

## **Dorchester Tennis and Squash Club Constitution**

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**1. About the Club**

- 1.1 The Club is called Dorchester Tennis and Squash Club and is situated at Sawmills Lane, Dorchester, DT1 2RZ
- 1.2 It is open between 8am and 12 midnight on every day or at such other times as the GMC shall decide.
- 1.3 The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities in furtherance of the Club's objectives.

**2. Definitions, Abbreviations and Duties**

**2.1 General**

LTA	Lawn Tennis Association
ESR	England Squash and Racketball
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
GMC	General Management Committee
DTSC	Dorchester Tennis & Squash Club
Officer	Anyone on a committee that holds a position of responsibility.
Elected Member	Member of a committee that does not hold a position of responsibility
Voting Member	One vote is given to each adult member whatever category of membership they hold. A Social Member will only be allowed to vote if they have been a member of DTSC (in any category) for at least 12 months.
Honorary President	This is a figurehead post to be elected at the AGM. The Hon President will only be able to attend GMC meetings when invited, will not have a vote at the GMC, so will not have a mandate to make decisions on behalf of the Club. The person will be able to hold the post for three years, at the end of which they can be voted in again. If the post falls vacant it will not be mandatory to fill it.
Club Chairperson	The Club Chairperson Chairs the AGM, any EGM and meetings of the GMC.
Honorary Secretary	Shall convene and attend the AGM, any EGM and meetings of the GMC and record the proceedings. Shall also conduct the correspondence of the Club and issue all notices. Will be familiar with the Constitution and will regularly update it together with the Communications Officer.
Honorary Treasurer	Shall receive for the use of the club all sums due to it and shall pay all sums due from it.
Communications Officer	Shall oversee the management of the website, Communications Strategy and other club documents. With the Honorary Secretary, will update the Constitution as necessary.
Tennis & Squash Chairpersons	The Tennis & Squash Chairpersons shall chair their sub-committee meetings. They shall also represent their section at GMC meetings.
Tennis & Squash Secretaries	These officers shall arrange and record the minutes of their sub-committee meetings and conduct the day-to-day correspondence of their section. They will be responsible for any liaison with the Club Administrator and will normally be responsible for providing general information and dealing with any emergency rulings relating to the day-to-day affairs of their section.
Tennis Fixtures Secretary	Shall be responsible for arranging matches and liaising with team captains and opposing teams.
Squash League Secretary	Shall be responsible for arranging the internal squash leagues.
Social, Premises and Bar Sub-Committee Chairpersons	These Chairpersons shall convene and attend meetings of their sub-committees and be responsible for keeping appropriate records. They should report all relevant matters and decisions to the GMC and vice versa.
Child Protection Officer	The Child Protection Officer of DTSC has free association and reports to the Club Chairperson, Honorary Secretary or a person in authority within the Club. Details of how he/she can be contacted will be prominently displayed on the website and within the club.
Tennis and Squash Coaches	Training of all coaches will include matters relating to Child Protection, Equality and Diversity and First Aid, in accordance with the policies of the governing bodies.
Health and Safety Officer	A Health and Safety Officer shall be appointed. This person will ensure that regular inspections of the Club premises are carried out and relevant matters are dealt with and/or reported to GMC.

## 2.2 Decision Making Process

Ordinary Resolution	Simple majority of those present and by proxy
Special Resolution	75% or more voting in favour of the resolution of those present and by proxy
Special Business	<p>a. Decisions requiring the authority of an AGM or EGM. These include, land acquisition, lease, disposals, mortgaging, lettings, borrowing and expenditure in excess of the amount that GMC are able to approve and dissolution of the Club.</p> <p>b. Any item that the GMC consider fundamental to the management and operation of the Club</p>
Proxies	Members may appoint a proxy to vote on their behalf.
Rules	For the purpose of this document the rules represent the clauses contained within this constitution and any additional rules properly made by the GMC.

