

WING LAWN TENNIS CLUB

CONSTITUTION

Name

1. The name of the Club, founded in 1991, shall be 'The Wing Lawn Tennis Club' (hereby known as 'the Club'.)

Objectives

2. The over-riding objective of the Club shall be the provision, development and encouragement of Lawn Tennis, and associated social facilities, to members of the local community, in accordance with the Club's Diversity and Inclusion policy below. Other objectives are:

- a. To provide and maintain Club premises at the Recreation Ground, Leighton Road, Wing subject to the terms of any lease presently applicable.
- b. To provide the local Community with tennis-playing facilities, in order to actively encourage adults, juniors and children to participate in local team sports.
- c. To promote, develop, support and improve interest in tennis as a sport and increase participation at all levels of the game.
- d. To encourage competitive tennis by entering teams in local summer and winter leagues, and promoting annual competitions and tournaments.
- e. To make any necessary rules and regulations concerning the operation of the club, including disciplinary procedures that may be taken against its members (subject to any overriding Rules and Disciplinary Code of the Lawn Tennis Association (LTA).
- f. To comply with and uphold the Rules and Regulations of the Buckinghamshire Lawn Tennis Association, as amended from time to time, and the LTA Rules and LTA Disciplinary Code.
- g. That the Club Management Committee (hereby known as 'the Committee') will take appropriate actions which it sees fit in order to further the interests of the Club.

Diversity and Inclusion Policy

3. The Committee, on behalf of all members will:

- a. Actively support and encourage a Diversity and Inclusion policy at Wing Lawn Tennis Club, which will value all members and their right to be treated with fairness and respect.
- b. Be unreservedly opposed to any form of discrimination, whether physical or verbal, on the grounds of age, gender, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- c. Work to ensure that any such behaviour is met with appropriate action.

Wing Lawn Tennis Club Constitution

- d. Work to provide a welcoming environment where members of the community feel able to join the Club in order to play tennis, and have the opportunity to take part in the Club's activities, competitions and events.
 - e. Be responsible for the implementation and review of this policy.
4. The maxim of the Club is simple: tennis for all, enjoyed by all. The Club Diversity and Inclusion policy is available on the Club Website at wingtc.weebly.com

Constitution

5. The Club is constituted by the Rules as a non-profit-making Lawn Tennis Club. In no circumstances during the continuance of the Club, nor after its dissolution, shall any assets or surplus funds be distributed to any Member or any other person nor to any organisation which is not itself either constituted as non-profit-making or a charity.

Affiliation

6. The Club is affiliated to The Lawn Tennis Association (LTA) through Bucks LTA and shall adopt and conform to the Rules of the organisations insofar as they apply.

Classes of Membership and Subscription Rates

7. The following classes of Members exist:
- a. Single Adult Member.
 - b. Junior Member. These shall be considered members aged 17 years and under, and those aged over 17 years but under 25 years who are in full time education
 - c. Family Membership. By concession, adult members and junior members may apply together for Family Membership. An application must include at least one Adult accompanied by any number of children aged 17 years and under living in the same household.
 - d. Coaching Membership. This is available to members of the Public who may only wish to use the courts with a recognised and affiliated Club Coach.
8. All membership rates and periodicity above will be reviewed and agreed upon annually by the Committee, and notified to members before the start of the new playing season.

Notes on Membership Subscriptions

9. The subscription year runs from 1 April to 31 March. Players shall not be entitled to the privileges of membership until the appropriate membership has been paid. Annual membership subscriptions are to be paid by 1 May; an existing member will cease to be a member if not paid up by this date. At that point, the individual would be subject to re-election at the discretion of the Committee, in accordance with the normal procedure.
10. Payment is to be made to the Secretary. All members are required to submit an updated membership form (available from the Wing Tennis Club Website) to the Secretary each year, along with payment.

Wing Lawn Tennis Club Constitution

11. New Members. An application for new membership will be considered by the Committee. Members who join part-way through the subscription year may, at the discretion of the Secretary and one other Committee Member, be allowed to use the Club pending the Committee's consideration of his application.

