



MCTC CLUB CONSTITUTION

1 Name

The club will be called **Meadows City Tennis Club** and is affiliated to The Lawn Tennis Association.

2 Aims and objectives

The aims and objectives of the club will be:

- to offer social, competitive and junior coaching tennis opportunities
- to promote the tennis and the club within the local community and beyond
- to encourage the uptake of tennis to support the physical, mental and social wellbeing of the local community
- to manage the Meadows City Tennis Club
- 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

3 Membership

Membership should consist of officers and members of the club.

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 conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Adult member
- Junior member

Sub-categories may be created at the discretion of the Membership Secretary.

4 Membership fees

Membership fees will be set annually and agreed by the Club Committee. However, in the event of changing financial circumstances the club committee may at their discretion make changes to the fee structure. Exceptions and alternatives to annual membership subscriptions shall be considered and offered by the Membership Secretary on a case-by-case basis.

5 Officers of the club

The key officers of the club will be:

- Chair
- Treasurer
- Secretary
- Membership Secretary
- Welfare Officer



Key Officers may only be replaced at an AGM or EGM.

Other officer roles may be created by the Club Committee at their discretion and at any time to assist with the running of the club. Where the role exists at the time of the AGM those roles shall be elected at that time. Should any of these other officers require to be created or replaced for any reason outside of the AGM, then the Club Committee may appoint a person to the role at their discretion.

Officers will be elected annually at the Annual General Meeting.

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

6 Committee

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

The Club Committee will be convened by the Secretary of the club and meet as required throughout the year..

The quorum required for business to be agreed at Club Committee meetings will be 50% of club officers.

The Club Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Club Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Committee as necessary to fulfil its business.

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

7 Finance

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

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31st December.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.



The Treasurer and up to 2 other officers of the club shall have ability to draw down funds from the club bank account.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given to all adult members and parents of junior members, by the Club Secretary. Not less than 21 clear days' notice to be given.

The AGM will receive a report from officers of the Club Committee and a statement of the accounts.

Nominations for officers of the Club Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All adult members have the right to vote at the AGM.

The quorum for AGMs will be 10% of the adult membership.

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

9 Discipline and appeals

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

The Club Committee will meet to hear complaints within 21 days of a complaint being lodged. The Club 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 Club Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.



10 Dissolution

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

In the event of dissolution, the committee shall distribute any assets to local good causes at their discretion.

11 Amendments to the constitution

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

12 Declaration

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

SIGNED:

DATE:

Name:

Club Chair

SIGNED:

DATE:

Name:

Club Secretary