## 3. Objectives

3.1 The objectives of the Club are:-

- a) To provide, promote, improve and develop facilities for the playing of tennis, squash and racketball and assist those who wish to take part in these activities.
- b) To affiliate to ESR and the LTA and to comply with and uphold their Rules and Regulations
- c) To provide and maintain Club premises at DTSC
- d) To manage the club effectively and efficiently to the benefit of members and guests.
- e) To do all such other things as the GMC 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. Membership

### 4.1 Membership Issues

- 4.1.1 The Club has an open access policy. Equality and diversity issues are important to the club and all people regardless of sex, age, disability, religious belief, race and sexual orientation are eligible for membership.
- 4.1.2 Persons below the age of 18, or in full time education, may be elected as Junior Members.
- 4.1.3 Each members' full name, address, and contact details, must be communicated in writing to the Club Administrator, who must prominently exhibit these particulars.
- 4.1.4 The total number of members of the Club may not at any time fall below 25.
- 4.1.5 There shall be an interval of at least two days between nomination for membership and granting of membership or admission, as required by the Club Premises Certificate.
- 4.1.6 Any person ceasing to be a member forfeits all right to, and claims upon the Club, its property and its funds and has no right to the return of any part of their subscription.

### 4.2 Classes of Membership

4.2.1 There shall be the following classes of membership for the Club:-

<u>Squash Member</u>	Can play squash and racketball at any time
<u>Tennis Member</u>	Can play tennis at any time
<u>Full Club member</u>	Can play tennis, squash and racketball at any time
<u>Junior Club member</u>	Members that are 18 years of age or under, or are in full time education. Can play tennis, squash and racketball at any time.

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<u>Day Club member</u>	Can play tennis, squash or racketball on weekdays between the hours of 9am and 4pm only. Cannot take part in tournaments or teams if that would involve them playing at the club during evenings or weekends.
<u>Family Members</u>	To comprise of two adult people, with or without children under the age of 18 or in full time education, all living in the same household. The adults are Full Club members, the children are Junior Club members.
<u>Life Members</u>	This is an honorary membership that the Club can grant to a member and entitles that person to play all sports within the Club, without payment of subscriptions for the remainder of their life.
<u>Social Members</u>	This is a member who does not play any sport available at the Club but is entitled to join for social activities.

### **4.3 Subscriptions**

- 4.3.1 The Annual subscription for each type of member shall be determined by the GMC for the approval of the AGM.
- 4.3.2 Members shall receive a discount, agreed by the GMC, if subscriptions set by the AGM are paid by 1<sup>st</sup> May
- 4.3.3 Any member whose subscription is not paid by such date as the GMC shall decide each year shall be deemed to have resigned their membership of the Club.
- 4.3.4 Once paid, subscriptions are non-refundable other than at the discretion of the GMC, but such discretion will not normally be exercised unless the circumstances are very exceptional.

### **5. Guests**

- 5.1 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.
- 5.2 No one may be admitted as a guest on more than 6 occasions in any calendar year.

### **6. Discipline and Appeals**

- 6.1 All complaints regarding the behaviour of members should be submitted in writing to the Honorary Secretary.
- 6.2 The GMC will meet to hear complaints within a maximum of 45\* days of a complaint being lodged. The GMC will decide how a complaint should be dealt with and have the authority to take appropriate disciplinary action, including termination of membership.
- 6.3 The outcome of the hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- 6.4 There will be a right of appeal to the GMC following disciplinary action being announced. The GMC should consider the appeal within a maximum of 45\* days of the secretary receiving the appeal.

\*45 days will allow the GMC to deal with less serious matters as part of their normal scheduled meetings. In serious or urgent cases it is expected that an extraordinary GMC will be convened within 14 days.

- 6.5 The member shall be given an opportunity to make written representations and/or to appear before the GMC and at any such meeting to answer complaints made against them.
- 6.6 The GMC may temporarily exclude the member from the Club's premises whilst a complaint or disciplinary matter is being investigated or considered.

**7. Annual General Meeting**

- 7.1 The AGM will take place on the 3<sup>rd</sup> Friday in March, except when this is Good Friday, when it shall be a week earlier, to transact the following business.
- a) To receive the Chairperson's introduction and reports of the activities of the Club during the previous year.
  - b) To receive and consider the Honorary Treasurer's report as to the financial position of the Club. This will be received at the same time as the auditor's report on the accounts and the recommended subscription rates and honorariums for the following year.
  - c) To elect the officers and other members of the GMC, Tennis Sub-Committee, Squash Sub-Committee and other committees as appropriate.
  - d) To decide on any resolution which may be duly submitted in accordance with the rule 7.2 below.
  - e) To deal with any special matters which the GMC desires to bring before the membership.
- 7.2 Notice of any resolution proposed to be moved at the AGM shall be given in writing to the Honorary Secretary not less than 21 days before the meeting.

