



## **Bandon Tennis Club Constitution**

### **1. Name**

The name of the Club shall be Bandon Tennis Club.

### **2. Objectives**

- 2.1.** To promote the game of tennis and provide facilities for the playing and promotion of the game of tennis and social activities among its members.
- 2.2.** To apply for affiliation to Tennis Ireland and undertake to accept and abide by its Constitution and Bye-Laws.
- 2.3.** Bandon Tennis Club is fully committed to safeguarding the well-being of its members. Every individual in the Club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the "Child Safeguarding Statement".

### **3. Trustees**

- 3.1.** All real and personal property whatsoever belonging to the Club shall be vested in not less than three and not more than five Trustees for the time being for the use and benefit of the Club and the Members thereof.
- 3.2.** The Trustees shall be indemnified against liability and expense incurred by them, by reason of their position as Trustees, out of the Clubs assets and in so far as the assets of the Club may be deficient, jointly by the members for the time being of the Club.
- 3.3.** Each Trustee shall on the invitation of the Management Committee be entitled to attend any meeting of the Management Committee in its capacity of trustee but in such capacity shall not have voting power.
- 3.4.** The Trustees shall deal with the Club property as directed by resolution of the Management Committee and the Management Committee minute book shall be conclusive evidence of such resolution.
- 3.5.** Only full members of the Club shall be entitled to become and remain Trustees of the Club.
- 3.6.** Trustees shall be elected at a General Meeting of the Club and shall hold office until he/she shall:
  - a) resign
  - b) cease to be a member of the Club
  - c) be removed from office by a resolution passed by a 2/3 majority at any General Meeting of the Club.



- 3.7. Only a general meeting shall have the power to fill vacancies caused by resignation or death of a trustee.
- 3.8. Trustees shall serve for a period of five years from the date of their election and may seek re-election for a further term.
- 3.9. 4 new Trustees volunteered to the board of the club at the AGM on the 1st of April 2019 (Rodger Pearson, Steven Roycroft, Tish Canniffe and Lisa Murray). These trustees need to be paying members and be responsible for good governance of the club.

#### 4. Membership

##### 4.1. **The playing membership of the club shall be categorised as follows:**

- a) Single.....18 years of age or over.
- b) Student.....from 18 years of age to 23 years of age (inclusive) attending full time at a Third Level Educational establishment.
- c) Junior.....under 18 years of age.
- d) Family.....Two adults and their children under 18 years or still in 2<sup>nd</sup> level education
- e) Over 70s.....70 years of age or over.
- f) All forms signed by parents and juniors in relation to Child Protection will remain valid for the duration of the junior's club membership, unless there is a change in their circumstances.

##### 4.2. **The non-playing membership of the club shall be categorised as follows:**

- a) Honorary Members
- b) Social Members
- c) Honorary Vice Presidents
- d) Volunteers/Helpers

##### 4.3. **Annual membership subscription**

- a) All members shall be required to pay an Annual Subscription and the amount payable by the various categories of members shall be fixed by the Annual General Meeting or Extraordinary Meeting of the members of the club 18 years of age and over.
- b) Members can join at any time of the year. Membership renewal is due on the same date every year, which is the date that member joined.
- c) Any member who does not pay their subscription on their renewal date shall be removed from the booking system the following day and they cannot play until their sub is paid.



- d) Any member who is more than one months late with renewing may have their account deleted and must re-apply for membership if they wish.
- e) Membership may be reinstated at the discretion of the Management Committee on payment of the current Annual Subscription and any appropriate levies.

#### **4.4. Admissions**

- a) The election of all members shall be in the hands and at the discretion of the Management Committee.

#### **4.5. Termination**

- a) The Management Committee shall have the power, only in accordance with the provisions of this rule, to deprive a member of membership of the Club.
- b) The Management Committee, by a majority of not less than two thirds of its members then present at a meeting, may decide that it is in the interest of the Club that the member should be called on to resign membership of the Club.
- c) The Management Committee shall fix a date for a meeting at which the matter of the member's resignation shall be considered. The member shall be given two weeks' notice of the date and place of the meeting.
- d) The notice shall be in writing and shall inform the member of the Management Committee's decision and of the reason why the member is being called on to resign. It shall incorporate a copy of this rule.
- e) It shall be deemed to have been sent if forwarded by prepaid post to the member's last known address or to the member's last known postal address appearing in the records of the club.
- f) The member may attend the meeting and speak on his/her own behalf but shall then leave the meeting and the Management Committee shall then deal with the matter.
- g) The Management Committee shall have the power by a majority of not less than two thirds of its members then present at the meeting to remove the member's name from the list of members of the club.
- h) Where, in accordance with the provisions of this rule, the Management Committee remove the name of a member from the list of members of the Club such person shall cease to be a member of the Club and shall be notified accordingly in writing.
- i) Any category of member may be deprived of membership of the club in accordance with the provision of this rule.
- j) The member may appeal the Management Committee's decision to deprive him/her of membership to the Annual General Meeting of the Club. However the suspension shall remain until the decision of the Annual General Meeting is determined.



