



The Constitution of Kinsale Tennis Club

Version 1.0

Revision History

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The Club shall be called “Kinsale Tennis Club”.

1.0 Objectives

Club & Members Objectives

- 1.1 The main objective of Kinsale Tennis Club is to promote and enjoy the game of Tennis.
- 1.2 Every individual in the club should at all time show respect and understanding for their rights, safety and welfare, and conduct themselves in a manner that reflects the principles of the club.

Senior Committee Objectives

- 1.3 To take steps to secure the maintenance, growth and future of the club in the interest of the club.
- 1.4 Administering the affairs of the club in a professional and democratic manner.
- 1.5 To aid the development of its players and to seek representative club play achievement.
- 1.6 To facilitate and promote the playing of tennis amongst its members and amongst all skill groupings that includes and to do so in the spirit of a community.
- 1.7 In doing so, it is committed to safeguarding the well being of its senior members and junior members according to the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport.

2.0 Membership

- 2.1 The member ship of the club shall consist of the following four categories of membership;
 - i. Single.....18 years and over
 - ii. Student.....18 years or over, full time student.
 - iii. Junior.....Those under 18 years
 - iv. Family.....Parent(s) and children under 18 years
- 2.2 Life membership is an existing category that is no longer available. It does not cover children of life members over 18 years. It is not transferable.
- 2.3 All Single, Student, Family Parent and Life members shall be considered the “senior” members of this club.
- 2.4 All senior members each have one vote at a General Meeting
- 2.5 Junior members are not entitled to vote at a General Meeting.
- 2.6 Any other variations in the category or payment rate for members is at the discretion of the Senior Committee.
- 2.7 Applications for new membership are subject to approval by the senior committee.

3.0 Subscriptions

- 3.1 The Due date for Annual subscriptions is stated in the Byelaws of the Club.
- 3.2 The Rates of subscriptions for each category of member shall only be changed by motion at the AGM and shall be maintained on the club notice board by the Hon. Secretary.
- 3.3 The Hon Secretary will issue only 1 reminder notice, no later than 30 days after the due date.
- 3.4 A member whose subscription remains unpaid, within 40 days of the due date will be ineligible to play in club competitions and use of all club facilities.

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- 3.5 A List of paid up members and non paidup members will be put on display in the clubhouse within 40 days of the due date.
- 3.6 A member whose subscription remains unpaid, within 50 days of the due date shall cease to be a member of the club from that date.
- 3.7 The Hon Secretary will only update the membership listing once after that 50 day period but will do so without delay. At that point a list of assumed resigned members will also be published.
- 3.8 The Senior Committee shall have the power when and as they think fit to impose an entrance fee and to fix the amount of same.

4.0 Visitors

- 4.1 All members, including Junior Members may introduce visitors to the club as long as the byelaws pertaining to visitors are adhered to. Any member found in breach of visitor fee and record maintenance will be subject to sanction.
- 4.2 Such member introducing a visitor must remain on the club premises as long as his/her guest remains.
- 4.3 The same visitor may not be introduced to the club more than three times in any Calendar year, except with the permission of the Secretary.
- 4.4 The Senior Committee shall have the power to alter or suspend the rules permitting visitors at any time or at times they deem necessary and to refuse permission to any particular visitor to using the club courts.
- 4.5 Should the senior committee refuse admittance to any visitor, they shall not be called upon to state the reason for such refusal.

