

Hanham Community Centre Tennis Club

Hanham Community Centre, High Street, Hanham, South Gloucestershire. BS15 3EJ

SECTION CONSTITUTION

Revision ____ adopted by resolution at a General Meeting of the section held on the _____

NAME

1. The Section is to be known as the Hanham Community Centre Tennis Club; herein referred to as the "Section"; and is a Section of the Hanham Community Centre (Registered Charity No 1152575). This section has an operating name of Hanham Community Centre Tennis Club.

OBJECTIVES

2. The Object of the Section shall be to undertake the provision and promotion of lawn tennis for the furtherance of the Section and the Community Centre, and for the benefit of its members.

3. AFFILIATION

The Club is affiliated to The Lawn Tennis Association through the appropriate County Lawn Tennis Association and will adopt and conform to the rules of these organisations in so far as they can and are for the benefit of Club Members.

POWERS

4. The Committee have the power to act as they see fit, in the best interest of the members, to further the Objectives of the Section, provided they act within the limits of this Constitution; and any guidelines or Policies issued by the Community Centre (including the Governing Document and Section Code of Practice).

5. The Committee shall: administer the affairs and funds of the Section; Receive contributions through a Membership fee, set Membership fees, maintain any assets; and, set the direction for the Section. They may also set any Club Rules or Codes of Conduct.

6. The Section does not have any powers to buy, take on lease or in exchange any property; nor any powers to borrow money or seek external grants or funding (fundraising); nor any powers to employ or engage paid or unpaid staff.

7. Any three elected Officers of the Committee shall have the power to make spot decisions regarding any urgent business within the Section.

8. The Committee may delegate any duties to a member or Members as they see fit.

9. The Section shall adopt the wider policies of the Community Centre, specifically including its Equal Opportunities and Safeguarding policies.

10. Organise and arrange for essential maintenance and advise the members if practicable

11. Organise and arrange the rules or procedures for tournaments or matches involving other clubs (junior and adults) as long as any of those rules are not in direct conflict to these Club rules.

12. Close the courts for the purpose of maintenance.

MEMBERSHIP

13. Membership shall be open to anyone who has an interest in assisting the Section to achieve its aim and is willing to adhere to the Constitution and rules of the Section.

14. All Section Members must subscribe to Hanham Community Centre Membership, at the appropriate level. Members are responsible for ensuring their Community Centre Membership fees are paid and maintained up to date.

15. Only paid up Members of the Section may participate in Section activities.

16. With the permission of the Community Centre, the Section may charge Membership fees and other charges, these shall be decided at the AGM and reflect the annual budget and section charges set by the Community Centre.

17. The Secretary shall hold a Membership list of addresses and contacts with a next of kin contact for all Members. Members will inform the Secretary of any changes of details.

18. The Section Committee has the right, subject to appeal, to refuse or withdraw Membership (see para 19).

19. The Committee shall have the power to suspend (for a period not exceeding six months) or expel any Member that shall contravene any Rule of the Club or whose conduct shall, in the opinion of the Committee, prejudicially affect the Club or render him or her unfit for Membership of the Club. When any person be suspended or expelled from Membership the Secretary of the Committee shall write to inform him or her of the Committee's intention and that person shall be entitled to enquire as to the reason why they have been so suspended or expelled.

20. Membership will cease if the member (a) dies; (b) offers written resignation; (c) is expelled from membership of the section or Community Centre

DISPUTES

21. If a dispute arises between members of the section (or members and the committee) about the validity or propriety of anything done by the members (or committee) under this constitution, and the dispute cannot be resolved by agreement, the committee shall seek mediation from the Trustees.

MANAGEMENT COMMITTEE AND OFFICERS

22. The Section will be run by a Committee, consisting of Chairman, Treasurer and Secretary (the Officers); plus other Members (ie. the Men's captain, the Ladies Captain, the Fixtures secretary and the Publicity Officer). Committee Members must be at least 18 years of age. Members will be elected, at an AGM, for a period of up to 4 years, but may be re-elected at the Section's AGM. Proxy votes will not be accepted. Persons nominated unopposed will be elected by acclamation.

23. To ensure continuity one third of the Members will retire each year in rotation, giving each member a nominal term in office of three years (though para 22 takes precedence). If a post becomes available through resignation it shall be filled for the remainder of its term at the next AGM; in the interim the Committee may co-opt a member to fill the vacancy.

24. All nominations are to be presented to the Secretary 7 days before the AGM (in writing with a proposer and seconder) – if there is more than one nomination for a position, voting shall be by a majority "show of hands" (see para 36). A nomination form is available from the Secretary. Only if there are no nominations may nominations be proposed at the General Meeting.

25. The Committee shall elect a Vice-Chairman from the Committee by a majority vote.

26. The Secretary shall keep minutes of Committee meetings and General Meetings, and such minutes shall be available to Members (if requested).

