

Hook Norton Tennis Club
Constitution

1. **Name** The Club is called Hook Norton Tennis Club (“the Club”)

2. **Definitions**

- “the Chairman” means the person elected or appointed from time to time to be the Chairman of the Club in accordance with Rule 8;
- “the Vice Chairman” means the person elected or appointed from time to time to be the Vice Chairman of the Club in accordance with Rule 8;
- “the Secretary” means the person elected or appointed from time to time to be the Secretary of the Club in accordance with Rule 8;
- “the Treasurer” means the person elected or appointed from time to time to be the Treasurer of the Club in accordance with Rule 8;
- “the Junior Development Officer” means the person elected or appointed from time to time to oversee the development and encouragement of junior tennis and who is responsible for young people under the Clubs child protection policy;
- “the Management Committee” means the committee appointed pursuant to Rule 8 to manage the Club;
- “the Members” means the members of the Club admitted from time to time to membership of the Club in accordance with rule 5;
- “the CLTA” means Oxfordshire County Lawn Tennis Association;
- “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
- “Disciplinary Code” means the disciplinary code of the LTA in force from time to time
- “Rules” means the rules of the LTA as in force from time to time

2.1 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3. **Objects**

3.1 **The objects of the Club are:**

The primary object of the club is to provide facilities for and promote participation of the whole community in the sport of tennis. Specifically:

- (a) To provide tennis, social and other activities for its members and generally to encourage and facilitate the playing of tennis by players of all ages and abilities without barrier;
- (b) To compete in local leagues, competitions and tournaments;
- (c) To be an active partner in the life and development of Hook Norton Sports and Social Club;
- (d) To promote, improve, develop and support the interests of tennis;
- (e) To provide and maintain, establish own, operate and turn to account in any way the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (f) 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;
- (g) To discipline members where permitted by its Rules/Regulations;

(h) to do all such other things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

4. Application of Profit

The Club is a non profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects.

5. Membership

5.1 Eligibility for Membership

Membership of the Club shall be open to all without discrimination.

5.1.1 Persons of either sex are eligible for full membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

5.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

5.1.3 The number of Members is unlimited.

5.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every applicant shall be admitted as a Member of the Club upon supplying the information required by the application form and payment of the membership fee unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. The management Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

5.3 Conditions of membership

5.3.1 Each member agrees as a condition of membership:

(A) to be bound by and subject to these rules (as in force from time to time)

(B) to be bound by and subject to the Rules and the Disciplinary Code

5.3.2 Rule 5.3.1 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 5.3.1 should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

5.3.3 The Management Committee 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 rule.

5.4 Classes of Members

There shall be the following classes of Members for the Club

Full Members: which are	Seniors Family Concessionary (Over 60, disabled and those on state benefits as defined in the Club rules from time to time).
Junior Members:	(Up to 10 years and 11 to 18 years).
Student Members:	(Over 18 and in full time further or higher education).
Winter Members:	(October to March).

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

5.5 Subscriptions

5.5.1 The annual subscription for each type of Member shall be determined from time to time by the Management Committee.

5.5.2 No person who has been elected a Member shall be entitled to the privileges of membership until he has paid the annual subscription.

5.5.3 Any Member whose subscription is more than three months in arrears shall be deemed to have withdrawn their application for membership.

5.5 Clothing

Any person playing tennis on the courts is allowed to wear coloured tennis clothing and/or sports wear. Appropriate footwear must be worn at all times.

5.6 **Coaches and Players**

The club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the club can enforce any breach at its option and in its sole discretion.

6. **Expulsion**

6.1 The Management committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the Club for him to remain a Member.

6.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.

6.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to answer complaints made against him and to cross-examine any witnesses and must not be expelled unless at least two thirds majority of the Management Committee then present vote in favour of his expulsion.

6.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt the Member shall be entitled to attend the meeting making that decision. Appeal against expulsion may be made in accordance with clause 5.2.

7. **Voluntary Cessation of Membership or Expulsion**

Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription.

8. The Management Committee

- 8.1** The Club shall be managed by a Management Committee consisting of:
- (a) the Chairman
 - (b) the Vice Chairman
 - (c) the Secretary
 - (d) the Treasurer
 - (e) the Junior Development Officer
 - (f) no more than 5 other Members elected annually at the annual general meeting.
- 8.2** Nominations for the election of Members of the Management Committee shall be sent to the Secretary in writing not less than 7 days before the annual general meeting with the names of the proposer and seconder.
- 8.3** Any person nominated as a member of the Management Committee must be a Full Member of the Club.
- 8.4** 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 annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that vacancy.
- 8.5** The Management Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members shall remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).
- 8.6** In addition to the members elected or appointed in accordance with this Rule 8, the Management Committee may co-opt up to three further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 8.7** The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire.
- 8.8** Retiring members of the Management Committee may be re-elected where they are Full Members.
- 8.9** A member of the Management Committee shall be deemed to have vacated office if:
- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - (b) he is, or may be, suffering from mental disorder; or
 - (c) he resigns his office by giving verbal or written notice at a Management Committee meeting or to the Secretary; or
 - (d) He shall without sufficient reason for more than three consecutive meetings of the Management committee have been absent and the Management Committee resolves that his office be vacated; or
 - (e) He is suspended from holding office or from taking part in any activity relating to the administration or management of a club by a decision of the CLTA or the LTA; or
 - (f) He is requested to resign by not less than two thirds of the Management Committee members acting together.
- 8.10** Each member of the Management Committee must satisfy HMRC's fit and proper person test to be involved in the general control, management and administration of the Club and must declare that he is a fit and proper person prior to being elected.
- 8.11** The club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the club can enforce any breach at its option and in its sole discretion.

