



## **RATOATH TENNIS CLUB**

### **CONSTITUTION**

**Version: 2/01/2016**

Ratoath Tennis Club  
Jamestown Sports Campus  
The Avenue  
Ratoath  
Co. Meath  
<http://www.ratoathtennisclub.ie>

#### **NAME**

1.0. The name of the club shall be called “RATOATH TENNIS CLUB” and referred to hereinafter as ‘the club’.

1.1 The registered address of the club shall be – Ratoath Tennis Club, Jamestown Sports Campus, The Avenue, Ratoath, Co. Meath.

1.2 The club is formed for the purpose of providing facilities for playing tennis and to enable the members to meet one another and entertain their friends and the members of other clubs engaging in similar pastimes.

#### **MEMBERS - DEFINITIONS**

2.0 The term “Members” in this constitution refers to all paid up members of The Club, visiting members of other clubs and their officials, authorised visitors and authorised guests of paid up members of Ratoath Tennis Club.

2.1 The number of members is declared to be unlimited.

2.2 The Executive Committee will decide times, use and access to the clubs courts and its amenities for all Members.

2.3 The Executive Committee reserves the right of admission to the clubs’s grounds and or premises.

## CATEGORIES OF MEMBERSHIP

3.1 The club shall consist of Adult, Junior, Family, Student and Senior members.

3.2 Every member shall have one vote. The club permits all junior members over 16 years of age to vote, where possible, in the running of the junior section of the club. One parent/guardian has one vote for all of their children under 16 years of age, where relevant.

3.3 Membership Definitions

- **Adult Member**  
Any person who has attained the age of 18 years on the 1st January of the year of renewal/joining until the 1st of January of the year they attain 65 years of age.
- **Junior Member**  
Any person who is under the age of 18 years on the 1st January of the year of renewal/joining.
- **Family Member**  
Family memberships include cohabitating couples or parent(s) with dependent children who are under the age of 18 on the 1st January of the year of renewal/joining.
- **Student Member**  
Student membership applies to 18-25 year olds in full time education. The complete eligibility requirements for “student membership” will be defined by the club committee as required and documented in the club policies.
- **Senior Member**  
Any person who has attained the age of 65 years on the 1st January of the year of renewal/joining. Such a member will be charged the same rate as a student member.

## MEMBERSHIP PROCESS

4.1 Fees and any payment schedules will be decided annually by the Executive Committee.

4.2 Membership of the club: All persons shall be proposed by an ordinary member and seconded by another and balloted for by the Executive Committee, a majority committee vote to exclude.

- The Committee shall determine the procedure for applications and acceptance of new members to The Club and previous members wishing to re-join The Club. This includes the setting of joining fees, annual fees and method of payment.
- The process involves the completion and signing of the membership form and the payment of the appropriate fee.

- The annual subscription shall become payable on the anniversary of the date of joining. The Committee shall notify members when subscriptions fall due.
- The Committee has the right to refuse an application for membership and will not be required to give any reason for the refusal of application.

## TERMINATION AND SUSPENSION

### 5.1 Suspension/Expulsion/Termination

If any member shall, in the opinion of the Executive committee be guilty of conduct likely to endanger the welfare or good order of the club, or to have acted in a manner derogatory to the interests; or welfare; or contrary to the rules of the Club, the Executive Committee, after giving such member an opportunity of being heard, may, by a two-thirds majority of those present and voting, suspend such member for such period as the Executive Committee may think fit, or expel such member, whereupon he shall immediately cease to be a member of the club and shall forfeit all rights to or claim upon the club or its property.

### 5.2 Termination

A member may terminate membership at any time by notifying the membership secretary in writing or by email. The annual subscription will be considered due and payable unless such a termination notice is received in writing by the membership secretary.

5.3 If after a period of three months past the renewal date the annual subscription remains unpaid, The Club reserves the right to cancel membership. A member may re-join at a later date but may be required to pay outstanding fees at the discretion of the Committee.

