



## Rathgar Tennis Club

Herzog Park, Rathgar, D06 YH48, Dublin 6.

[www.rathgartennis.ie](http://www.rathgartennis.ie)

01- 4902082 | [info@rathgartennis.ie](mailto:info@rathgartennis.ie)

## CONSTITUTION

**The name of the Club shall be Rathgar Tennis Club, hereinafter called 'the Club'. Its objectives are to promote the game of tennis and bowling, provide facilities for same and for ordinary social interaction between the members of the club.**

### **1. Management of the Club**

The management of the Club's affairs is vested in the Executive Committee. The Executive Committee will at all times act in the best interests of the Club.

The Constitution of this club shall not be altered save by a two thirds majority at an Annual General Meeting or an Extraordinary General Meeting convened for the purpose.

### **2 a. The Executive Committee**

The Executive Committee will be elected by the general body of members present at the A.G.M. and subject to annual re- election. The Executive Committee shall consist of President, Vice President, Secretary, Treasurer, and a **minimum** of 6 other members which will include the Chairpersons of the Senior and Junior sub committees.

2.b The President shall preside at all meetings of the Executive Committee. In the absence of the President, the Vice President or such member as the executive Committee shall determine, shall preside at the meetings.

2 c. Where necessary, decisions of the Executive Committee shall be made by a simple majority vote of the Committee members present and voting. Where there is an equality of such votes, the President (or as the case may be, the officer substituting for the President) shall have a casting vote.

2.d. A quorum shall be 6.

2. e. A record shall be kept of each meeting of the Executive Committee which shall include the date, time and venue of the meeting, the names of those in attendance, the principal decisions arrived at, and, where decisions have been made by vote, a note of the numbers of those for, against, and abstaining in such vote.

2.f. The Executive Committee shall have the power to appoint further sub-committees to

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manage the various activities of the Club. In all its activities, each sub-committee shall be subject to the direction and control of the Executive Committee and must provide the Executive Committee with regular updates on progress associated with the activity under the management of the sub-committee. The Executive Committee will decide, at their discretion, if a sub-committee representative is required to join the Executive committee. Such additional sub committee reps will not have voting rights.

2.g. A list of the officers, and members of the Executive Committee and sub-committees shall be made available on the Club website.

### **3. Election, tenure and removal of Officers and Executive Committee Members.**

3. a. The officers and committee members of the Executive Committee are elected annually at the AGM to serve until the close of the next AGM.

3. b. Full members who have been nominated and seconded by full members and who have consented in writing to serve if elected, are eligible for election to officerships and committee membership of the Executive Committee.

3. c. An officer who has held an office for three consecutive years shall not be eligible to hold that office again in the following three year period. In exceptional circumstances i.e. where all officers are obliged to step down at the same time, and having regard to continuity within the Executive Committee, two officer positions may be extended for one further year.

3.d On completion of an officer's term on the Executive Committee, all relevant information and documentation will be handed over promptly to ensure a smooth efficient handover to the newly appointed officer.

3. e.A person cannot hold more than one officership on the Executive committee.

3. f. Where only one nominee is eligible for election to an officership, or where the number of eligible nominees for committee membership of the Executive Committee equals the number of places available for such membership, a vote shall be taken on each nomination and the result decided by a simple majority,

3. g. Where a vote is necessary for election to an officership or committee membership of the Executive Committee, each such vote shall be conducted by secret ballot and shall be determined by simple majority of the full members present and voting.

3 h. An officer or committee member of the Executive Committee who ceases to be a

member of the club shall cease to be a member of the Executive Committee.

3.i An Executive Committee member will serve for a maximum of six years. In exceptional circumstances, the President may invite a committee member to remain on the committee for a further year, if it is in the best interests of the club. The term of office of six years also applies to Senior and Junior committee members with the same addendum. (This regulation does not apply to the club Head Coach.)

3. j . Any member of the Executive Committee who misses 3 consecutive meetings shall be asked to consider their position. The Executive Committee shall be empowered to remove from the Executive Committee any members who, by his or her continued absence from meetings, or by otherwise displaying a lack of interest in the affairs of the Club shall in their opinion cease to be of service to the Club,

3 k. The Executive Committee shall have power to co-opt additional members to the Executive Committee in the event of vacancies arising during the year. Any additional members must be approved by the President of the Club before taking their place on the Executive Committee.

#### **4. . Committee and Finance**

4. a. All funds received by the Club shall be lodged in bank account(s) in a bank decided by the Executive Committee in the name of Rathgar Tennis Club.

4.b Requisitions for the withdrawal of any funds from the Club's banking accounts shall be authorised by the Treasurer and one other signatory as designated by the Executive Committee.

4 c. Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of the Club. The accounts of the Club shall close on the 30<sup>th</sup> day of September of each year and the Treasurer's accounts of the Club's finances shall be audited. The audited accounts must be submitted to the Executive Committee prior to Annual General Meeting. At the A.G.M., details of the audited accounts shall be furnished to the members in attendance and can be accessed by all other members on request.

