

HAMBLEDEN TENNIS CLUB

CONSTITUTION AND RULES

1) **Name of Club**

- a) The Club, which was founded in 1966, will be called Hambleden Tennis Club (the "Club") and may also be known as HTC.

2) **Affiliation**

- a) The Club is a section of the Hambleden Sports & Social Club (the "S&SC") and is bound by the separate rules of that club.
- b) The Club will be registered and affiliated to the Lawn Tennis Association (the "LTA").

3) **Aims and Objectives**

- a) The aims and objectives of the Club will be:
 - i) Principally to provide facilities for and generally to promote, encourage and facilitate the playing of tennis within the local community.
 - ii) To offer tennis coaching and competitive opportunities.
 - iii) To operate and maintain for the members' benefit the tennis court facilities and property as shall be thought advisable.
 - iv) To ensure a duty of care to all members of the Club.
 - v) To provide all services in a way that is fair to everyone.

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, disability, 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 that 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 the Club's disciplinary procedure.

5) **Membership**

- a) The membership year will run from 1st April and end on 31st March.
- b) 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.
- c) The membership shall consist of the following categories:
 - i) Senior member (over 65 years of age)
 - ii) Adult member
 - iii) Family member (2 adults and any number of children under 18 years of age)
 - iv) Young adult member (18 to 25 years of age not in education)
 - v) Student member (18 to 25 years of age in full time education)
 - vi) Junior member (up to 18 years of age)
 - vii) Life member
- d) Persons below the age of 18 years are elected as Junior members without the right to hold office or vote at general meetings.
- e) Members, other than Junior members, shall be entitled to receive notice of, attend and vote at general meetings.
- f) 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 practice that the Club has adopted from time to time.

- g) Any person who wishes to become a member must submit an application in such form as the Committee shall decide. The Committee shall consider every candidate for membership.
- h) A member may withdraw from membership of the Club on 14 days notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the member to comply or to continue to comply with any condition of membership set out in this Constitution.
- i) The Committee shall have the power to suspend or terminate the membership of any member or to exclude any member or visitor whom it considers guilty of a breach of this Constitution or of any misconduct or offensive behaviour to any other member, visitor or employee whether on the Club premises or elsewhere.

6) Subscriptions

- a) The annual subscription rate for each type of membership shall be determined from time to time by the Committee.
- b) Members shall pay the annual subscription fees set by the Committee from time to time.
- c) No person who has been elected or registered as a member shall be entitled to the privileges of membership until he has paid the annual subscription. For the avoidance of doubt, individuals shall not be eligible to take part in the business of the Club, vote at the general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid.
- d) Any member whose subscription is not paid by such date as the Committee shall decide each year shall be deemed to have resigned his/her membership of the Club.
- e) With the exception of Junior members, the subscription fee will include membership of the S&SC, the cost of which is determined annually by the S&SC.

7) Committee

- a) The affairs of the Club shall be conducted by a Committee which shall for the time being consist of the Chairman, Minutes Secretary, Treasurer, Membership Secretary, Fixtures Secretary and Welfare Officer.
- b) The Committee members shall be elected at the Annual General Meeting.
- c) The Chairman shall be the chairman of the Committee and shall preside at every meeting of the Committee at which he/she is present. If he/she is not present, the Committee may appoint one of their number to be chairman of the meeting.
- d) The Committee may co-opt up to three further members on the Committee. Co-opted members shall serve until the next Annual General Meeting when that person shall retire but shall be eligible for re-election.
- e) The Committee may appoint such sub-committees for any particular purpose as it thinks fit from among its members.
- f) The Committee shall decide in its discretion how members may be nominated to be members of the Committee and shall notify the members accordingly
- g) The term of office of a Committee member shall be for one year, and members shall be eligible for re-election. If the post of any 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.
- h) Subject to termination of office by resignation, removal or otherwise, the Committee members remain in office until they or their successors are re-elected or elected (as the case may be) at the AGM following their re-election or election.
- i) If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next Annual General Meeting. If there is more than one candidate, for any particular vacancy, there shall be an election at the AGM for that position. In the event of a tie, the candidate to be elected (unless the candidates otherwise agree) will be determined by lot.
- j) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- k) The Committee will have the powers to appoint any advisers to the Committee as necessary to fulfil its business.
- l) The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- m) Subject to the Lawn Tennis Association Rules ("LTA Rules") and the LTA Disciplinary Code and the LTA's wider jurisdiction, to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members.