27. The Committee shall meet at least four times per annum. As per the Centre's Rules and Regulations, the Officers of the Hanham Community Centre have the right to attend, and vote, at any meeting.

28. The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint, or any defect in the appointment of such member.

29. The Committee may co-opt Members into unfilled vacancies with voting rights; and may co-opt up to 3 Members onto Committee without voting rights (normally for a specific period and purpose).

30. The Committee may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the Section, but such rules or bye laws must not be inconsistent with any provision of this constitution, nor the policies, Rules or Constitution of the Charity (which will take precedence). The Tennis Club Management Committee have the right to interpret the rules of the Club. Copies of any such rules or bye laws currently in force must be made available to any member of the Section on request (a copy should also be provide to the Trustees).

31. The committee may establish sub-committee(s) for any specific purpose and delegate appropriate powers, as it determines, to such sub-committee. A sub-committee shall have at least three members; two of whom shall be committee members with the remainder co-opted from the membership. The membership shall be agreed by the committee, and the Chairman and Secretary shall be ex-officio members.

MEETINGS

32. The Annual General Meeting of the Section is to be held annually before May, with fourteen days notice given to Members; and to the Community Centre Trustees – who shall be invited (in writing) to attend.

33. The business of the Annual General Meeting shall be to: Confirm the minutes of the previous AGM and any General Meetings held since the last AGM; Receive the accounts for the year; Receive the annual report of the Committee; Elect the Committee of the Section (i.e. Chairperson, Secretary, Treasurer and the other Committee Members – see para 22/23; Review Section subscription rates and agree them for the forthcoming year; Transact such other business received in writing by the Secretary from Members 7 days prior to the meeting. There will not be an “Any Other Business” agenda item.

34. Items for consideration at the AGM must be submitted to the Section Secretary seven days before the date of the meeting.

35. An Extraordinary General Meeting (EGM) may be called at the discretion of the Section Committee; or at the request of one quarter of the current Club Membership – with fourteen days notice given to Members.

36. No business shall be transacted at any General Meeting without the presence of a quorum. A quorum shall be not less than one quarter of the Membership. All voting at any meeting shall normally (unless specified otherwise herein) be conducted on a simple majority vote (normally by a “show of hands”); with the Chairman to have authority to cast a second or deciding vote if required. Elected Members will take up office from the close of the meeting.

37. The accounting year shall align with that of the Community Centre, which is 1st April to 31st March

38. The proceedings of any such General Meetings (AGM/EGM) must be formally recorded as minutes, and be made available to the Section members. A copy must also be sent to the Trustees; not withstanding that such minutes are to be formally accepted at a subsequent AGM.

FINANCE

39. The control of the Section's funds shall be vested in the Officers of the Committee and administered by the Treasurer. All monies, assets and equipment belong to the Hanham Community Centre.

40. A yearly Operating Cost Statement and Balance Sheet shall be presented at the Annual General Meeting of the Section. The financial year shall match that of the Community Centre. The Section's accounts will be provided to the Community Centre for inclusion in their accounts. This shall be in a format defined by the Community Centre.

41. Funds of the Section shall only be used for the furtherance of the Section's Aims and Objectives. All capital expenditure shall be in accordance with Community Centre guidelines.

42. Signatories to the Section's bank account(s) shall be the Treasurer and other (typically two) Members of the Section as agreed by the Committee.

43. Items of Capital Expenditure (and extraordinary items of revenue expenditure) should be undertaken with the agreement of the Trustees, following the defined financial procedures.

AMMENDMENTS TO THE CONSTITUTION

44. The Constitution may be altered only by a General Meeting; in a two-thirds majority vote. Any proposed alterations must be handed to the Secretary in writing seven days before the date of the meeting.

45. Proposed changes to the Constitution must be approved by the Community Centre Board of Trustees prior to being presented to a General Meeting. As such, further changes to the Constitution cannot be made at the General Meeting.

DISSOLUTION

46. The Section may dissolve if deemed necessary by the Members in a two-third majority vote at a General Meeting. Any assets or remaining funds shall be returned to the Community Centre.

ADOPTION

47. This Constitution was adopted by a resolution at a General Meeting of the Membership held on _____, and is duly signed by the presiding Chairman.

Signed: _____ Print: _____ Date: _____

CHANGE

Change 30 09 2016	Revision 1.0	Author CGB
Change 15 10 2016	Revision 1.1	Author CGB
Change 10 01 2017	Revision 1.2	Author CGB
Change 13 01 2017	Revision 1.3	Author CGB
Change 13 03 2017	Revision 1.4	Author CGB
Change 13 03 2017	Revision 1.5	Author CGB
Change 14 03 2017	Revision 1.6	Author CGB

RECORD

Initial Draft for Committee approval	Revision
Final Draft for BOT approval	Revision
Issue – Adopted at Section AGM	Revision