#### **5. Conduct of the A.G.M.**

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5 a. The Annual General Meeting of the Club shall be held no later than the 30<sup>th</sup> November in each year. The Executive Committee shall post notice of the A.G.M. in the clubhouse and by email to all members at least 28 days prior to the meeting Any proposal to appear on the agenda for the meeting must be received in writing by the Secretary 14 days before the date of the meeting.

5 b. Notice of the agenda of the meeting shall be posted at the clubhouse and by email to all members 7 days prior to the A.G.M.

5 .c The minutes of the last AGM will be published on the Club website and available to all members to review prior to the AGM.

5 d. Nominations for election to the Executive Committee shall be submitted in writing to the Secretary 14 days before the date of the A.G.M.

5 e. The President, or in his/her absence his/her deputy, shall be Chairperson of the meeting and shall have an extra casting vote if required.

5 f. Fifteen full club members shall form a quorum at the A.G.M. All matters shall be decided by a majority of those present. The President or his/her deputy shall have an extra casting vote.

5 g. The following business shall be transacted at the Annual General Meeting:

- Minutes of the last general meeting and of any extraordinary meetings held during the year will be approved
- The reports of the President and Treasurer shall be read.
- Election of Executive Committee
- Election of Auditor who shall not necessarily be a member of the club
- Motions of which written notice shall have been given to the Secretary.

## **6. Extraordinary General Meetings**

6 a. An extraordinary general meeting of the Club shall be convened by the Secretary on the direction of the Executive Committee or on receipt of a requisition signed by thirty fully paid up members calling for such a meeting.

6 b. Within ten clear days of the direction of the Executive Committee, or on the receipt of an requisition referred to above, the Secretary shall convene an extraordinary general meeting,

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to be held within seven clear days of notice to the members.

6 c. Notice shall be posted at the clubhouse and by email to all members, setting out the time, place and purpose of the E.G.M. Only business for which the meeting has been convened shall be transacted at the extraordinary general meeting.

6 d. Fifteen full club members shall form a quorum at the extraordinary general meeting,

6.e Only fully paid up adult members of category 'A', 'B' and E shall have a right to vote at Annual General Meetings and Extraordinary General Meetings.

## **7. Membership**

7 a. Membership of the Club shall consist of the following categories;

- A. Adult
- B. Family
- C. Student
- D. Junior member
- E. Honorary life member
- F. Such other category or categories as the Executive Committee may from time to time decide.

7. b The membership subscription payable shall be decided annually by the Committee.

7. c All membership subscriptions shall be paid on or before the 31<sup>st</sup> May in each year Any member failing to observe this rule shall not be eligible to play tennis until his or her subscription has been paid. New members shall not be eligible to play tennis until his or her subscription has been paid. If any subscription remains unpaid by 30<sup>th</sup> June, a late payment fee shall be collected on the subscription.

7 d The Executive Committee reserves the right to decline membership to any individual.

## **8. Code of Conduct**

8.a The club's expectations in relation to members and visitors are outlined in the club Code of Conduct available on the club website and on the club notice boards. The committee will have the right to remove membership from any individual where they have repeatedly

breached the Code of Conduct.

8.b The club has adopted all elements of the manual 'Good Practice for Childrens' Sport in Ireland'. A comprehensive list of documents relating to Child Protection, including the club's own Child Protection Policy, can be found on the club website.

8.c. All members will have access to the club Code of Conduct, the club's Child Protection Statement and the Constitution via the club's website. All members must abide by the Code of Conduct, the Constitution and the Child Protection Policy. Failure to do so, may result in expulsion from the club.

8. d. All junior club members and coaches must sign their respective Codes of Conduct.

### **9. Dissolution of the Club**

9. a Dissolution of the Club may take place by a resolution passed by seventy five per cent of the members present at a duly convened Extraordinary General Meeting for this purpose.

9.b Upon dissolution, all property will be sold, all debts and liabilities discharged, and the balance dispersed pro rata back to the membership.

### **10. Trustees**

10 a. The assets and property of the Club shall be vested in a minimum of 3 and a maximum of 7 trustees. The assets and property will be held by them for the use and benefit of the Club. The Trustees shall be elected by a Two Thirds majority of the members present and voting at a general meeting. Only members of the Club are entitled to be elected as Trustees. On a vacancy occurring, a new Trustee shall be elected in the same way. The Trustee shall hold office for a period of ten years unless on death or resignation or if removed by resolution of a general meeting. A Trustee shall retire after 10 years of service, but may offer himself or herself for re-election. Any Trustees who shall cease to be a member of the Club shall be deemed to have resigned his or her trusteeship.

10. b. The Trustees shall deal with such assets and property as directed by a resolution of a General Meeting, of which any entry in the minute book, signed by the Chairperson shall be conclusive evidence. The Trustees shall have the power to buy, sell, lease, mortgage, or

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pledge any Club property. There shall be **no** acquisition or disposal of land or buildings without the prior approval of the Ordinary Members given by way of resolution at an Annual General Meeting or an E.G.M. called for that purpose at which not less than Three Fourths majority of those present and voting, pass such a Resolution.

10. c The Trustees shall be indemnified by the members of the Club against all liabilities properly incurred by them in the performance of their duties as Trustees of the Club.