5.0 Trustees & Ownership

- 5.1 The ownership of the club property shall be vested in the Trustees for the time being of the club on behalf of the senior members of the club. The senior members only shall have control of the affairs of the club.
- 5.2 The Trustees shall act as directed by resolution of the senior committee or by the members in a general meeting.
- 5.3 No sale, lease, mortgage or charge or disposition of club premises shall be permitted without the authority of a General Meeting.
- 5.4 Every Trustee shall be entitled to be indemnified by the members against all liability and expense incurred by the Trustees by reason of their position as Trustees insofar as the assets of the club being deficient.(except where his own willful action led to the assets of the club being deficient).
- 5.5 All Trustees shall be senior members of the club.
- 5.6 Each Trustee shall hold office until resignation, cessation of club membership or removal from office by resolution of the members at a general meeting of the club.
- 5.7 There shall be five registered Trustees at the close of every AGM and a minimum drop to three trustees during the club year before a General Meeting must be called to reestablish the number of elected trustees.
- 5.8 In the event of a trustee position becoming vacant, a new trustee shall be nominated at the AGM and elected according to AGM electoral rules.
- 5.9 The Club Secretary shall maintain a register of the club trustees on the Club Noticeboard.

6.0 Officers and Senior/Junior Committee

- 6.1 The officers of the senior committee of the club shall be elected at the Annual General Meeting and shall consist of: President, Vice-President, Hon. Secretary, Hon. Treasurer, Ladies Captain, Men's Captain, and Publications Officer.
- 6.2 The officers of the Junior committee, a sub committee of the club shall also be elected at the Annual General Meeting and shall consist of: Junior Co-coordinator, Child Protection Officers (only one elected – see article 6.3), Competitions Officer and Development Officer.
- 6.3 There are two Child Protection officers, one male, one female officer. The child protection officer terms runs for two years. Each year, one or other of the child protection officer positions is required to be re-elected. The nominations for re-election are only open to the same sex as that child protection officer exiting office.
- 6.4 The Junior Co-coordinator and One of the Child Protection Officers shall sit and have a vote on senior committee also. The Two Child protection Officers shall agree amongst them, whom shall sit on Senior Committee.
- 6.5 To be eligible to serve as a senior committee officer, a person must be a club member for 24 months.
- 6.6 No member may serve for more than 5 years in the same position.
- 6.7 The Senior/Junior Committee shall have the power to co-opt any member for special purposes.
- 6.8 The Senior Committee shall have the power to appoint a sub-committee for special purposes.
- 6.9 At the 1st incoming committee meeting, the senior committee will nominate one of its officers to also act as safety officer for the club and focus on this aspect of club activities.

7.0 Committee Meeting and Regulations

- 7.1 An entry in the minute book relating to any meeting of the members of the senior committee and signed by the Club President and Hon Secretary shall be conclusive evidence that such a meeting was duly convened and conducted.
- 7.2 Any notice, complaint or document relating to dealing with the club affairs shall be directed (whether by Trustee or ordinary member) to the Hon Secretary of the Club.
- 7.3 The Club shall be managed and controlled by the Senior Committee
- 7.4 The Senior Committee shall meet at least 9 times in its year of office. At any meeting 5 members will form a quorum. Meetings of the committee shall be arranged on the instructions of the President, Vice President or Hon Secretary and shall be arranged by the Hon Secretary who shall give notice of the date/time/place of the proposed meeting to each committee member.
- 7.5 Any Senior Committee Member who has not attended 3 consecutive monthly meetings shall at the discretion of the committee be removed by the committee and the committee may co-opt to fill the vacancy. The committee must give notice to absentee member of intention to consider position a vacancy subject to appeal but acceptance of any appeal is at the discretion of the remaining committee members. Any co-option to refill a vacancy left by either junior committee representative must be made in collaboration with the remaining junior committee.
- 7.6 If more than 2 members of the senior committee resign, or their office becomes vacant (as defined in article 7.5) and subsequently co-opted or not, then a GM must be called to reelect all such positions.
- 7.7 The Senior Committee shall have the power to make or alter byelaws and to make contracts for and on behalf of the club.

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- 7.8 For voting on any senior committee motions, the President, in the case of a voting stalemate, shall have a casting vote or in his/her absence the Vice President.
- 7.9 The Junior Members shall be managed by the Junior Committee.
- 7.10 The Junior Committee shall meet at least 4 times in its year of office. At any meeting 3 members will form a quorum. Any other Junior Committee regulation is at the discretion of the Junior coordinator.

