

NORTH OXFORD LAWN TENNIS CLUB
CONSTITUTION

As approved at the AGM on 11th December 2002

Amended at the AGM on December 14th 2004 and at the EGM on 5 September 2006

1. Name

The Club is called North Oxford Lawn Tennis Club ("the Club").

2. Definitions

2.1 "the Chairman" means the person elected at the annual general meeting to be the chairman of the Club in accordance with Rule 9;

"the Vice Chair" means the person elected at the annual general meeting to be the vice chair of the Club in accordance with Rule 9;

"the OLTA" means Oxfordshire Lawn Tennis Association;

" Secretary" means the person elected at the annual general meeting to be the secretary of the Club in accordance with Rule 9;

"the Treasurer" means the person elected at the annual general meeting to be the treasurer of the Club in accordance with Rule 9;

"the LTA"	means the Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen's Club, West Kensington, London W14 9EG;
"the Officers"	means the Chairman, Vice Chair, Secretary, Treasurer, Ladies Captain, Men's Captain, Events Secretary, Tennis Development, Facilities, Membership and Fixture Secretary.
"the Executive Committee"	means the committee appointed pursuant to Rule 9 to manage the Club;
"the Members"	means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3. Objects

3.1 The objects of the Club are:

- (a) to provide facilities for and promote participation of the whole community in the sport of tennis;
- (b) to provide and maintain Club premises at Banbury Road North Sports Ground, Banbury Road, Oxford;

- (c) to promote, improve, develop and support the interests of tennis;
- (d) to affiliate to the OLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the OLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated; As long as it does not conflict with the Club Rules;
- (e) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;
- (f) to have a process to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the OLTA (as appropriate) where so required by the Rules and Regulations of the LTA) or the OLTA (as the case may be);
- (g) to do all such other things as the Executive Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

4. Application of Profit

The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

5. Membership

5.1 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of tennis as a particular sport.

5.2 The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

5.3 *Admission of Members*

Any person who wishes to become a Member must submit an application in such form as the Executive Committee shall decide. Membership can be considered by the Executive Committee, which shall admit candidates to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. An applicant refused membership shall have the right to appeal against their rejection. Notification of such appeal shall be given in writing to the Membership Secretary of the Executive Committee within 14 days of the date of notification of rejection of an application for membership. Such appeal shall be heard within 10 days of receipt of the appeal or such further period as the Executive Committee shall decide.

5.4 *Classes of Members*

There shall 3 categories of membership.:

Full Member (e.g. Individual, Honorary, Joint, Country etc)

Social Member (e.g. Non Playing)

Junior Member under 18

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to receive notice of and attend general meetings.

All members are obliged to comply with any Club rules and regulations.

5.5 *Subscriptions*

5.5.1 The annual subscription for each type of Member shall be recommended from time to time by the Executive Committee and approved at the annual general meeting.

5.5.2 No candidate shall be entitled to the privileges of membership until he has paid his annual subscription or initiated alternative prescribed monthly payments.

5.5.3 Any Member whose subscription is not paid by such date as the Executive Committee shall decide each year shall be deemed to have resigned his membership of the Club.

5.5.4 Temporary playing membership and individual applications for membership may be granted by the Executive Committee on such terms and conditions as they shall decide.

6. Resignation

A Member may withdraw from membership of the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

7. Discipline

7.1 The Executive Committee shall have power to expel or suspend a Member when, in its opinion, it would not be in the interests of the Club for him to remain a Member.

- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Executive Committee at which his expulsion shall be considered and written details of the complaint made against him.
- 7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Executive Committee and at any such meeting to answer complaints made against him and to cross-examine any witnesses and must not be expelled unless a majority of the Executive Committee then present vote in favour of his expulsion.
- 7.4 The Executive Committee may exclude the Member from the Club's Premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting.
- 7.5 Before any suspension or expulsion shall take effect a member shall have the right to appeal to the Club's members in an Extraordinary General Meeting of the Club. Notification of such appeal shall be given in writing to the Secretary within 7 days of the date of notification to the member of the decision of the Committee to suspend or expel the Member, as the case may be. An Extraordinary General Meeting to hear such appeal shall be held within 2 months of the receipt of the appeal.
- 7.6 The Executive Committee may from time to time decide to discipline members, other than to suspend or expel them, as it shall in its absolute discretion see fit. The Executive Committee is unfettered in deciding the nature of the discipline imposed. Appeal procedures as for paragraph 7.5 suspension or expulsion.

