



## **CAVEHILL TENNIS CLUB CONSTITUTION**

### **1. Name**

1.1. The Club shall be called Cavehill Tennis Club (hereinafter referred to as the Club).

### **2. Objective**

2.1 The object of the club shall be - To promote and regulate the game of Tennis. Cavehill Tennis Club is a not-for-profit organisation. The income and property of the Club shall be applied solely towards the object of the club and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, distribution, bonus or otherwise howsoever by way of profit to members or directors of the Club.. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

### **3. Membership**

3.1 All members of the Club who subscribe to the playing of Tennis and whose subscription is acceptable and has been paid for the current year or has been waived shall be members of the Club. The Club shall decide the categories of Club membership.

### **4. Child Protection**

4.1 Cavehill Tennis Club is fully committed to safeguarding the well-being 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 organisation and the guidelines provided by Ulster Branch Tennis Ireland and contained in the Code of Ethics and Good Practice for Children's Sport. The action points to assist clubs to maximise compliance with the Code are set out in Appendix 1.

4.2 All concerns, allegations or reports of poor/practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Child Protection Policy and guidelines. The Club's Child Protection Officers are the lead contacts for all members in the event of safeguarding concerns.

### **5. Subscription**

5.1 The annual subscription shall be the amount determined by the Management Committee of the Club.

### **6. Officers**

6.1 The Officers of the club shall be a Chairperson, Deputy Chairperson, Secretary, Membership Secretary, Match Secretary, Communications Officer, Treasurer, Junior Coordinator, two Child Protection Officers (one male one female), Safeguarding Liaison Officer, Welcoming Officer and two Club Representatives on the Board of Cavehill Bowling & Lawn Tennis Club Limited.

### **7. Management Committee**

7.1 The Management Committee (hereinafter referred to as the Committee) shall consist of the Officers and up to four other members elected at the Club's Annual General Meeting and up to two other members co-opted by the Committee.

The election of Officers and other committee members at the Annual General Meeting shall be subject to nominations made in accordance with rule 8.1. In the event of a single Nominee for any particular Officer position such Nominee shall be declared elected. Any Officer positions left unfilled, due to the absence of Nominees or Nominees withdrawing, shall be filled by the new Committee as soon as practical after the Annual General Meeting. In the event of four or fewer Nominees for non-Officer committee membership positions, such Nominees shall be declared elected.

7.2 Those eligible for selection at the Annual General Meeting as officers or committee members shall be members of the club as defined by Rule No.3, who are present at the Annual General Meeting, or if not present, have apologised and expressed willingness to act, if elected. A person who, for whatever reason, ceases to be a member of the Club, shall cease to be an officer, representative or committee member. Committee members co-opted by the Committee in accordance with rule 7.1 must be members of the club as defined by Rule No. 3 who are willing to act.

7.3 At any meeting of the Committee four shall form a quorum.

7.4 Any vacancy that may arise in the committee during any year shall be filled by the officers, provided that the individual co-opted shall be a member of the club as defined by Rule no. 3.

7.5 The Committee shall normally meet at least once per month during the year.

## **8. Annual General Meeting**

8.1. The Annual General Meeting shall be held once per year. The officials shall have the power to convene Special General Meetings and shall do so at the request of not less than twenty members. At an Annual or Special General Meeting of the club twelve members shall form a quorum; twenty one days' notice shall be given to all members. Only members aged 16 and over can vote at an Annual or Special General Meeting.

The notice of the Annual General Meeting will invite Nominations (with a proposer and seconder) for election of Officers and non-officers to the Committee for the following year and Motions for changes to the Constitution for consideration at the Annual General Meeting (or Special General Meeting to the extent applicable), also specifying that such nominations and motions shall be received by the Secretary by a date not less than fourteen days prior to the date fixed for the meeting.

The Secretary will then give the members not less than ten days' notice of such Nominations and Motions.

8.2 Voting at any Annual General Meeting or Special General Meeting shall be in such manner as the Chairperson shall determine.

8.3 Alterations of, or additions to, the foregoing rules shall not be made at any Annual General Meeting or Special General Meeting of the Club unless Notice of Motion is given to the Secretary at least fourteen days prior to the meeting. Such alterations shall not be passed unless by a two thirds majority.

8.4 The foregoing rules were approved by the Club at an Annual General Meeting.

## **9. Sub-committees**

9.1. The Management Committee may appoint any sub-committee or working group including a disciplinary sub-committee.

## **10. Tennis Ireland Complaint, Objection & Disciplinary Rules and Procedures**

As a member of Tennis Ireland, the Club has adopted the Tennis Ireland Complaint, Objection & Disciplinary Rules which may be accessed at <https://www.tennisireland.ie/wp-content/uploads/2016/06/59-Disciplinary-Code-Final-Version.pdf>

Members are encouraged to discuss any matter of potential complaint with the Chairperson and Secretary in the first instance to see if the matter may be resolved without a formal complaint being lodged.

## **Appendix 1**

### **ACTION POINTS TO ASSIST CLUBS TO MAXIMISE COMPLIANCE WITH THE CODE OF ETHICS**

To ensure that best practice is being followed by this club we shall work closely with our Governing Body (Ulster Branch Tennis Ireland). In order to promote the best practice in children's sport, we shall comply with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport which are:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of Club policy on children in the Club.
- Have its constitution approved and adopted by clubs members at an AGM or EGM.
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of the committee members, all Sports Leaders and parents / guardians.
- Appoint/ reappoint at least one Children's Officer at the AGM as outlined in the CoE. In the event that a Club caters for both boys and girls, one children's officer of each gender should ideally be appointed.
- Appoint one of the Children's Officers to act as Designated person 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 / Children's First.
- Ensure best practice throughout the club by disseminating its Code of Conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's Code of Conduct should also be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory

Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated.

- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer in the club.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.