

Dunboyne Tennis Club

Constitution



**This Constitution, incorporating amendments to the Constitution,
as adopted at the
Annual General Meeting of Dunboyne Tennis Club, 25th February 2015**

1.0 NAME

1.1 The club shall be known as "Dunboyne Tennis Club" hereinafter referred to as the "Club".

1.2 The club may also be referred to as "Clonee Tennis Club" for specific promotional media purposes as designated by the committee.

2.0 OBJECT

2.1 The object of the Club shall be the promotion of Lawn Tennis, Sporting and Social Activities for the benefit of its members.

3.0 MEMBERSHIP

3.1 Membership shall be open to any person who has been proposed by a Member and seconded by a second Member of the Club.

3.2 The Club shall be non-sectarian, non-racial and non-political.

3.3 Categories of Membership shall be as follows:-

(i) **Ordinary Member:-**

Any person who has attained the age of 18 years on 1st January of the year.

(ii) **Junior Member:-**

Any person who has attained the age of 6 years on 1st January of the year. Junior members may attend and address general meetings but cannot vote or hold office. Junior members shall be eligible for selection on teams in any grade.

(iii) **Life / Honorary Member**

The Committee may propose any person for Life or Honorary Membership at a general meeting of the Club. Such a person will become a Life or Honorary Member if two thirds of the members present at that general meeting approve of such membership.

3.4 The annual membership subscription and all other fees shall be decided by the Committee of the Club. The annual subscription shall become payable on 1st January each year, in advance. If a subscription remains unpaid by 1st March a notice shall be sent to the defaulter. If unpaid by 31st March the defaulter shall cease to be a member unless excused to the satisfaction of the Committee.

3.5 Dunboyne Lawn Tennis Club is fully committed to safeguarding the well-being of its members. Every individual in the club shall 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 Code of Ethics and Good Practice for Children's Sport in Ireland (See Appendix 1).

3.6 All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Statement and a copy of the Constitution. Each member (parent, if member is under 18) will be obliged to sign and return an acknowledgement that they have read and agree to abide by the Code of Conduct, the Constitution and the Child Protection Policy. All junior members will be obliged to sign the Junior Club Code of Conduct and Fair Play Policy.

3.7 No person shall be allowed to become a Life or Honorary Member of the Club or relieved of the payment of the regular entrance fee or subscription except those as shall

possess such qualifications as are defined herein and subject to the conditions and regulations prescribed herein.

- 3.8 No member should be able to book a court on "Reserve my court" until their yearly subscription is paid.
- 3.9 A list of members with the relevant membership (as well as indication of paid or unpaid) will be on the notice board (in a glass box).
- 3.10 Parents / Guardians of a junior member of the club may vote on behalf of that junior member at General meetings of the club.
- 3.11 To maximise court usage, members can use pre-booked courts if they are not in use, until such time as they are required.

4.0 THE COMMITTEE

- 4.1 The Committee shall be elected from the general body of members at each Annual General Meeting and the election shall be held in accordance with the procedure determined by the Committee and approved by a General Meeting of the Club.
- 4.2 The Committee shall consist of not less than 7 members and a maximum of 9 members elected at the Annual General Meeting.
- 4.3 The Committee shall have the power to co-opt members to the Committee from time to time, to assist in discharging their duties.
- 4.4 The Committee shall elect annually from amongst its members the following Officers:-
- (i) Chairperson
 - (ii) Honorary Secretary
 - (iii) Honorary Treasurer

No person shall hold office for more than 3 consecutive terms. However, after vacating the post for one term, a person will become eligible to hold that office again.

- 4.5 Coaches (or any other member with personal interest) should not be part of the Executive committee. This is due to a possible conflict of interest.
- 4.6 At each AGM, Chairperson, Secretary and Treasurer are obliged to certify to members that they have collectively and separately archived in both paper and electronic format all Minutes, Accounts, Reports and Competitions for the calendar year for which they are reporting and take necessary steps to alert the incoming Officers as to the location and nature of these records.

5.0 POWERS OF THE COMMITTEE

- 5.1 The Committee shall have the powers to:-
- (a) Accept for membership those who qualify under the rules governing membership.
 - (b) Decide on all policy matters affecting the affairs of the Club.
 - (c) Establish whatever sub-committees are necessary for the smooth running of the Club's affairs and to delegate to them whatever authority the Committee may deem necessary to fulfil their functions. The quorum for meetings of all sub-committees shall be half of its membership plus one and voting of all sub-committees shall be by simple majority.