**8. Extraordinary General Meetings**

- 8.1 An EGM may be called at any time by the GMC.
- 8.2 An EGM shall be called within 14 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than 30 or less than one fifth of total voting membership (if lower than 30) members stating the purposes for which the meeting is required and the resolutions proposed.

**9. Procedures at the AGM and EGM**

- 9.1 The Honorary Secretary shall send to each member at their last known email address, written notice of the general meeting together with the resolutions to be proposed at least 21 days before the meeting (or as soon as possible in the case of an urgent EGM). Notices will also be posted within the club.
- 9.2 The quorum for the annual and extraordinary general meetings shall be 20 members or one-tenth of the voting membership of the Club (whichever is the lower number). The meetings shall take place after 6pm Monday to Friday or between 10am and 10pm on Saturday and Sundays.
- 9.3 The Honorary Secretary or if absent, a member of the GMC, shall take minutes at the general meetings.
- 9.4 There will be a right for a member to vote by proxy. Instruments of proxy shall be in such form as approved by the GMC and sent out with the notice of the meeting and shall be deemed authority to vote.
- 9.5 The executed proxy must be delivered to the Hon Secretary no less than 48 hours prior to the commencement of the meeting. Delivery of an instrument of proxy shall not preclude a full senior member from attending and voting in person at the meeting.
- 9.6 Squash and Tennis Sub-Committee members are appointed in the same way as GMC members.
- 9.7 Each officer and elected member of the GMC and Tennis and Squash Sub-Committee shall stand for re-election each year.
- 9.8 All members will be given the opportunity to nominate themselves or others for vacant positions on the GMC and other committees as notified in the Calling Notice of the AGM.
- 9.9 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed. If there is more than one candidate for any particular vacancy there shall be an election for that position determined by simple majority.
- 9.10 Any person nominated as a member of the GMC must be a voting member of the Club.

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- 9.11 No Club Chairman shall serve in that capacity for more than three successive years unless it is in the interests of the club for that person to continue and this is approved by AGM.
- 9.12 The GMC may appoint a member to fill a vacancy on the GMC or any Sub-Committee until the next AGM when that person shall retire but shall be eligible for re-election.

### **10 General Management Committee**

- 10.1 The GMC is responsible for the general and financial management of the affairs of the Club and consists of:

Chairperson  
Vice Chairperson (chairperson of Tennis or Squash section in rotation)  
Honorary Secretary  
Honorary Treasurer  
Communications Officer  
Elected members x 4  
Sub-Committee Chairpersons - Premises  
Bar  
Squash Chairperson  
Tennis Chairperson  
Social

- 10.2 The Club Chairperson, the Honorary Treasurer and the Honorary Secretary shall be ex-officio members of both the Tennis and Squash sub-committees
- 10.3 GMC meetings shall be held as often as the GMC thinks fit provided that there shall be not less than 6 meetings each year. The quorum of such meetings shall be six committee members. The Chairperson and the Honorary Secretary shall have discretion to call emergency meetings of the GMC if they consider it to be in the interests of the Club. The honorary Secretary shall give all members of the GMC not less than 7 days' notice of a meeting.
- 10.4 Decisions of the GMC shall be made by a simple majority and in the event of equality of votes the Chairperson, or the acting Chairperson of that meeting, shall have a casting or additional vote.
- 10.5 The GMC may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such powers and duties as the GMC may determine. All sub-committees shall periodically report their proceedings to the GMC and shall conduct their business in accordance with the directions of the GMC.
- 10.6 The GMC shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms of reference and conditions of service of employees of the Club. The GMC shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

### **11 Squash and Tennis Sub-Committees**

- 11.1 The Squash and Tennis Sub-Committees shall each comprise of:

Chairperson  
Secretary  
Section Captains  
League Secretary (squash and racketball)/Fixtures Secretary (tennis)  
Elected Members x 3

The following may also form part of each Sub-Committee as required:

Junior Secretary/Representative  
Social Committee representative  
Premises Representative

- 11.2 These Sub-Committees shall conduct the day-to-day organisation of play and oversee the organisation of teams, matches and tournaments. They are also responsible for drawing up regulations for play, displaying them on the Club notice board and website and for enforcing them.

