

LINDEN LEA TENNIS CLUB COMPTON PARK FINCHFIELD WOLVERHAMPTON

CONSTITUTION (effective from January 2024)

BEING THE CONSTITUTION FOR AN UNINCORPORATED TENNIS CLUB

1) TITLE

The name of the Club shall be Linden Lea Tennis Club hereinafter called the Club.

2) AIMS

- 1) To promote the playing of tennis in the district.
- 2) To encourage and develop the game particularly in respect of young people.
- 3) To take and retain registration with the LTA and to comply with and uphold the LTA Rules and Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated. Subject to Management Committee approval.

3) MEMBERSHIP

Full Member – A player aged 18 years or over in the year of application/renewal.

Intermediate Member – A player having left school but in Higher/Further education and not in receipt of earned income at the time of application/renewal.

Junior Member – A player in general education and under 18 years of age in the year of application/renewal.

Parent Member – A player who can only play with junior members (who receive coaching at the club).

Social Member – Open to those who do not wish to play tennis but wish to support the Club activities and have an interest in the development of the game.

Life Member – Full Members who are recommended by the Management Committee and ratified at an Annual General Meeting.

Honorary Member – Recommended by the Management Committee

4) RIGHTS OF MEMBERSHIP

The rights of membership are as determined by the rules of the Club which may be amended by the Management Committee.

Only Full Members and Life Members shall be entitled to receive notice of, attend and vote at General Meetings.

On the recommendation of the Management Committee a Full Member may be elected a Life Member at any General Meeting and shall therefore be entitled to all the privileges of the Club without paying the annual subscription or any special payment for such Life Membership. A two thirds majority of the General Meeting attending members shall be necessary for such election.

Honorary Members . The Management Committee may recommend that outside people become Honorary Members of the Club . Such people may offer additional services to the club or be local dignitaries. Such members would be elected by the Management Committee and have no voting rights within the Club.

Temporary Honorary Members are also designated under Visitors section.

Draft minutes to be circulated within 14 days of the committee meeting.

5) VISITORS

Visitors, accompanied by a playing member over 16 years of age are allowed to use the courts twice per season. The rules and admission fees are decided annually by the Management Committee prior to the start of the season.

Every member of a visiting team or visitor shall be an Honorary member for the day and every competitor in a tournament at the Club (and in the case of a competitor under age 18, his parent or guardian) shall be an Honorary member for the period of the tournament.

6) HONORARY OFFICERS

- 6.1 The Honorary officers of the Club shall be:- the President, Chairman, Secretary and Treasurer.

The President shall be the figurehead for the Club. The position of President shall be open to any full paid member of Linden Lea Tennis Club except those in the Junior and Honorary categories. Nominations to be made to the Secretary and a vote shall be taken at the AGM by all voting members present. The position of President shall be an annual position but the incumbent, shall they be willing to stand, shall be automatically re elected subject to approval at the AGM.

- 6.2 The President shall be entitled to attend meetings of the Management Committee and speak but not have a vote (unless they have been elected to another position on the Management Committee.
- 6.3 The Chairman, Secretary, and Treasurer shall be elected annually at the Annual General Meeting and take Office immediately.

7) MANAGEMENT COMMITTEE

- 7.1 The Management Committee shall comprise of the Officers and the following elected members:-

All Team Captains, Membership Secretary, Safeguarding & Welfare Officer, Junior Secretary, Social Secretary, Clubhouse Secretary, Building and Maintenance Secretary.
- 7.2 The Management Committee shall be elected annually at the Annual General Meeting and take Office immediately.
- 7.3 The Management Committee may co-opt up to 5 further members.
- 7.4 Sub Committees to assist in the running of the Club . Positions in the following areas:-Publicity, Building and Maintenance, Tournament secretary for Junior development, Social ,Veterans, Membership. These positions open to volunteer members in all categories.

8) RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

- 8.1 Subject to the Constitution, the Management Committee shall manage the affairs of the Club according to the finances available.
- 8.2 Each elected Management Committee member shall present a written report at the Annual General Meeting.
- 8.3 The Management Committee shall have Executive powers in organising and administrating the affairs of the Club within the Constitution.
- 8.4 The Management Committee shall meet no less than 4 times per year and the Chairman may call further meetings with discretion.
- 8.5 Each elected Management Committee member shall be entitled to one vote with the exception of the Chairman who shall have the casting vote in the case of equality of votes.
- 8.6 The Chairman, in consultation with one other elected Management Committee member, has the right to make any emergency decision between Committee meetings. The action taken will be reported to the

Management Committee members at the next meeting.