- (d) Draw up, repeal or amend such rules of membership it may consider necessary or desirable for the management and well-being of any or all activities of the Club.
 - (e) Borrow for and on behalf of the Club – such borrowing to be effected in the names of the Trustees.
 - (f) Acquire property for the purposes of the Club – such acquisition to be effected in the name of the Trustees.
 - (g) Authorise the Trustees to charge or mortgage the property of the Club as security for any borrowing.
 - (h) Enter into, in the name of the Trustees, on behalf of the Club, arrangements regarding the property, the borrowing and distribution of funds and utilisation of monies and assets of the Club.
 - (i) The Committee may with the approval of an Annual General Meeting or Extraordinary General Meeting of the Club and with the consent of the Trustees sell such land or lands as may be necessary or desirable for the advancement of the objectives of the Club.
- 5.2 The Committee shall be responsible for the upholding of this Constitution and any rules and bye-laws made hereunder.
- 5.3 The Committee shall meet as often as may be necessary but at least 10 times a year.
- 5.4 Unexplained absences from three successive meetings of the Committee may be understood and shall be deemed to be resignation from the Committee on the part of the member concerned.
- 5.5 The quorum for all meetings of the Committee shall be half of the elected membership plus one and voting shall be by simple majority.
- 5.6 The Chairperson at any meeting shall, in the event of equality of voting, have a second or casting vote.
- 5.7 The Committee shall have power to suspend or expel any member of the Club whom they consider to have acted in a manner derogatory to the interests or welfare or contrary to the rules or bye-laws of the Club, provided that the motion for expulsion be supported by at least two thirds of the total elected Committee and that the defaulting person shall have been given a reasonable opportunity of appearing before the Committee and offering an explanation.
- 5.8 The Committee shall decide on the hours available for play and determine the use of any of the facilities of the Club or available for use by the Club.
- 5.9 The Committee reserves the right of admission to the Club's grounds, premises or any areas for use by the Club.
- 5.10 The Committee reserves the right to refuse membership to any person without obligation to explain their reasons for such decision.
- 5.11 The rules of Tennis Ireland for the time being shall be standard rules for reference, provided always that nothing in the rules of Tennis Ireland shall be held to supersede, modify or in any way qualify the rules of the Club.

6.0 **DUTIES OF OFFICERS**

6.1 **CHAIRPERSON**

- (a) The Chairperson shall preside at the Annual General Meeting of the Club, at Extraordinary General Meetings of the Club and at meetings of the Committee at which he or she is present and shall have a casting vote.
- (b) The Chairperson shall see that meetings of the Committee are held regularly, at least 10 times per year, and that such meetings are properly conducted and that all decisions by the Committee are put into effect.
- (c) In the absence of the Chairperson, the Secretary shall preside and exercise the same rights as the Chairperson. In the absence of the Secretary the Treasurer shall preside and exercise the same rights as the Chairperson. In the absence of the Chairperson, Secretary and Treasurer a Chairperson shall be elected from the members of the Committee present.

6.2 **SECRETARY**

The Secretary shall:-

- (a) keep the minutes of the proceedings of all meetings of the Committee, Annual General Meetings and any other General Meeting of the Club.
- (b) deal with all correspondence under the direction of the Committee and carry out other duties of a secretarial nature as required by the Committee.

6.3 **TREASURER**

The Treasurer shall:-

- (a) keep correct and up-to-date accounts and books of the Club including full and proper account of all monies received and expended.
- (b) be responsible for the custody of the funds of the Club, shall disburse the funds as directed by the Committee and at the end of the Financial Year submit a statement of account and ratification by the Committee.
- (c) be responsible for the cash returns and receipts for all functions run by the Club.

6.4 **PUBLIC RELATIONS OFFICER**

- (a) The Committee shall have power to appoint a Public Relations Officer who will be responsible for all Press Relations and or public statements on behalf of the Club.
- (b) In the absence of a Public Relations Officer all such duties will be the responsibility of the Chairperson who will consult with the other Officers in relation to any statements for Press release.