5.4 The Rights of any member shall be non transferable and shall cease on the death of the member.

## DIRECTORS

6.1 The Directors of The Club have legal duties and obligations imposed by the Companies Act and outlined in the clubs memorandum and articles of association. The Directors duty must ensure compliance with the Companies Act by the company and that the company complies with its Memorandum of Association and Articles and Association.

## COMMITTEE

7.1 The committee shall run the day to day business of the club and shall report directly to the directors of the club. The reporting process will be defined by the directors and published to the committee as board policy.

7.2 Under Section 56 of the clubs Articles of Association the Directors may delegate any of their powers to committees consisting of such members or members of the Board as they see fit; any committee so formed shall, in exercise of the powers so delegated, conform to any regulations that may be imposed on it by Directors.

7.3 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 procedures laid out in the clubs **Articles of Association** under the section “**Proceedings At General Meetings**” Clause 11 onwards.

## COMMITTEE & MANAGEMENT

8.1 The Management of the club shall be vested in the Executive Committee. The Executive Committee shall be composed of the

- Chairperson,
- Honorary Treasurer,
- Honorary Secretary
- Child protection officer
- and up to 9 Ordinary Members.

8.2 The Person so appointed to the Committee shall hold office until the following AGM with a limit of 3 on the number of consecutive terms for any member.

8.3 The Executive Committee shall have power to fill any vacancies occurring in any of these offices (including membership of the Executive Committee) during any year. The person so appointed by the Executive Committee shall hold office until the following Annual General Meeting.

8.3 The Executive Committee shall have power to appoint Special Duty Officers from the Ordinary Members of the Executive Committee.

8.4 The Chairperson, or in their absence the Meeting shall elect its acting Chairperson from those present, who shall preside at all General Meetings and at all Executive Meetings.

8.5 The Chairperson at all General Meetings, Executive Committee Meetings and Sub - Committee Meetings shall have a deliberate as well as a casting vote.

## DUTIES OF COMMITTEE

9.1 The Committee of the Club will strive to manage and develop The Clubs’ facilities, grounds, and amenities in the best interest of its members in accordance with the clubs articles of association. It will organise and develop competitive and social tennis, activities that will attract and retain members. **At all times all developments must be approved by the directors of the club.**

9.2 The Committee shall...

- Be responsible for the upholding of this Constitution and all rules and policies of the club.
- Ensure minutes are kept of all resolutions, proceedings and meetings of the Committee sub- committees and to ensure that the names of members present at each meeting are recorded.
- Appoint special duty officers at the AGM such as Men's Captain, Ladies Captain, Membership Secretary, etc. The Duties of such officers shall be documented and published to the clubs members.
- Meet as often as maybe necessary with a recommendation of at least 10 times a year. 60% of members to form a quorum.
- Ensure adequate and appropriate insurance is kept current.
- Decide times, use and access to The Club's courts and amenities for all to members
- Reserve the right of admission to The Club's grounds, premises or any areas for use by The Club.
- Appoint any delegates to any governing bodies and to any bodies that may from time to time require representation.

## ROLES

### 10.1 CHAIRPERSON

- 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 her or she is present and shall have a casting vote.
- 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.
- The Chairperson shall set annual objectives and allocate tasks to relevant Committee members and shall support them in the carrying out of such tasks.

### 10.2 CLUB SECRETARY

- The Secretary shall keep the minutes of all proceedings of all meetings of the Committee, Annual General Meetings and any other General Meeting of The Club.
- The Secretary shall deal with all Correspondence under the direction of the Committee and carry out other duties of secretarial nature as required by the Committee.

### 10.3 TREASURER

- The Treasurer shall keep correct and up to date accounts and books of The Club including full and proper account of all monies received and expended.
- The Treasurer shall provide management accounts to the Committee and Directors of The Club from time to time, at least on a quarterly basis.
- The Treasurer shall 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 accounts for ratification by the Directors.
- The Treasurer shall be responsible for cash returns and receipts for all activities run by the club, will liaise with the appointed auditors to ensure audited accounts are produced and filed at the end of each financial year.