8.7 A quorum shall consist of six Management Committee members.

9) GENERAL MEETINGS

9.1 The Annual General Meeting shall be held before 31st January each year.

9.2 An Agenda shall be circulated not less than 14 days before the meeting.

9.3 An Extraordinary General Meeting may be demanded by a minimum of ten voting members. This meeting shall be convened by the Secretary within 21 days of the receipt of the request and shall deal with only published Agenda.

9.4 A simple majority of all those present and entitled to vote shall be necessary to pass any resolution at an Annual General Meeting/Extraordinary General Meeting. Proxy voting will not be allowed.

9.5 Any proposition passed at any Annual General Meeting/Extraordinary General Meeting shall be binding on all members.

10) AMENDMENTS TO CONSTITUTION

10.1 Proposals to the Constitution shall be submitted in writing to the Secretary not later than 30 days before the Annual General Meeting by:-

- i) The Committee
- ii) A member of the Club seconded by another member.

Such amended proposals to be circulated with the notice of the Annual General Meeting.

10.2 No alteration or addition to the Constitution shall be made except by special resolution passed at a General Meeting with not less than two thirds of the votes cast being in favour.

11) FINANCE

11.1 The Club shall affiliate to the Staffordshire Lawn Tennis Association.

11.2 The financial year shall end on 30th September.

11.3 The Treasurer shall present an audited Balance Sheet at the Annual General Meeting.

- 11.4 The Annual General Meeting shall appoint an Honorary Auditor on recommendations of the Management Committee.
- 11.5 Each member shall pay an annual subscription which shall be due on a date determined by the Management Committee and agreed at a General Meeting.
- 11.6 The annual subscription shall be determined by the Management Committee.
- 11.7 All surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

12) INJURY/LOSS OF PROPERTY

Members or visitors leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause .

13) DISSOLUTION

The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting after due notice by at least 75% of Full and Life members and Trustees. Votes may be cast by proxy and those present.

If the Club is to be dissolved from its present form, the Management Committee shall negotiate with other local tennis clubs to amalgamate with one to form a partnership to perpetuate the Linden Lea name.

In the event that no local tennis club is found, to amalgamate with, then the procedure for disposal of all the Club assets shall be as follows:-
Local registered Charities and Sports Clubs to be invited to apply for monies in support of Capital projects.
Decisions on allocation of monies to be decided by Trustees, Club Chairman and Secretary.

14) TRUSTEES

- 14.1 All real and leasehold property and investments of the Club shall be as far as practicable be vested in Trustees and the Trustees shall act in accordance with any instruction which may be given to them from time to time by the Management Committee.

Matters related to the legal and contractual agreement between Linden Lea Tennis Club and Wolverhampton F C should be only be undertaken by the Trustees on behalf of a request from the Linden Lea Tennis Club Management Committee. The Management Committee are free to talk to

Wolves staff about upholding the agreement and other matters, but not at Director/Executive level.

The Trustees are responsible for the Club's investments and assets to ensure that it is safeguarded for continued operation.

Balances on the Club's current account exceeding £5,000 at the time of the audit should be transferred to a Building Society or Bank account held by the Trustees, unless the current and foreseen needs of expenditure are for a greater amount.

14.2 The Trustees shall be entitled to be indemnified against liability at any time properly incurred by them in respect of any such property out of assets belonging to held in trust for the Club.

14.3 The minimum number of Trustees shall be not less than three, but this shall not prevent a Trustee for the time being from acting as such if the number is below three.

14.4 The Trustees shall hold office until death or resignation or until removed from Office by a resolution of the Management Committee who may for any reason which may seem sufficient to the majority of those present and voting at any meeting, remove any Trustee or Trustees from the Office of Trustee. Where by reason of any such death, resignation or removal it shall appear necessary to the Committee that a new Trustee or Trustees shall be appointed, or if the Committee shall deem it expedient to appoint an additional Trustee or Trustees, the Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. The approval of the Management committee is required and the decision notified to the next AGM.

14.5 Trustee qualifications

The following criteria should be taken into account when nominating a future Trustee.

- a) Long association and commitment to the club
- b) Business acumen, ability to negotiate at director level.
- c) Financial experience.
- d) The highest level of integrity.

14.6 Any person dealing with the Trustees may accept a certificate signed by the Hon Secretary of the Club for the time being specifying the name of the Trustees of the Club at that time.