- a. Subscription will be due within one month of formally being notified as having been accepted as a member.
- b. Alternatively, if subscription is paid at the same time as submission of the membership application to the Secretary, it shall be repaid if election to membership does not take place.
- c. For those who join the Club after 1 September, the Committee may charge a proportionately reduced subscription for the part year remaining.

12. Conversely, the Committee may make a proportionate refund to any Member who becomes unable to use the Club for a substantial part of the year on account of injury, illness or departure from the district.

13. In cases of financial hardship, a reduction in Membership fees may be possible at the discretion of the Committee.

Members of the Public, Temporary Membership and Honorary Membership

14. Wing Lawn Tennis Club promotes tennis for all and the facility is available for use by all members, subject to the payment of the appropriate membership rate, and subject to match and Club times.

15. Temporary membership for the Public is considered as coaching membership, as per class of membership stated above.

16. Appropriate fees for non-members will be agreed by the Committee at each Annual General Meeting (AGM) and then posted on the Club noticeboard. Fees are payable to either a Committee Member or other as defined on the noticeboard.

17. Honorary Membership:

- a. Every member of a visiting match team, 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 considered as an Honorary Member only for the necessary period in question.
- b. Honorary Life Membership. Honorary life membership may be awarded to members for outstanding service to the Club. This shall be strictly limited and at the discretion of the Committee.

Resignation

18. Members wishing to withdraw from membership shall notify the Secretary in writing and otherwise shall be liable for the full subscription.

Suspension or Expulsion

19. The Committee may expel from the Club any Member, Member of the Public or Honorary Member whose conduct is in its opinion injurious to the character or the interests of the Club. The Committee must enquire into the conduct and the Member must be given an opportunity to defend himself and to explain his conduct. If a majority of the Committee present, when the matter is enquired into, are of the opinion that the Member has been guilty of such conduct, and has failed to justify it satisfactorily, the Committee must call on the Member to resign. If the Member does not resign, the Committee shall expel him. An expelled Member forfeits all privileges of membership and all rights against the Club and is not entitled to any refund of his subscriptions. He remains liable for his subscriptions for the year during which he is expelled.

Management

20. The management of the Club shall be in the control of a Committee consisting of the Chairman, Secretary and Treasurer (the Officers), and not less than 3 other members of the Club. All shall be elected for the year at the Annual General Meeting except that the elected Committee shall have power to fill any casual vacancy.

21. The Committee may, as required, make and revise the Club's Regulations and shall have power to decide any matter not covered for by these Rules and current Regulations, if it benefits the Club and its members. The Committee shall meet at least four times in every year and additionally as circumstances require. The quorum at a Committee Meeting shall be four and in the event of equality of voting, the Chairman shall have a second or casting vote. The Committee may delegate any part of its duties (except the election of Members) to one or more Sub-Committees, which may consist of any Members of the Club. However, any Sub-Committee to control a bar supplying intoxicating liquor shall be appointed in accordance with the Licensing requirements.

Finance

22. Accountancy Year. The Club's Financial Year shall run from 1 April to 31 March and the Treasurer shall prepare and submit accounts to the Annual General Meeting.

23. All moneys payable to the Club shall be received by the person(s) authorised by the Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No cheque shall be drawn from that account unless it is signed by two of the authorised cheque signatories. As a management check, Club bank statements are to be sent to a second Committee member who is not the Treasurer. Any moneys not required for immediate use may be invested at the discretion of the Committee.

24. The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Committee, member or coach of the Club, and to any other person or persons for services.

25. The financial transactions of the Club shall be recorded by the Treasurer in such a manner as the Committee thinks fit. The Treasurer shall prepare full financial accounts of the Club each year to be presented for review at the AGM.

Wing Lawn Tennis Club Constitution

Trustees

26. The property of the Club and any lease or loan agreement shall be vested in Trustees who shall be appointed by the Committee; the property of the Club shall be vested in them to be dealt with by them as the Committee may from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation, or until removal from office by the Committee. Whereby reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Committee shall nominate new Trustee(s) as required.

