aged 14-21, at the time of application, who are in full-time education and of an “appropriate” standard of play and social skill. This membership is to be offered, at the discretion of the committee, on an individual basis.

**Country Membership** - Available to adults living in excess of 20 miles radius from the club.

**Life Membership** - Persons admitted to Membership who in recognition of past services to the Club are unanimously elected by the Committee.

**Visitors** – Guests of members who play in or outside of club sessions.

**Voting Rights** - All full members, senior members of family memberships and life members shall have a vote at Club meetings (AGM, EGM). Members in all the other categories shall not have a vote.

**Admission of Members** - In the event of the membership being in excess of a number ensuring the comfort and convenience of existing members, the committee shall have the power to restrict membership until such times as extended facilities are available.

**Application Process** - Applicants for membership shall complete an application form, provided by the Treasurer, and the application forms shall bear the signature of the applicant as acceptance of the Rules. The Committee may reject the application without giving any explanation in regard to the exercise of the Committee's discretion. Any member of the Club shall have the right to intimate any objection to any application for membership to any of the Club officials or to any member of the Committee. Membership issues will be decided by a simple majority of the Committee.

Applicants for membership must pay the subscription for which they are liable, according to the category of membership

**Membership Renewals** - Applicants for membership renewal shall complete an application form which will be furnished to the applicants by the membership secretary or from the TDLTC website, and the application forms shall bear the signature of the applicant as acceptance of the Rules.

Members who make use of the Clubhouse and Courts from 1<sup>st</sup> April will be liable for their subscription for the ensuing season.

## **SUBSCRIPTIONS**

**Joining Fee** - To be charged at the discretion of the committee.

**Annual Subscriptions** - The amount of the Annual Subscriptions for the year following and any other subscriptions in respect of the foregoing categories of Membership shall be fixed at the Annual General Meeting. The fee for Visitors shall be determined by the Committee.

**Due Date** - Subscriptions shall be due on or before the 1<sup>st</sup> April for the ensuing year and shall be paid to the Treasurer. If subscriptions are not paid by the 30<sup>th</sup> of April, then the late payment rate will apply. The Committee may withdraw facilities from defaulting members and in due course shall take such other action as they may be entitled to by the Constitution and Rules.

If any Member fails to pay their subscription by the 1st June the Treasurer sends notice in writing to their address calling on them to pay the subscription within 7 days. After this time, if payment is not forthcoming, the Committee may terminate their membership without further notice.

## **SUSPENSION OR EXPULSION**

**Suspension** - The Committee may suspend, for any length of time up to six months, a member whose conduct it considers justifies suspension. Written notice of the suspension must be given to the member explaining the reasons for the decision.

**Expulsion** - The Committee may expel a member whose conduct it considers such as to justify expulsion. Prior to being expelled any such member must be given written notice of the reasons and a right to respond thereto orally or in writing within fourteen days of such notice being posted, which shall be by first class mail to the member's last known address. The Committee shall consider any response from the member before deciding whether to expel such member.

## **COMMITTEE**

**Officers** - The following officers shall be elected annually:

Chairperson, Treasurer, Secretary, team captains (It is a condition that all team captains be members of the committee) plus other members shall be elected at the AGM.

**Quorum** - A quorum shall consist of four committee members.

The committee may co-opt further members to serve until the next AGM. Decisions will be taken by a simple majority in the event of equality of votes the Chairman will have the deciding vote.

**Election of Committee** - At the Annual General Meeting members of the committee shall retire but shall be eligible for re-election. Any two members of the Club may propose any other candidate or candidates at such times and the proposal shall be put to the meeting. A majority vote shall decide. In the case of two candidates receiving the same number of votes the proposal shall be put to the meeting for a second time and in the event of a tie, the chairman shall have a second or casting vote.

In the event of a vacancy on the committee, the committee shall have the power to elect any members of the Club to fill such a vacancy. The committee shall also have the power to co-opt additional members should the need arise.

**Sub-Committee** - The Committee may from time to time appoint a sub-committee, which shall conduct its business in accordance with the direction of the committee.

**Committee's Powers** - The Committee shall from time to time make, repeal, and amend all such regulations (not inconsistent with this Constitution) as they shall think expedient for the internal management, use of courts and well-being of the Club. All such regulations shall be binding upon members until repealed by the committee or set aside by a resolution of a General Meeting of the Club. The committee shall have the power to make arrangements for holding matches, tournaments, or other like competitions, including the imposition of a charge for the admission of non-members to the grounds, to provide cups and other prizes, and to reserve courts as may be required.

**Rules and Regulations** – A list of all club rules and regulations are located in the club house.

## **GENERAL MEETINGS**

**Annual General Meeting** - The Annual General Meeting (AGM) of the Club shall be held during November in each year upon a date and at a time to be fixed by the committee, for the following purposes.

1. To receive from the committee a report, balance sheet and statement of account for the preceding year and details of the income and expenditure expected during the current financial year.
2. To elect the officers and committee and appoint one auditor for the ensuing year.
3. To fix the annual subscriptions.
4. To decide upon any resolution which may be duly submitted to the meeting.

Items for inclusion on the agenda must be submitted in writing to the secretary a minimum of 14 days prior to the AGM.

**Extraordinary General Meeting** - The Chairman and/or committee or one-fifth of the membership of the club may at times for any special purpose call an Extraordinary General Meeting (EGM).

**Notice** - Ten days at least before the EGM or any SGM, a printed or written notice of such meeting and of the business to be transacted there at shall be sent to every member.

**Chair and Voting** - At General Meetings of the Club the Chairman, and in his/her absence a member of the committee, shall take the chair. Every member present entitled to vote shall have one vote upon every motion, and in the case of an equality of votes, the chairman shall have a second or casting vote.

## **FINANCE**

The club shall have a current bank account. The Chairperson, Secretary and Treasurer are signatories on the account, two signatories will be required for the signing of cheques.

**Financial Year** - The financial year of the Club shall end on the 31<sup>st</sup> of October to which day the accounts of the year shall be balanced. The accounts will be independently audited annually.

**Surplus Funds** - All surplus income or profits are re-invested in the club. No surpluses or assets will be distributed to members or third parties.

**Payment of Members** - No member, except for services rendered at the request of the committee, shall receive any profit/emolument from the funds of the Club.

## **OTHER MATTERS**

The Club will undertake no responsibility for loss or damage to any property taken into or left on the premises or grounds occupied by the Club.

All complaints shall be made in writing to the Secretary for the consideration of the Management Committee.

The Club Notice Board shall be prominently displayed in such part of the Club premises as the Management Committee may determine. No notices or documents of any kind shall be displayed in the premises occupied by the Club except by the authority of the Committee.

**Wimbledon Ticket Draw** - Any full member, whose subscription is paid before the draw takes place in May, is eligible. A family membership qualifies for two entries in the draw.

Any individual who is successful in the first ballot will be withdrawn from the second. Equally, if a family member is successful in the first ballot, that family is withdrawn from the second ballot.

The allocation of Wimbledon tickets is proportional to the number of LTA members actively opting into the ballot by end of February. It is therefore beneficial to the club if all members opt in even if a member does not wish to make use of Wimbledon tickets personally.

**Power to Vary the Constitution** - This Constitution may only be amended by resolution at a General Meeting of the Club. No such resolution shall be deemed to have been passed unless it be carried by a majority of at least two thirds of the members voting thereon.