



# Downpatrick Tennis Club

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## Club Constitution

Sept 2002



## **1 Title**

The name of the Club shall be known as “Downpatrick Tennis Club”.

## **2 Affiliation**

2.1 The aim of the club will be to actively promote the sport of tennis and encourage participation in the sport.

2.2 It will be the object of the club to foster the playing of the game for recreational and competitive purposes, for the benefit of all residents in the area.

## **3 The Committee**

A committee shall be formed to administer the organisation of the club on behalf of the members, all of whom should be current club members and shall consist of the following Officers plus other members to a number not less than seven. For all committee business a quorum of five will be necessary.

### **3.1 President**

A person considered to be a “dignitary” in the area, who holds the interest of the club and uses their influence on behalf of the club, representing the club in a promotional capacity to its best interest. This is an honorary position and while the holder may attend committee meetings they will not have voting rights at committee.

### **3.2 Captain**

This person will be expected to be of high esteem in the club, (preferably of current or past playing experience with a thorough knowledge of the game to act as team Captain at Matches)

### **3.3 Vice Captain**

To act as the Captain in his/her absence at meetings and/or elsewhere giving advice as necessary.

### **3.4 Secretary**

The Secretary of the club will be required to undertake all the clerical and administrative duties of the club, the taking of minutes at meetings, affiliations, registrations, club membership Registration and all correspondence relating to the



club. The presentation of minutes and club Members for meetings where appropriate, to include notification of meetings.

### **3.5 Junior Secretary**

To look after the interests of the Junior Members and represent them at Committee.

### **3.6 Treasurer**

The Treasurer will be required to keep up to date records of all financial matters relating to the Club, the maintenance of all payments and receipts on behalf of the club, lodgement of income and preparation of cheques for payments.

Signatories of the club will be the Treasurer plus the Captain, Vice Captain or Secretary. Two signatures will be required for all financial proposes.

A bank account in the name of the club to be held wit the bank selected by the committee. The Treasurer will be expected to maintain an up to date account of all financial transaction of the Club and present them for annual scrutiny for audit as directed by the Committee.

### **3.7 Committee Members**

Additional club members may be elected to serve on the Executive Committee to number decided upon at the Annual General Meeting of General meetings of the club, normally to be at least 6 members.

### **3.8 Co-opted members**

The committee shal het the power to invite persons considered to be of benefit to the club as co-opted members of the committee.

## **4 Meetings**

Meetings will be called as required to administer the business of the club to include committee, AGM, General or Special meetings.

The committee shall have powers to make decisions of behalif of the club for its best interest, appoint sub-committees wehere necessary and call meetinging where and when considered necessary, to include General and Annual General Meetings, giving at lease 10 days notice.



## **5 Annual General Meeting**

5.1 A current member shall be deemed as having paid the subscriptions required up to date and in possession of their membership card. Membership cards may be challenged by Committee members for authenticity and proof of paid up subscriptions or fees

5.2 Notification of meetings to be provided to all members by the Secretary giving at least 7 days notice.

## **6 General or Special Meetings**

Maybe called giving at least 10 days notice to all members, of items of special interest, at the discretion of the committee.

## **7 Voting**

7.1 Voting at all meetings shall be by show of hands or by ballot if proposed, seconded and secured by at least one third of all members present in favour.

7.2 Any member of the committee failing to attend 3 consecutive meetings without apology or satisfactory explanation will be considered as resigned by the committee.

## **8 Dissolution**

8.1 The club may be dissolved by a resolution approved by at least 2/3 majority of members present at an AGM or Special Meeting called by the committee giving at least 10 days notice.

8.2 All remaining funds and material assets of the club at the date of dissolution to be donated to a charity or organisation as specified by the majority of members present at the meeting of dissolution

## **9 Amendments**

Any amendments to the constitution, once accepted by the Committee and members must be approved by at least 2/3 majority of members present at an Annual General or Special meeting, providing the proposed resolution has been given at least 14 days notice to all Club members.

## **10 Rules**

10.1 Membership of the club is open to all persons on payment of the current fees and is renewable on an annual basis



10.2 There will be two categories of membership

Adult – Those over 16 years of age

Junior – Boys and Girls under the age of 16 on the 31<sup>st</sup> December the previous year.

10.3 Members are expected to wear tennis apparel at all times when using the courts – no jeans or “bear tops” will be allowed. Particular attention should be paid to the meaning of correct footwear, which should be of “soft” material, training shoes etc. Outdoor footwear should not be worn at any time for playing of tennis.

10.4 Membership cards will be issued to current paid up members and those should be carried at all times when using the courts. This is important as proof of membership in the use of the club courts on club nights when using the courts.

10.5 Members are expected to observe “misuse” of the courts and report incidents where necessary.

10.6 Particular attention should be paid to the loosening of nets on completion of use unless they are to be used immediately again. Insure that all nets are slackened on completion of play last thing in the evening.

10.7 Members are asked to encourage others to join the club

10.8 It is expected that members will seek to promote the club and not discredit it in any way

10.9 Competitions and courses will be arranged by the club for the benefit of members who will receive reductions in charges in comparison with non-members