8.0 AGM / EGMs

- 8.1 A record of attendance of committee members at Committee meetings shall be kept and read at the Annual General Meeting (AGM) prior to the election of Officers.
- 8.2 The Minutes of the AGM/EGM shall be recorded by the outgoing Secretary and Issued once reviewed by the outgoing President, within 2 weeks of the AGM/ EGM
- 8.3 An EGM may be called either by a resolution of the committee or upon a requisition in writing signed by at least twenty members addressed to the Secretary of the club and stating the object of the proposed meeting. The meeting shall be held within 60 days from the receipt of a request from the said 20 members. Notice concerning the meeting must be sent to all voting members not less than 30 days before the meeting.
- 8.4 Notifications of GMs may take the form of electronic mail (email) or personal mail.
- 8.5 At any general meeting a 'show of hands' will be judged by the President who will declare whether a resolution or amendment has been carried. A secret ballot may be held instead following the petition of at least five members.
- 8.6 Nominations for election to the senior committee, junior committee, or trustees may be received in writing to the Secretary no later than two days prior to the AGM or during the AGM when nominations are called for. Only then will all nominations for a position be announced. Nominees have the option to withdraw their name from Ballot at such point. Election for officer positions will be determined by secret ballot. All nominations must be proposed and seconded.
- 8.7 Only Paid up members can attend the AGM.

9.0 Committee Finance

- 9.1 The committee shall have the power with the approval of the trustees to borrow for the purpose of the club by way of overdraft, term loan account, or otherwise from the clubs bankers with interest in the category of the accommodation granted, such amount of money either at one time or from time to time as it may deem proper and to give security for such borrowing and the interest thereon by the issue of Bills of Exchange, Promissory Notes, or other obligations or securities of the club or by mortgage or charge upon all or any part of the property of the club and thereupon, the trustees shall at the direction of the committee of management make all such dispositions of the property of the club or any part thereof and enter into such agreements in relation thereto as the Senior Committee may deem proper for giving such security.
- 9.2 The Senior Committee cannot incur 'capital expenditure' of > 30 % of previous years income unless approved at a General Meeting of the Club.
- 9.3 All cheques over the value of €500 must be signed by at least two members of the Senior Committee.
- 9.4 The Report of Annual Income and Expenditure shall be completed at least 1 week prior to AGM. The accounts shall be audited by an external independent auditor.
- 9.5 The funds of the club shall alone be answerable for any proper debts or charges against it and no member of the senior Committee, as between the members and the club shall be personally liable in respect of any order or contract given or entered into by the club, or by any member of the

senior committee acting bona fide and within the scope of his authority on behalf of the club, or the senior committee, although he or she may have been a party to the order or contract.

