



Alton Tennis Club

Constitution

Defined terms

In this document, unless the context requires otherwise, the following definitions are employed:

- “The Club” means Alton Tennis Club;
- “Community Amateur Sports Club” is a legal entity adhering to the following criteria:
 - open to the whole community
 - organised on an amateur basis
 - has as its main purpose the provision of facilities for, and the promotion of participation in, one or more eligible sports
 - not exceed the income limit
 - meet the management condition set by HMRC
 - meet the location condition set by HMRC;
- “LTA” means LTA CLG and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time;
- “Member” means someone who has paid their subscription, upon demand, at the appropriate time, and who has undertaken to comply with the Club Rules in force at the time;
- “Club Rules” means the rules and policies adopted by the Committee from time to time;
- “Constitution” means the Constitution of the Club as set out in this document which shall be deemed to incorporate the Club Rules.
- “Disciplinary Code” means the disciplinary code of the LTA in force from time to time;
- “The Committee” means the Committee appointed by the Members to undertake the running of the Club as in Article 6.
- “Trustees” means the Trustees as defined in Article 12.

1. Name

The Club is named Alton Tennis Club. Its legal status is that of Community Amateur Sports Club (CASC).

2. Objective

The objective of the Club is to provide facilities for and promote participation of the whole community in the sport of tennis. In so doing, the Club is committed to complying with LTA regulations, policies, and procedures.

3. Conditions of Membership

i. Membership of the Club shall be open to all persons irrespective of the ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of tennis as a particular sport.

ii. Each Member agrees as a condition of membership to be bound by and subject to the Constitution. For the avoidance of doubt, it is not intended that any term of the Constitution be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person other than a Member. A refusal or neglect to be bound by and subject to Constitution shall render a Member liable to expulsion by the Committee provided the Member has been given the opportunity to be heard by the Committee, or of resigning from membership of the Club.

iii. The Club may refuse membership or expel from the membership only for good or sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. In so doing, the Club may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this Constitution or in the Club Rules.

iv. Appeal against such a decision may be made to a separate “Appeals Panel” appointed by the Committee whose members did not make the original refusal or expulsion decision and shall be decided by a majority vote.

4. Admission to Club Premises

In addition to the Members, the following shall be entitled to admission to the Club premises:

- Members may introduce and entertain guests at the Club and there shall be kept on the Club premises a Visitors' Book which both the Member and the guest shall sign at the time of introduction of the guest.
- No Member may introduce more than two guests in any one day, and no person may be allowed into the Club as a guest on more than 3 occasions during a Club year, unless approved by the Committee.
- Any Member introducing a guest under this rule must accompany him/her whilst they are on the Club premises and shall be responsible for the guest's behaviour throughout the visit. The Member shall be responsible for ensuring that all such guests comply with the Club Rules whilst on the Club premises.
- Members of the General Public may attend the Club as Pay and Play visitors on an unlimited number of occasions. On each occasion, a Member must sign them in the Pay and Play file and ensure that monies are collected and a receipt given.
- The Club Coach (who is also a Member) and any coach appointed by the Club Coach to cover duties in his or her absence.

5. Conduct

- i. Members of the Club, applicants wishing to join, Visitors (including Pay and Play, and temporary coaches) are required to conduct themselves in accordance with Club Rules and Disciplinary Code.
- ii. In cases of misconduct by a Member or Visitor (being conduct in breach of Club Rules conduct likely to offend another Member or guest) a sub-committee comprising three Committee Members may decide ("the Decision") whether or not to withdraw any or all of the rights of the offending Member, applicant or Visitor for as long as it sees fit.
- iii. The individual concerned shall have the right to make representations to the sub-committee prior to any Decision being made.
- iv. Within 7 days of reaching the Decision the sub-committee shall notify the individual in writing. The Decision shall be final if the individual does not make an Appeal.
- v. Individuals wishing to make further representations to the sub-committee concerning the Decision must do so in writing to the Club Secretary not later than 14 days after receipt of the Decision ("the Appeal").
- vi. If requested by the suspended/refused individual ("the Request") the Appeals Panel referred to in Article 3 above shall meet with him or her within 28 days of the suspended/refused individual having received written notification of the Appeal.
- vii. At the Appeal any allegations against the suspended/refused individual shall be narrated together with the reasons for the Decision and he or she shall be afforded the opportunity of being heard in answer thereto. The suspended/refused individual may produce such witnesses and the sub-committee shall not unreasonably refuse any request by the suspended/refused individual for an adjournment of the proceedings to enable him to prepare his answer. After hearing all the evidence the Appeals Panel shall (if they so wish) retire to consider further action and shall thereafter vote thereon.
- viii. The Decision of the Appeals Panel shall be communicated to the suspended/refused individual in writing within 3 days thereof.
- ix. Any person whose membership is terminated/refused under this Rule shall be immediately excluded from the Club premises and shall have no claim against the Club, the Committee or any Member thereof, except, in the case of Members, that any unexpired portion of his or her membership subscription shall be refunded.
- x. It is the duty of any Member of the Club or Committee to take every available means for putting a stop to the offences in question and to report them forthwith to the Committee through the Club Secretary.