6.5 No Officer or Member shall order anything whatsoever on the account of the Club without consent of the Committee.

7.0 TRUSTEES

7.1 The property of the Club shall be vested in the Trustees of the Club and such assets shall be held by the Trustees for the Members of the Club.

- 7.2 The Trustees shall deal with the Club's property in accordance with resolutions of the Committee of which an entry in the minute book of the Club, signed by the Chairperson and one other Officer, shall be conclusive evidence.
- 7.3 The Trustees shall be eligible as an Officer or ordinary member of the Committee.
- 7.4 All Trustees shall be entitled to attend all meetings of the Club whether of the members, the Committee or any sub-committee thereof, if they so desire.
- 7.5 The Trustees shall be obliged to attend a meeting of the Committee if so requested by the Committee.
- 7.6 There shall be not less than three Trustees of the Club. A General Meeting of the Club shall have the power to appoint a Trustee except where the Trustee retires or dies. A proposed Trustee may only be nominated by the Committee. The election of a Trustee at a General Meeting must be by two thirds majority of the members present.
- 7.7 All Club assets vested in the names of the Trustees shall be held by them, in trust, for the Members of the Club. Such assets may only be sold or otherwise disposed of with the sanction of the committee. In the event of the Trustees refusing to sell or otherwise dispose of property vested in them at the request of the Committee, the Committee shall call a General Meeting where the matter shall be decided by a two thirds majority of those present.
- 7.8 A Trustee so elected shall hold office for 5 years and may be eligible for re-appointment.
- 7.9 A Trustee can only be removed from office on the proposal of the Committee duly approved by a two thirds majority at a General Meeting.
- 7.10 The death of a Trustee shall be communicated to the Club members and other Trustees as soon as practicable.
- 7.11 A Trustee may cease to be a Trustee at their own request having submitted 28 days notice to the Secretary and such notice shall be communicated to the Committee and other Trustees immediately, and to members as soon as practicable.
- 7.12 Where circumstances under Section 7.10 or 7.11 above occur, the Committee without referral to the membership will recommend a person considered suitable for the remaining Trustees to appoint as replacement Trustee. The replacement Trustee will hold office for 5 years and may be eligible for re-appointment.
- 8.0 FINANCE**
- 8.1 All funds of the Club shall be deposited as soon as possible after receipt in such financial Institutions as the Committee may be resolution designate.
- 8.2 All cheques issued on behalf of the Club shall be signed by any two Officers of the Club.
- 8.3 The Financial Year of the Club shall end on 31st December in each year to which date the accounts shall be balanced and a statement presented to the next Annual General Meeting.
- 8.4 The accounts of the Club must be ratified by the Committee before the Annual General Meeting each year.

9.0 **REFRESHMENT CHARGES**

9.1 The charges for refreshments sold upon the premises will be fixed by the Committee from time to time.

10.0 **PURCHASING OF INTOXICATING LIQUOR**

10.1 Purchasing of intoxicating liquor for supply by the Club shall be at the absolute discretion of a sub-committee of not less than 3 members being elected members of the Committee appointed by the Committee for that purpose.

10.2 If any member ceased to be a member of the Committee he shall automatically cease to be a member of the above sub-committee and another elected member of the Committee must be appointed in his place.

11.0 **SUPPLY OF INTOXICATING LIQUOR**

11.1 Subject to sub-paragraph 11.2 hereunder no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other than a member of the Club lodging in the Club premises):-

- (a) On any weekday before the hour of 10.30 a.m. or;
 - (i) during the period of Summer time after the hour of 11.30 p.m. in the evening, or during a period which is not a period of Summer time after the hour of 11.00 p.m. in the evening.
 - (ii) On St. Patrick's Day or any Sunday before the hour of 12.30 p.m. in the afternoon or between the hours of 2 p.m. and 4 p.m. in the afternoon or after the hours of 11 p.m. in the evening or:
- (b) At any time on Christmas Day or Good Friday.