10.0 Disciplinary Procedures

- 10.1 Any member acting contrary to the constitution, byelaws or code of conduct, or any member conducting himself or herself whether inside or outside the club premises, so as in the opinion of those authorized to sit in judgment (as declared in articles 10.4 and 10.6) to injure or discredit the character of the club, may be admonished, suspended, or deprived of membership by the Senior Committee.
- 10.2 A member, desirous of making a complaint in reference to any of the foregoing matters (Article 10.1 above) shall send the terms of same to the Hon Secretary in writing with a request that same may be investigated by the Senior Committee .
- 10.3 The Hon Secretary shall within seven days of receipt of such a written complaint, attempt to verify the complaint and notify the member against whom the complaint has been lodged and summon a meeting of the Senior Committee to review the legitimacy of the complaint. If by simple majority, the senior committee are satisfied that there is cause for investigation, then the President shall form a Disciplinary Committee who shall hear the case, within 10 days of the senior committee meeting.
- 10.4 The Disciplinary Committee shall be made up of 3 senior members. 1 member of the senior committee (acting as disciplinary committee secretary) and 2 senior members, nominated by the President. Their task is to investigate the complaint and assign a disciplinary action if required.
- 10.5 The Disciplinary Committee Secretary shall send to the member against whom the complaint has been lodged at least 3 days before the holding of such a meeting, a notice in writing, setting forth the nature of the complaint, and the place and the date and the hour for which the meeting has been called and shall further indicate in such notice that the member is entitled either to attend before the committee in person or, to submit in time for such a meeting a written answer to such complaint. A simple majority shall be required to determine guilt and assess level of sanction to impose, whether it be a resolution depriving the member of membership or suspending the member from competition or court use for a specified period.
- 10.6 The Disciplinary Committee shall have absolute discretion as to the conduct of the investigation and its scope. Their decision and basis shall be minuted and communicated to the senior committee Hon Secretary. The senior committee shall have absolute discretion as to the manner in which the decision shall be communicated to the parties to complaint and to the members generally.
- 10.7 The member under judgment, who is dissatisfied with the disciplinary committee decision or level of sanction, may appeal to the senior committee by notice in writing within 14 days of the receipt by member under judgment of the notification of the decision against which he is appealing. The notice in writing should be addressed to the Hon Secretary who shall within 7 days of the receipt of the notice of appeal summon a meeting of the senior committee to hear same (member of senior committee who was party to the disciplinary committee cannot attend) and shall send to the member appealing at least 3 days before the holding of such a meeting, a notice in writing, setting forth the nature of the complaint, and the place and the date and the hour for the meeting. The senior committee shall have absolute discretion as to the conduct of the appeal investigation and its scope. The senior committee shall determine the appeal by simple majority of those present at such meeting and their decision shall be final. The senior committee have the right to raise or lower the level of sanction imposed as part of the appeal review.
- 10.8 Should the member against whom the complaint is lodged be an officer of the senior committee, he will be considered not to be part of that group for the consideration of the complaint investigation process and will not be entitled to attend or vote in that capacity.

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- 10.9 The Disciplinary Committee is disbanded once this process is over. For every complaint raised against a different member (article 10.2), a new and separate disciplinary committee shall be setup.

11.0 Changes to Constitution and Bye Laws

- 11.1 The Secretary shall maintain and publish on the club Notice board, the full list of Club byelaws and Constitution, signed and dated and make known to the members by public notice any changes to the club byelaws. The Club members are obligated to familiarize themselves with the club byelaws, constitution and changes.
- 11.2 The Code of Conduct shall be considered part of the Bylaws of the club.
- 11.3 The Constitution may not be amended or new articles added except at a General Meeting (GM) and by the consent of at least a majority of two thirds of those present and entitled to vote at such a meeting and assuming the following steps have been taken
- 11.4 Written notice of any proposed amendments or new articles to the constitution must be signed by a Proposer and Seconder and delivered to the Hon Secretary not less than 21 days prior to the meeting.
- 11.5 The Hon Secretary, not less than 14 days before the meeting shall circulate all proposed changes to the constitution to the general membership.
- 11.6 Written notice of any proposed amendments or new articles to the Byelaws must be signed by a Proposer and Seconder and delivered to the Hon Secretary not less than 7 days prior to the meeting. There shall be no circulation to the membership prior to the AGM of any proposed changes to the Byelaws.
- 11.7 The Proposer or Seconder must be present at the GM where their proposed motion is being considered.
- 11.8 Any alternate wordings on the same issue may be submitted for consideration during the course of the same General Meeting by the consent of at least 50% of those present and independently, the President who must satisfy himself/herself that the new wording doesn't introduce a new significant dimension or issue to the proposed amendment that should have been accorded the same notice and status as an original amendment proposal and circulation to the membership not less than 21 days before the meeting. In such an event, the alternate wording must be rejected for consideration at that specific General Meeting.