**12 Bar Sub-Committee**

- 12.1 The Honorary Secretary, Honorary Treasurer, Bar Representative and Premises Licence Holder (if not one of the former) will form a sub-committee to oversee the running of the bar and ensure that the selling of alcohol is in compliance with the 'Club Premises Certificate' and the relevant licensing legislation.

**13 Premises Sub-Committee**

- 13.1 The Premises Representative will form a Sub-Committee, as and when required, to assist with the proper management of club maintenance, repairs and improvements or to support particular projects. The members of this sub-committee will be appointed by the GMC in liaison with the Premises Representative.
- 13.2 The sub-committee shall operate within the cash limits set by the GMC.

**14. Purchase and Supply of Liquor**

- 14.1 The Club shall ensure that the sale of intoxicating liquor on DTSC premises is properly covered, at all times, by a Club Premises Certificate as required by the Licensing Act 2003.
- 14.2 The Club Premises Certificate does not have an expiry date but should the person named on the Certificate cease to be an active member of the Club, then steps will be taken to ensure that the Local Authority are informed as necessary.
- 14.3 The Club Premises Certificate allows for the supply of alcohol on the Club premises at certain times. These times are shown on the Certificate which is displayed in the bar area. No alcohol will be supplied outside of these times unless proper approval has been obtained from the Local Authority.
- 14.4 The purchase of intoxicating liquor for the Club and for supply by the Club must be at the absolute discretion of the Bar Sub-Committee appointed for that purpose (at least two thirds of whom have been elected to the GMC by the AGM).
- 14.5 No one may at any time receive at the expense of the Club, any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.
- 14.6 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole.
- 14.7 Guests may only purchase liquor if accompanied by a member.
- 14.8 Persons, other than members and their guests, that are entitled to admission to the Club's registered premises, may be sold intoxication liquor for consumption on the premises and not elsewhere.

**15. Finance**

- 15.1 All moneys payable to the club shall be received by the person authorised by the GMC to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two signatories. Signatories who shall be the Club Chairperson, Honorary Secretary, Honorary Treasurer and any other persons nominated by GMC.
- 15.2 Income and property of the Club shall be used only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any member other than in the form of honorariums properly approved at the AGM or in circumstances described at rule 16 (dissolution).
- 15.3 The members of the GMC 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.
- 15.4 The GMC shall have power to authorise the payment or remuneration of employees and expenses to any officer or member of the GMC, member or employee of the Club and to any other person or persons for services rendered to the Club.

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- 15.5 The financial transactions of the Club shall be recorded in such manner as the GMC thinks fit by the Honorary Treasurer.
- 15.6 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly audited by the auditors. The accounts must be made available to every member as part of the business of the AGM.
- 15.7 No extraordinary expenditure (the sum exceeds the gross annual income of the club in one year) for alteration or improvement of the ground, buildings or general arrangements of the Club, shall be authorised except by the majority voting at a general meeting.
- 15.8 The GMC may borrow a maximum total amount that does not exceed the club's overdraft, on behalf of the Club and for the purposes of the Club. Monies above that sum may only be borrowed with the sanction of a general meeting.
- 15.9 The GMC shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

### **16. Dissolution**

- 16.1 A resolution to dissolve the Club shall only be proposed at an EGM and shall only be passed if carried by a majority of at least three quarters of the voting Members.
- 16.2 The dissolution shall take effect from the date of the resolution and the members of the GMC shall be responsible for winding-up the assets and liabilities of the Club.
- 16.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed among the Members fairly and in consideration of the most recent subscriptions paid.

### **Declaration**

Dorchester Tennis and Squash Club hereby accept this constitution as a current operating guide regulating the actions of Members.

SIGNED: Signed on original

DATE: April 13

NAME: Lyn Stockham

POSITION: Club Chair

SIGNED: Signed on original

DATE: April 13

NAME: Sarah Skidmore

POSITION: Club Secretary