8. Effect of Resignation or Expulsion

Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Executive Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9. The Executive Committee

9.1 The Club shall be managed by an Executive Committee consisting of:

- (a) Chairman;
- (b) Vice Chair;
- (c) Secretary;
- (d) Treasurer;
- (e) Ladies Captain;
- (f) Men's Captain
- (g) Tennis Development
- (h) Facilities
- (i) Membership
- (j) Events Secretary
- (k) Fixture Secretary

9.2 Persons proposed to be nominated as members of the Executive Committee must be nominated by either the Executive Committee or by any two Full Members and must be submitted to the Secretary at least 2 weeks before the date of the annual general meeting and must be signed by all parties. No Member may nominate more than one candidate for any one vacancy.

9.3 All nominees would be subject to an election at the annual general meeting.

- 9.4 The Executive Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).
- 9.5 The Executive Committee may appoint any Member to fill any casual vacancy on the Executive Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.6 A member of the Executive Committee shall be deemed to have vacated office if:
- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - (b) he is, or may be, suffering from mental disorder; or
 - (c) he resigns his office by notice to the Club; or
 - (d) he shall without sufficient reason for more than three consecutive meetings of the Executive Committee have been absent without permission of the Executive Committee and the Executive Committee resolves that his office be vacated;

10. Proceedings of the Executive Committee

- 10.1 Executive Committee meetings shall be held as often as the Executive Committee thinks fit provided that there shall not be less than 4 meetings each year. The quorum of such meetings shall be 6. The Chairman and the Secretary shall have discretion to call emergency meetings of the Executive Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Executive Committee not less than 7 days' notice of a meeting, unless unanimously agreed to do otherwise.

- 10.2 Decisions of the Executive Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.3 The Executive Committee is responsible to define the club rules and display them, and has the authority to change them from time to time.
- 10.4 The Executive Committee will from time to time appoint such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Executive Committee as the Executive Committee may determine. All sub-committees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the directions of the Executive Committee.
- 10.5 The Executive Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Executive Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.6 The members of the Executive Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

11. Annual general meeting

- 11.1 The annual general meeting of the Club shall be held at such time as the Executive Committee shall decide to transact the following business:
- (a) to receive the Chairman's report of the activities of the Club during the previous year;

- (b) to receive and consider the accounts of the Club for the previous year to 30 September ,the Honorary Treasurer's report as to the financial position of the Club;
- (c) to appoint the auditor or confirm that he remain in office;
- (d) to elect the Officers of the Executive Committee;
- (e) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
- (f) to deal with any special matters which the Executive Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 28 days before the meeting.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

12. Extraordinary general meetings

Save for matters of Club discipline referred to under paragraph 7, an extraordinary general meeting may be called at any time by the Management Committee and shall be called within 28 days of receipt by the Secretary of a requisition in writing signed by not less than 10 Members stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedures at the annual and extraordinary general meetings

13.1 The Secretary shall send to each Member written or electronic form notice of the date of the annual general meeting 6 weeks prior to the date of the meeting. The agenda with the resolutions to be proposed to be sent out at least 7 days before the meeting.

- 13.2 The quorum for the extraordinary general meetings shall be 30 Members.
- 13.3 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 13.4 The Chairman or a minimum of 5 Members present at the meeting can request a secret ballot.
- 13.5 The Secretary, or in his absence a member of the Executive Committee, shall take minutes at annual and extraordinary general meetings.
- 13.6 There shall be no right for a member to vote by proxy. No person may represent more than one Member.

14. Guests

- 14.1 Any member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 14.2 The member introducing a guest must enter the name and address of the guest together with his own name in a book that must be kept on the Club's premises and the appropriate visitors fees paid.
- 14.3 No one may be admitted as a guest on more than three occasions in any calendar year.

15. Clubhouse

Members must at all times comply with the rules and regulations governing the use of the Clubhouse as laid down by the Board of the North Oxford Sports Club.

16. Alteration of the Constitution

This Constitution may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contained particulars of the proposed alteration or addition.

17. Finance

17.1 All moneys payable to the Club shall be received by the person authorised by the Executive Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. Any moneys not required for immediate use may be invested as the Executive Committee in its discretion thinks fit.

17.2 Full accounts of the financial affairs of the Club shall be prepared for the year ending 30 September each year. These accounts shall be duly audited to the level required. The accounts will be made available for inspection seven days prior to the annual general meeting.

17.3 The Executive Committee may borrow a maximum total amount of £20000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

18. Dissolution

18.1 A resolution to dissolve the Club shall only be proposed at an extraordinary general meeting and shall only be passed if carried by a majority of at least three-quarters of the Members present and voting.

18.2 The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

18.3 In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved

sporting or charitable bodies:

1. A registered charitable organisation (s).
2. Another Club which is a registered CASC.
3. The sports national governing body for use by them for related community sports.