- n) Subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the Members where permitted by its rules/regulations and to refer its members to be disciplined by the LTA.
- o) To do all such other things as the Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of and to promote increases in participation at all levels of the game of tennis.
- p) The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- q) Committee meetings shall be held as often as the Committee think fit provided there shall be no less than 4 meetings each year.
- r) A minimum of 2 Committee members shall form a quorum at a meeting of the Committee.
- s) The Chairman shall hold a deliberative as well as a casting vote at Committee meetings.
- t) Decisions of the Committee shall be made by a simple majority.

8) 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 members should be presented and submitted in writing to the Chairman.
- c) The Committee will meet to hear complaints within 7 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against who the complaint was made within 7 days of the hearing.
- e) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 7 days of the Chairman receiving the appeal.

9) Finances

- a) The Club Treasurer will be responsible for the finances of the Club.
- b) The financial year of the Club will run from 1st October and end on 30th September.
- c) All Club monies will be banked in an account held in the name of the Club.
- d) Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.
- e) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- f) Any cheques drawn against the Club funds should hold the signature of the Treasurer plus up to one other Committee member.
- g) The Club is a non-profit making organisation. The income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties by way of bonus, dividend or profit.
- h) Nothing in Clause 9.f shall prevent the Club from entering an agreement with a member for the supply by him/her to the Club of goods or services provided that such arrangements are approved by the Committee.
- i) The Club may pay any reasonable expenses that members of the Committee properly incur in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.
- j) The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Treasurer.

10) Annual General Meeting and Extraordinary General Meeting

- a) General meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) in the month of November to:
 - i) Approve the minutes of the previous year's AGM
 - ii) Receive reports from the Chairman
 - iii) Receive a report from the Treasurer and approve the accounts
 - iv) Elect the officers on the Committee
 - v) Agree the membership fees for the following year
 - vi) Consider any proposed changes to the Constitution
 - vii) Deal with other relevant business
- c) Notice of the AGM will be given to members with at least 14 days notice.
- d) Nominations for officers of the Committee shall be sent to the Chairman prior to the AGM.
- e) Proposed changes to the Constitution shall be sent to the Chairman prior to the AGM and such changes shall be circulated to members at least 7 days before the AGM.

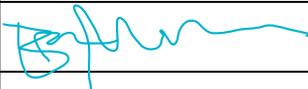
- f) Subject to Clause 6.d, every member of 18 years of age and above shall have one vote at any general meeting of the Club and shall be eligible for election to the Committee.
- g) There shall be no right for a member to vote by proxy.
- h) The quorum for AGM's will be 12 members or one-tenth of the membership, whichever is the greater number.
- i) The Chairman shall hold a deliberative as well as a casting vote at general meetings.
- j) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Chairman supported by at least 10 members. If such a request is made, 21 days notice of such a meeting specifying its purpose shall be given to members. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
- k) If members attending an AGM or EGM do not constitute a quorum within half an hour of the start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an AGM or EGM the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- l) The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

11) Dissolution

- a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of at least three quarter's of the membership.
- b) In the event of dissolution, all debts should be cleared with Club funds. Any assets of the Club that remain following will become the property of the Hambleden Sports & Social Club.

12) Declaration

- a) Hambleden Tennis Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of the members.

Name		Position	
Sign		Date	1 12 19
Name		Position	
Sign		Date	