11.2 Nothing contained in Paragraph 1 herein shall operate to prohibit the supplying for consumption on the Club premises of excisable liquor to any person or the consumption of excisable liquor on the Club premises by any person:-

- (a) During the period of Summer time between the hours of 11.30 p.m. in the evening or any weekday and 12.30 a.m. in the morning on the following day, or;
- (b) During a period which is not a period of Summer time between the hours of 11.00 p.m. in the evening or any week day and 12.30 a.m. in the morning on the following day or;
- (c) On St. Patrick's Day or any Sunday between the hours of 2.00 or 3.00 in the afternoon or between the hours of 10.00 p.m. and 12.00 p.m. in the evening or;
- (d) On Christmas Day between the hours of 1.00 and 3.00 p.m. in the afternoon or the hours of 7.00 and 10.00 p.m. in the evening.

If in each case the excisable liquor is:-

- (i) Ordered by that person at the same time as a substantial meal is ordered by him;
- (ii) Consumed at the same time as and with the meal.

11.3 A visitor shall not be supplied by excisable liquor unless on the invitation and in the company of a member and that the member shall upon the admission of such visitor to the Club premises or immediately upon his being supplied with such liquor enter his own name and name and address of the visitor in the book which shall be kept for the purpose and which shall show the date of each visit.

11.4 No excisable liquor shall be sold or supplied to any person under the age of 18.

11.5 No excisable liquor shall be sold or supplied for consumption outside the premises of the Club except to Members of the Club between the hours of 8.00 a.m. in the morning and 10.00 p.m. at night.

12.0 **PRIVATE BENEFIT NOT TO ACCRUE ON PURCHASE OF LIQUOR**

12.1 No member of the Club, no member of the Committee and no Manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein or in the profits arising from such sale.

12.2 No person may receive at any time at the expense of the Club or of any member of the Club any commission, percentage or similar payment on or with reference to purchasers of excisable liquor by the Club.

12.3 No persons may directly or indirectly derive any pecuniary benefit from the supply of excisable liquors by or on behalf of the Club to Members apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person shall derive indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

13.0 **PROFITS OR EMOLUMENTS FOR MEMBERS**

13.1 No member may receive any profit or emolument from the funds or transactions of the Club except for professional services rendered at the request of the Committee.

14.0 **VISITORS**

14.1 Every member may introduce visitors subject to the regulations and bye-laws made from time to time by the Committee.

14.2 Every visitor must be the guest of and be accompanied by the Member introducing him and both must sign the visitors' book immediately on entering the Club premises.

15.0 **COMPLAINTS AND INVESTIGATIONS PROCEDURE**

15.1 Any member who believes the conduct of another member is contrary to the Constitution of the Club, or Governing Body regulations, or whose conduct is likely to bring the Club into disrepute, may inform any member of the Committee in writing.

A meeting of the Committee will be held within fourteen days after the complaint has been received. All parties involved will be invited to attend individually to speak to the Committee.

The Committee shall inform in writing both the member who made the complaint and the member who is subject to their decision within seven days of the decision being made.

16.0 **GENERAL MEETINGS**

- 16.1 The Annual General Meeting shall be held on a date in January or February each year.
- 16.2 The Committee may call for an Extraordinary General Meeting of the members of the Club when it considers such a course necessary, or shall hold such meetings within 30 days of requisition in writing to the Secretary signed by at least ten ordinary members.
- 16.3 No business shall be transacted at such meetings except that contained in the Agenda for the meeting or specified in the Requisition.
- 16.4 Notice of all General Meetings shall be displayed publicly and in such a manner and in such a place that the members shall have ample notification of the date, time and place.
- 16.5 All motions to be voted on at General Meetings must be made viewable to members at least 7 days before the meeting takes place.
- 16.6 Any changes to the club's constitution or bye-laws resulting from General Meetings should be communicated to members in good time.

APPENDIX 1:

To ensure that best practice is being followed by this Club we shall work closely with our Governing Body in order to promote best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport in Ireland as set out in Section 2.7 which are:-

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport in Ireland as an integral part of its policy on children in the Club.
- Have its constitution approved and adopted by club members at an AGM or EGM.
- Ensure that children's voices be heard in the running of their junior sections.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents / guardians.
- Appoint two children's officers. In the event that a Club caters for both boys and girls, one children's officer of each gender should be appointed.
- Designate the Club Chairperson to act as a liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code / Children First / Our Duty to Care.
- Ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be posted in all facilities used by the Club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported to the Club Chairperson and to the Governing Body of Sport.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.