### 10.4 CHILD PROTECTION OFFICER

- The Club shall appoint two un-associated members one male, one female, who will have a remit for Child Protection. At least one of these Children's Officers will sit on the Committee.
- The Child Protection Officer shall attend relevant training courses and liaise with relevant agencies, implement and communicate The Club's Child Protection Policy as governed by the Code of Ethics and Good Practice for Children's Sport.
- The Committee will appoint one of the Children's Officers to act as Designated Officer to liaise 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.

### 10.5 Ordinary Members

- Ordinary committee members shall report directly to the chair and will perform tasks and duties as assigned and approved by the committee.
- They will document and report on all activities of subcommittees they are involved with.

### **Termination Of Membership Of Committee**

The term of membership on the Committee is deemed to be one year. Membership automatically terminates at the AGM. Members can be re-elected for the same or different role on the Committee, following the due process for election.

A Committee member may resign from their role during the year by giving notice in writing or email to the Chairperson. The Chairperson can resign by giving notice in writing to the Secretary.

If any member shall, in the opinion of the Committee be guilty of conduct likely to endanger the welfare or good order of the Club, or impinge the Committee in carrying out its duties effectively, the Committee, after giving such member an opportunity of being heard, may, by a two-thirds majority of those present and voting, suspend or expel such member from the Committee.

The Committee may appoint a member to the Committee to replace a member who has resigned or been terminated. This member will carry out the role until the next AGM.

#### CONFLICT OF INTEREST:

11.1 Coaches either contracted or employed by The Club (or any other members with Personal interest) should not be part of the Committee. This is to protect the individual and club from any possible conflict of interest issues.

#### MEETINGS AND AGM

12.1 The Annual General Meeting of the club shall be held between the first day of January and the last day of February. This is to elect officers and other members for the coming season. 21 days Notice of AGM shall be given to members.

12.2 Proceedings and procedures for General meetings are outlined in the clubs Articles of Association.

12.3 At each AGM, Chairperson, Secretary, and Treasurer are obliged to certify to members that they have 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.

12.4 A Special General Meeting shall be held whenever the Executive Committee may deem such meeting expedient, or whenever a request in writing be delivered to the Honorary Secretary signed by at least 30 Ordinary Members and accompanied by a statement of the reason for which such meeting is required, —such meeting to be held within ten days of the receipt of such a request, and that three days notice must be given to all members of the matter to be brought forward as such Special General Meeting.

12.5 For the purpose of carrying out their powers and duties, the Executive Committee are authorised to make regulations, not inconsistent with these Rules. The Executive Committee may appoint sub-committees including selection committees as it may consider necessary and may determine the functions to be exercised by such sub-committees.

12.6 The Secretary shall convene all Executive and General Meetings, keep a record of such meetings in the Minute Book of the club, conduct the correspondence of the club and submit an annual report. He/she shall keep a list of the names and addresses of ordinary members (noting the date of election) and shall on request furnish to each member on his election a copy of the rules.

## FINANCE AND TREASURY

13.1 The Treasurer shall keep correct accounts and books showing the financial affairs and receipts and disbursement of the club, and shall furnish the Executive Committee with particulars of same from time to time as may be required. He/she shall submit annual accounts duly audited.

**13.2 All property and assets of the club shall be owned by the 'club' and managed by the executive committee under the directions and instructions of the directors.**

13.3 The number of members on the committee shall be not more than 15, nor less than four. The committee shall be elected at the Annual General Meeting and they shall hold office for one year or until death or resignation, unless removed from office by resolution of a General Meeting, or unless they cease to be members of the club.