6. Club Management

i. The affairs of the Club shall be managed by a Committee of Members comprising:

- The Officers of the Club;
- 2 Ordinary Members.

ii. The Officers of the Club consist of a Chairman, Secretary, Treasurer, Match Secretary and Membership Secretary.

iii. The Committee shall be elected at the Annual General Meeting and shall hold office for one year, or until the conclusion of the next Annual General Meeting whichever shall be the later.

iv. All Officers and Ordinary Committee Members shall be eligible for re-election and re-appointment.

v. The election process shall be as follows:

- 21 days before the date of the AGM the Club Secretary will notify Members of the meeting date, and invite nominations;
- Deadline for nominations shall be 5 days before the date of the AGM;
- 5 days before the AGM the Club Secretary will notify Members of the nominations. No late nominations shall be accepted, unless no nominations have been received and the position would otherwise remain unfilled.

vi. At the AGM, if the number of candidates properly proposed and seconded exceeds the number of vacancies, the election shall be by ballot.

vii. The quorum of the Committee is four of whom at least two must be Officers of the Club.

viii. If a Committee Member has not attended for three consecutive meetings the Member may be deemed by the Committee to have resigned.

ix. The Committee shall be the sole authority for the interpretation of this Constitution and Club Rules and the decision of the Committee upon any matter affecting the Club and not provided for by the Constitution or Rules shall be final and binding on the Members.

x. If a casual vacancy occurs by resignation or death, the Committee may co-opt a Member to fill the vacancy until the next Annual General Meeting.

xi. If the Committee considers it appropriate it may co-opt on to the Committee additional Members provided that no such additional person may have a vote in connection with any Committee decision.

x. Every member of the Committee shall be indemnified by the Club and the Club shall pay all costs, losses and expenses which any such Member of the committee may incur for which they may become liable by reason of any contract entered into or act or thing done by them in good faith as such Member of the Committee.

7. Sub-Committees

The Committee may appoint sub-committees as and when it deems necessary. At least one Member of any such sub-committee shall be appointed from the Members of the main Committee.

8. Club Year

The Club Year commences on the 1st April each year.

9. Subscription

Subscriptions will be due at the commencement of the Club Year at a level to be determined annually by the Committee.

10. Club Funds

i. The financial affairs of the Club shall be wholly managed by the Committee with due diligence in the best interests of the Club.

ii. The Treasurer shall be responsible for keeping a complete and accurate account of the Club's finances, and for presenting a financial report to the Club when called upon.

iii. An Auditor who shall not be a member of the Committee shall be appointed at each Annual General Meeting to audit the accounts for the following 12 months. If the Appointee is unable or unwilling to carry out the audit, the Committee shall appoint a substitute.

iv. The Treasurer shall present the Club Accounts to the Auditors promptly following the Annual General Meeting. If, in the opinion of the Auditors, significant changes to the accounts are required which affect the financial results of the Club, an Extraordinary General Meeting will be called in order to present the revised Accounts. A copy of the Audited Accounts will be posted on the Club notice board.

v. If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the Trustees shall at the direction of the Committee make all such dispositions of the Club property or any part thereof and enter into such Agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All Members of the Club, whether voting on such resolution or not, and all persons becoming Members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.

vi. To ensure that the Club is not run for profit the income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in this Constitution and no portion thereof shall be paid or transferred, directly or indirectly to Members.

11. Trustees

i. The property of the Club (other than cash, which is under the control of the Treasurer) is vested in the Trustees to be dealt with by them as the Committee shall from time to time direct by resolution.

ii. There shall be not more than 5 Trustees of the Club.

iii. The Trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation and until removed from office by resolution of the Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from the office of Trustee.

iv. When by reason of any such death, resignation or removal it should appear necessary that a new Trustee or Trustees shall be appointed then a new Trustee or Trustees shall be appointed by resolution of the Committee.

12. General Meetings

i. The Annual General Meeting shall be held in October or November.

ii. Other Extraordinary General Meetings may be called either by the Committee or by written application signed by at least 30% of the adult Members to cause the Club Secretary to summon by notice a General Meeting.

iii. The Club Secretary shall give notice of the date of the Annual General Meeting or any other General Meeting at least 21 days before the date giving details of the business to be brought forward.

iv. The Annual General Meeting will be chaired by the Chairman of the Club.

v. At the Annual General Meeting or Extraordinary General Meeting of the Club each Member shall be entitled to one vote except Junior Members who do not have a right to vote. In the case of equality of votes, the Chairman shall have a second or casting vote.

13. Register of Members

The Membership Secretary shall maintain a register of Members. The Committee is responsible for ensuring that the register conforms to current Data Protection legislation.

14. Bye-Laws

The Committee shall have the power to deal with all matters not provided for in this Constitution and to adopt Rules and Bye-laws for the operation of the Club provided that such Rules and Bye-laws shall not be inconsistent with any provisions of this Constitution. In the event of any inconsistency this Constitution shall prevail.

15. Alteration of Rules

This Constitution may be added to, amended or replaced by a resolution of a two-thirds majority of those present and voting at a General Meeting of the Club.

16. Winding Up the Club

Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- to another Club with similar sports purposes which is a registered charity and/or
- to another Club with similar sports purposes which is a registered CASC and/or
- to the Club's governing body for use by them for related community sports.

Signed:

A. Jacobs

..... Chairwoman of ATC

Date:

24.8.16

Witnessed by:

S. Rowland

[Signature]

Approved by the Membership at an Extraordinary General Meeting:

24.8.16