9. Proceedings of the Management Committee

- 9.1** Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 6 meetings each year. The quorum of such meetings shall be 4. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 14 days' notice of a meeting.
- 9.2** The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice Chairman shall preside. If there is no person holding that office, or if the Vice Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.
- 9.3** Decisions of the Management Committee shall be made by consensus wherever possible and failing which by a simple majority and in the event of equality of votes the Chairman (or the acting chairman of that meeting) shall have the casting or additional vote.
- 9.4** The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 9.5** The Management Committee shall be responsible for the management of the Club and for ensuring that the aims and purposes of the Club are carried out to the best of their abilities during their period of office. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 9.6** Every member of the Management Committee or agent of the Club shall be indemnified by the Club and the Management Committee shall pay all costs, losses and expenses which any such member of the Management Committee or agent may incur or for which he may become liable by reason of any contract entered into, court action taken against him or act or thing done by him in good faith as such member of the Management Committee or agent in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of his duties. The Management Committee may give to any member of the Management Committee or agent of the Club who has incurred or may be about to incur any liability at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.
- 9.7** Any proposal involving expenditure in excess of £5,000 shall require the consent of the annual general meeting or an extraordinary general meeting..

10. Annual General Meeting

- 10.1** The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business;
- (a) Apologies.
 - (b) Minutes of the last annual general meeting
 - (c) Matters arising.
 - (d) To receive the Chairman's report of the activities of the Club during the previous year and the Management Committee's proposals for the subscriptions for the coming year.
 - (e) To receive and consider the accounts of the Club for the previous year and the Treasurers report as to the financial position of the Club.
 - (f) To elect members of the Management Committee;
 - (g) To decide on any resolution which may be submitted in accordance with Rule 10.2 below;
 - (h) To deal with any special matters which the Management Committee desires to bring before the membership.

- 10.2** Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 21 days before the meeting with the names of the proposer and seconder.
- 10.3** No period greater than fifteen months shall elapse between one annual general meeting and the next.

11. Extraordinary General Meetings

An extraordinary general meeting may be called at any time by the Management Committee or 12 Full Members of the Club. Members must make this application in writing to the Secretary stating the purposes for which the meeting is required and the resolutions proposed. The Management Committee must arrange an extraordinary general meeting within a reasonable time of receipt of such a request.

12. Procedures at the Annual and Extraordinary General Meetings

- 12.1** The Secretary shall arrange to send to each Member at his last known address written notice of the date of the general meeting together with any resolutions being proposed at least 14 days before the meeting.
- 12.2** The quorum for the annual and extraordinary general meetings shall be 10 Full Members.
- 12.3** The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting the Vice Chairman shall preside but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting the Management Committee members present may choose one of their number to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.
- 12.4** Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of equality of votes the chairman of the meeting shall have a casting or additional vote.
- 12.5** The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 12.6** There shall be no right for a member to vote by proxy.

13. Guests

- 13.1** Any member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 13.2** No one may be admitted as a guest on more than four occasions in any calendar year.
- 13.3** The member introducing such a guest is responsible for payment of the guest fee as laid down from time to time by the Management Committee.

14. Alteration of the Constitution

This constitution may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two thirds of the Members present and voting at the general meeting, the notice of which contained particulars of the proposed alteration or addition.

15. Regulations, Bye-laws and Standing Orders

The Management Committee shall have power to make, repeal and amend such regulations, bye-laws and standing orders as it may from time to time consider necessary for the well being of the Club. Such regulations, bye-laws and standing orders and any repeals or amendments to

them shall have effect until set aside by the Management Committee or at an extraordinary general meeting called by the members for that purpose.

16. Finance

- 16.1** All moneys payable to the Club shall be received by the person authorised by the Management committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Vice Chairman and Treasurer. Any monies not required for immediate use may be invested as the Management Committee in its discretion thinks fit but may not be invested in stocks and shares.
- 16.2** Subject to Rule 17.3 the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 16.3** The Management Committee shall have power to authorise the payment of remuneration and expenses to any member of the Management Committee, Member or agent of the Club and to any other person or persons for services rendered to the Club.
- 16.4** The financial transactions of the Club shall be recorded in such manner as the Management committee thinks fit by the Treasurer.
- 16.5** Full accounts of the financial affairs of the Club shall be prepared each year. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

17 Dissolution

- 17.1** A resolution to dissolve the Club shall only be proposed at an extraordinary general meeting and shall only be passed if carried by a majority of at least three quarters of the Members present and voting.
- 17.2** The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3** In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
- (a) A registered charitable organisation(s)
 - (b) Another Club which is a registered CASC
 - (c) The sports national governing body for use by them for related community sports.