General Meetings

27. Annual General Meeting (AGM). The AGM shall be held in December each year, unless circumstances preclude this, in which case it may be deferred to the earliest possible date. The purpose of the AGM shall be to confirm the minutes of the previous AGM (and any subsequent extraordinary general meetings); consider the Committee's Report and the Treasurer's Accounts for the year; elect Officers and Committee Members for the following year; review Club subscription rates and agree them for the coming year; and any items of which notice has been given and details included in the Agenda.

28. In addition:

a. Any Member wishing to propose a resolution at the AGM must have notified the Secretary at least five days' before the meeting, for inclusion on the Agenda.

b. Election of Officers at AGM. Nomination of candidates for election of officers at AGM shall be made to the Secretary at least 2 days before the AGM. Nominations can only be made by Full members and must be seconded by another Full member.

29. Extraordinary General Meeting. The Committee shall call an Extraordinary General Meeting (EGM) at their discretion or within one month of receipt by the Secretary of a requisition signed by 20 Members or, if the total membership is less than 100, by one fifth of the members, stating the purpose of the requested EGM. The business of an EGM shall be in accordance with the associated Agenda then issued. At least 21 days' notice of the EGM shall be given.

30. All General Meetings. The Secretary shall send every Member (other than temporary members in accordance with 'Temporary Membership' above) at least five days' notice of any general meeting, together with a copy of the Agenda. At any general meeting, further business may be accepted at the discretion of the Chairman provided that it does not call for an alteration of the Rules, the winding up of the Club, the transfer of any of the Club's assets, the borrowing of money, or any expenditure not within the immediate financial resources of the Club. Every Member (other than temporary members in accordance with 'Temporary Membership' above) shall be entitled to be present and to speak at any general meeting and, if aged 18 years or over, to vote. In the event of an equality of votes, the Chairman shall have a second or casting vote.

31. At any general meeting the quorum shall be 10 Members entitled to vote. At any general meeting further business may be accepted at the discretion of the Chairman provided that it does not call for an alteration of the Rules, the winding up of the Club, the transfer of any of the Club's assets, the borrowing of money, or any expenditure not within the immediate financial resources of the Club. Every Member (other than temporary members in accordance with 'Temporary Membership' above) shall be entitled to be present

Wing Lawn Tennis Club Constitution

and to speak at any general meeting and, if aged 18 years or over, to vote. In the event of an equality of votes, the Chairman shall have a second or casting vote.

Dissolution

32. The Club shall be dissolved on the passing of a resolution to that effect at a general meeting after due notice, by at least two-thirds of those present and voting. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets.

Rules and Regulations

33. A copy of these rules and regulations shall be prominently displayed at all times on the Club noticeboard and all Members should be familiar with them. The rules and regulations shall not be altered except at a General Meeting after due notice, and only then provided that two-thirds of those present and voting are in favour. They shall be made and periodically revised by the Committee.

34. The following rules and regulations apply:

- a. Opening Hours of courts – daylight hours or as agreed by the Committee.
- b. The Committee may at its discretion close any or all of the courts without prior notice for matches, training, court repair or cleaning.
- c. Footwear must be of a type suitable for tennis (rubber soled without raised heels, spikes, studs, cleats, bars or deep ribbing or any other footwear that would damage the playing surface). Suitable sports clothing must be worn.
- d. Prams, buggies, bicycles and other vehicles are not permitted on court at any time.
- e. Activities other than tennis are not permitted on the courts except by the prior agreement of the Committee.
- f. All children must be supervised by their parents/responsible adults. If their behaviour is deemed disruptive to members or the conduct of tennis, they will be asked to leave the premises.
- g. Accidents. In the event of an accident, members are to ensure that the Accident Book held in the Clubhouse is completed, and that a Committee Member is informed at the earliest opportunity. This will permit remedial/follow-up action to be taken by the Committee, if required. The emergency vehicular access barrier code is recorded on the Clubhouse noticeboard, should ambulance access be required.
- h. Injury, Loss of Property etc. Members, Members of the Public and Honorary Members leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk. The Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.