- k) The member must advise the Honorary Secretary of the Club in writing of his/her decision to appeal the decision of the Management Committee to the Annual General Meeting of the Club.
- l) The member shall not be present at the Annual General Meeting.
- m) The Management Committee shall place all relevant facts before the members at the Annual General Meeting.
- n) A member whose membership rights are suspended or terminated shall not be entitled to the refund or rebate of the whole or any part of his/her annual subscription or any other sum that may have been paid by him/her to the Club.

## **5. General Meetings**

- 5.1.** The Annual General Meeting of the Club shall take place within 3 months after the club's financial year end
- 5.2.** In the event of an adjournment of the Annual General Meeting the existing Management Committee shall continue to take responsibility for the affairs of the Club.
- 5.3.** The Annual General Meeting of the Club shall be held for the purposes of receiving the Annual Report and Financial Statements of the Management Committee, for election of Officers and members of the Management Committee, revising rules under Notices of Motion and transacting other business of the Club including matters of importance affecting finance and policy.
- 5.4.** Notices of Motion for discussion must be sent to the Secretary of the Management Committee in writing at least fourteen days prior to the date of the Annual or Extraordinary General Meeting and shall be posted on the Clubhouse notice board for at least seven days prior to the meeting.
- 5.5.** An Extraordinary General Meeting of the Club may be called at the request of the Management Committee or on the requisition to the Honorary Secretary signed by at least thirty members 18 years of age and over and stating the business to be transacted.
- 5.6.** At least fourteen days' notice of such meeting shall be given to each member 18 years of age and over specifying the time and place of the Meeting and the business to be transacted. No other business than that which appears in the notice convening such a meeting shall be discussed.
- 5.7.** No member shall be entitled to attend or vote at any Annual General Meeting unless their Annual Subscription and other charges payable to the Club for the year under review have been paid or discharged within the prescribed periods.
- 5.8.** At any Annual or Extraordinary General Meeting of the Club only playing members of 18 years and over may attend and vote.



- 5.9. The Chairperson of the Management Committee shall preside at the Annual and all other General Meetings of the Club. In the absence of the Chairperson the meeting shall appoint its own Chairperson.
- 5.10. The members of the Management Committees shall be elected by ballot, if required, at each of the Annual General Meetings. The members of the Management Committee shall consist of the Officers and at least three other members.
- 5.11. The mode of voting at any General Meeting shall be by show of hands, but a simple majority may decide to vote by ballot. Voting by proxy shall not be allowed.
- 5.12. The members at each Annual General Meeting shall elect the following Officers of the Club namely President, Chairperson, Honorary Secretary, Honorary Treasurer, Men's Captain, Ladies Captain, Children's Officer, Public Relations Officer and Committee Members (3.)

## **6. Management Committee**

- 6.1. The Management Committee shall have the power to appoint sub committees from among the members of the Club for any particular purpose they think fit.
- 6.2. Six members of the Management Committee shall form a quorum and any decision shall be by way of simple majority. In the case of tie the Chairman of the meeting shall have the casting vote.
- 6.3. The Management Committee shall carry out any decisions made at a General Meeting.
- 6.4. The Management Committee shall be responsible for the day to day running of the club including permitted time of play by various categories of members.

## **7. Change to Constitution**

- 7.1. No part of this Constitution shall be varied or deleted except that the change is agreed by a two thirds majority of members at a duly convened General Meeting.
- 7.2. A motion or proposal that a new rule be adopted or an existing rule varied or deleted shall be given in writing, signed by the Proposer and Secunder, who shall each be a member 18 years of age and over to the Honorary Secretary at least 21 days before the General Meeting. The proposed alteration must be displayed on the Club notice board for at least 14 days before the General Meeting.