

Constitution of the Winchelsea Tennis Association

1 Title

- 1.1 The Association shall be called the **Winchelsea Tennis Association**, hereafter to be referred to as “the Association” and shall seek affiliation to the Lawn Tennis Association (LTA).

2 Objects

- 2.1 To foster and promote the sport of tennis at all levels and providing local opportunities for recreation and competition.

3 Membership

- 3.1 Membership of the Association shall be open to any person who supports the objects of the Association, and who has completed a membership application form and paid the relevant subscription fee, as determined by the Annual General Meeting of the Association Members.

- 3.2 There shall be four classes of membership. These are:

- 3.2.1 Adult Member
- 3.2.2 Family Member
- 3.2.3 Associate Member
- 3.2.4 Junior Member

- 3.3 Family membership shall be open to households of one or two parents or guardians and their children up to and including the age of 16 years. Family Members do not have to be residents of Winchelsea. A Family Member shall have one vote for each parent or guardian at the Annual General Meeting of the Association Members.

- 3.4 Associate membership is intended for non-playing members who want access to a tennis court for visitors. It shall normally be open only to households living in Winchelsea. An Associate Member will have the right to book a tennis court without payment for a certain number of times each year. The number of free bookings is to be determined by the Annual General Meeting of the Association Members. An Associate Member shall have one vote at the Annual General Meeting of the Association Members.

- 3.5 Junior membership is open to children up to and including the age of 16 years. Junior members shall not be entitled to vote at the Annual General Meeting of the Association Members.

4 Officers

- 4.1 The Officers of the Association, who shall all be Executive Officers, shall be as follows:

Chairman
Treasurer
Secretary

and such other officers as decided by the Annual General Meeting of the Association Members

- 4.2 A non-executive President may be elected by the Annual General Meeting of the Association Members.

5 Election of Officers

- 5.1 All Officers shall be elected at the Annual General Meeting of the Association Members from and by the Members of the Association.
- 5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

6 Management Committee

- 6.1 The affairs of the Association shall be controlled by a Management Committee comprising the Executive Officers of the Association and such other Members as the Management Committee decides to co-opt, although co-opted members shall not be entitled to vote in the Committee. The Management Committee shall meet at agreed intervals, but not less than four times a year.
- 6.2 The duties of the Management Committee shall be:
 - 6.2.1 To control the affairs of the Association on behalf of the Members.
 - 6.2.2 To keep accurate accounts of the finances of the Association through the Treasurer. These should be available for reasonable inspection by Members and should be inspected by a competent and independent person before every Annual General Meeting. The Association shall maintain a bank account and the following Officers shall be authorised to sign Association cheques: two from the Chairman, Treasurer and Social Secretary.
 - 6.2.3 To make decisions on the basis of simple majority vote. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.

7 General Meeting

- 7.1 The Annual General Meeting of the Association Members shall be held not later than the end of April each year. Twenty-one clear days written notice shall be given to Members by posting a notice on a noticeboard in a prominent position in Winchelsea. The Secretary shall give notice of the agenda for the meeting not less than seven days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:
 - 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 7.2.2 Receive the inspected accounts for the year from the Treasurer.
 - 7.2.3 Receive the annual report of the Committee from the Chairman.
 - 7.2.4 Elect a person to inspect the accounts.
 - 7.2.5 Elect the Officers of the Association.
 - 7.2.6 Review the Association subscription and fix them for the forthcoming year.
 - 7.2.7 Review the use of the tennis courts by Associate Members and determine their rights to book the courts for the forthcoming year.
 - 7.2.8 Any other business.
- 7.3 Special General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 12 Adult, Family or Associate Members of the Association. At least twenty-one days notice of meeting shall be given.
- 7.4 Nominations of candidates for the election of Officers shall be made in writing to the Secretary at least fourteen days in advance of the Annual General Meeting of the Association Members. Nominations must be made and seconded by Adult, Family or Associate Members of the Association.
- 7.5 At all General Meetings, the chair will be taken by the Chairman or, in their absence, by a deputy appointed by the Meeting.

- 7.6 Decisions made at a General Meeting shall be by a simply majority of votes from Adult, Family or Associate Members of the Association who have been members for at least four weeks prior to the General Meeting. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.
- 7.7 A quorum for a General Meeting shall be at least 12 of the Adult, Family or Associate Members of the Association who have been members for at least four weeks prior to the General Meeting, including four members of the Management Committee.

8 Alterations to the Constitution

- 8.1 This constitution shall be adopted by the founding members of the Association. It shall then be put for adoption, with or without amendment, to the first Annual General Meeting of the Association.
- 8.2 Any proposed alteration to the Association Constitution may only be considered at an Annual or Special General Meeting, convened with the required notice of the proposal. Any alteration must be proposed and seconded by Adult, Family or Associate Members of the Association. Such alterations shall be passed if supported by not less than two-thirds of the Adult, Family or Associate Members of the Association present at the meeting subject to a quorum being achieved.

9 Dissolution

- 9.1 If at any General Meeting of the Association, a resolution is passed calling for the dissolution of the Association, the Secretary shall immediately convene a Special General Meeting of the Association to be held not less than one month thereafter to discuss and vote on the resolution.
- 9.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Adult, Family or Associate Members of the Association present at the meeting, the Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Association and discharge all debts and liabilities of the Association.
- 9.3 After discharging all debts and liabilities of the Association, the remaining assets shall not be paid or distributed amongst the Adult, Family or Associate Members of the Association, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Association, or to the Parish, District or County Council for use in supporting tennis in the area.

Adopted on the.....day of.....20.....

Witnessed by.....