13.4 They shall deal with the property of the club (of which an entry in the Minute Book signed by the Chairperson shall be conclusive evidence) and in so far as the assets of the club may be deficient, they and the other members of the Executive Committee shall be indemnified against liability and expenses incurred by them by reason of their position as members of the Executive Committee by the ordinary members of the club for the time being.

13.5 The Executive Committee may make such banking arrangements in the name of the club as they may deem expedient.

13.6 All funds of the Club shall be deposited as soon as possible after receipt in the Club's bank account. All Cheques issued on behalf of the Club shall be signed by any two designated officers.

13.7 The Financial year of the club shall end on the 31st October in each year to which date the accounts shall be balanced and a statement presented to the next AGM.

13.8 Auditors shall be appointed and duties regulated in accordance with the most current legislation relating to companies. Annual audited accounts to be produced and filed as required to the CRO and revenue.

13.9 The accounts of the Club must be submitted to the Directors for approval 21 days before the AGM as directed in the clubs Articles of Association.

13.10 Borrowings:

The Executive Committee by way of majority resolution can on behalf of the club borrow funds for the purpose of club development.

The Executive Committee is empowered to borrow for the purpose of and on behalf of the club such amount of money either at one time or from time to time at such rate of interest and in such form and manner and upon such security as they shall think fit and thereupon make all such disposition of the club property or any part thereof and enter into such



agreements in relating thereto as the Executive committee may deem proper for giving security for such loans and interest.

All ordinary members of the club whether voting on such resolution or not, and all persons becoming ordinary members after the passing of such resolution, shall be deemed to have assented to same as if they had voted in favour of such resolution.

13.11 No order or contract shall be valid or binding on the club unless it is sanctioned by the Executive Committee, and all enquiries for tenders are to have this rule endorsed thereon.

The committee shall not have power to make contracts without first getting the consent in writing of the trustees. The trustees are the directors of the club.

13.12 The Executive committee shall have power to fundraise money for the purpose of the club other than borrowings or loans by such means as it may deem expedient in the interest of the club.

## AMENDMENTS

14.1 No alteration or addition shall be made to these Rules except at a General Meeting, and at least three weeks' notice of such alteration or addition shall be given in writing to the Honorary Secretary.

14.2 All meetings, submissions, alterations etc are subject to the rules of the clubs articles of association.

## MEMBER BEHAVIOR AND CHILD PROTECTION

15.1. All members of the club shall be bound by the Rules of the club and by any Bye-Laws laid down or any regulation made from time to time by the Executive Committee.

15.2. All personal belongings of the members, associates, visitors or others, brought to or left at the premises of the club (either in the clubhouse or outside) shall be at the sole risk of the owners, and the club or Committee shall not be responsible for any loss or damage thereto, however arising.

15.3 The Club is fully committed to safeguarding the wellbeing of its members. Every individual in The Club should 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.

### **15.4 Child Protection:**

In working with young people in tennis The Clubs' first priority is the welfare of the young person and a commitment to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

In order to promote best practice in Children's sport, The Club shall comply with the guidelines set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport.

15.5. The members of a visiting team playing on the club's grounds shall for the day of the match only be temporary members of the club, as shall the referee and officials of any match between the club and any visiting team played on the club's grounds.

## VISITORS

16.1 A member may introduce a visitor to play at The Club for a fee to be fixed by the Committee.

16.2 A visitors book must be kept and visitors names be entered therein.

16.3 The Committee reserves the right to determine or restrict the frequency of access to visitors.

16.4 All visitors must obey the rules of The Club

## TENNIS RULES:

17.1 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.

## DISSOLUTION

18.1 If upon the winding up or dissolution of The Club, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of The Club. Instead such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of The Club.

18.2 Members of The Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

**SIGNATURES:**

We hereby confirm that the within is a true copy of the Rules of Ratoath Tennis Club as amended and adopted at a General Meeting of the Club held on the \_\_\_\_\_ in accordance with Rule 14.1

Signed:

Honorary Chairperson.

Date

Signed:

Honorary Secretary

Date