

CONSTITUTION of TEMPLEOGUE TENNIS CLUB



Name of the Club

- 1.1 The name of the Club shall be "Templeogue Tennis Club" and the colours shall be Navy and Gold.

Objects of the Club

- 1.2 The objects of the Club shall be to promote and encourage the game of Tennis, which shall be played in accordance with the Rules, laid down by Tennis Ireland and to promote and encourage other forms of social activity. Templeogue 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 Club and the guidelines contained in the Code of Ethics and Good Practice for Children's sport in Ireland.

Child Protection

- 1.3 The Club adopts & shall implement on an ongoing basis the Code of Ethics & Good Practice for Children's Sport ("the Code") as set out by Tennis Ireland, the ITF appointed governing body for tennis in Ireland, as an integral part of Club policy on children. All Members will have access to the relevant Code of Conduct and the Club's Child Protection Statement. On annual renewal of membership, all members shall agree to abide by the Code. The Club shall appoint a Child Protection Officer who shall be a member of the Executive Committee.

Composition of the Club.

- 2.0 The Club shall consist of ordinary members, family members, pavilion members, honorary members, honorary life members, student members, overseas members, junior members, veteran members. The number of members in each category shall be regulated by the Executive Committee of the Club.

Ordinary Members

- 3.1 Ordinary members must have been over the age of 18 years on the 1st January of the current year.

Family Members

- 3.2 Family membership shall be confined to:

- (a) Persons who are married to each other or who are together as a cohabiting couple.
- (b) Parent(s) and their children under 25 years of age or in full-time education in the current year.
- (c) Each family must nominate their Adult (over 18) voting members (2) at time of admission/renewal for purposes of rules 4.4 , 16.1 and 19.2

Pavilion Members

- 3.3 Pavilion members shall have all the rights and privileges of ordinary members with the following exceptions:
- (i) They are not entitled to play tennis unless the appropriate court fee is paid.
 - (ii) They are not eligible for selection in Inter-Club Tennis competitions.

Honorary Members

- 3.4 The Committee may elect to honorary membership any person who has given special services to the Club or to the game of tennis or who in the opinion of the Committee would be otherwise desirable for such membership. Honorary members shall have the same rights and privileges as ordinary members. Honorary membership of persons elected by the Committee will cease at the end of the year of election unless they are re-elected by the Committee.

Honorary Life Members

3.5 The Club may elect, on the recommendation of the Committee, any person to honorary membership for life at any General Meeting if that person has given special service to the Club. Notice of the intention to propose the election of persons to honorary membership for life must be given in the summons convening the meeting and the proposal must be carried by a majority of two thirds of the members present and entitled to vote.

Student Members

3.6 Any person who was over 18 years of age and under 25 years of age on the 1st January and who is a full time student may apply for student membership.

Junior Members

3.7.1 Any person who is over 8yrs and under 18 years of age on the 1st January may apply for Junior Membership

3.7.2 Any person who is under 8yrs of age on the 1st January may apply for Mini Junior Membership

Veteran Members

3.8 Any person who was 70 years of age on the 1st January and has been a member of the Club for the preceding 10 years will qualify for the category of Veteran Member.

Overseas Membership

3.9 Any person whose main residence is overseas and who spends a minimum of 9 months of the subscription year living abroad, may apply for Overseas membership

Trustees

4.1 The property of the Club shall be vested in five Trustees. Trustees elected prior to 2004 shall hold office until death, retirement or removal from office. Trustees elected in 2004 or thereafter shall hold office for a period of 7 years or until earlier retirement, death or removal by a Resolution passed at a General Meeting called for that purpose. A vacancy among the Trustees shall be filled by an election at the Annual General Meeting of the Club or if in the opinion of the Committee or the requisite number of members specified in Rule 13.3 below, circumstances so require at a Special General Meeting of the Club convened for that purpose. Nominations for the position of Trustee must be received by the Secretary at least 14 days before the GM and must be posted in the Clubhouse at least 10 days in advance of the meeting. A proposed new Trustee, who must have been a voting member for a continuous period of 10 years, may be nominated for election by the Committee, or 10 voting members. If the number of nominees exceeds the number of vacancies an election shall be held and the nominee with the lowest number of votes will be eliminated. This process shall be repeated until the number of nominees is equal to the number of vacancies. The election of a Trustee at a General Meeting (whether Annual or Special) must be by a two-thirds majority of the members present, entitled to vote and voting.

Power of Trustees

4.2 The Trustees may deal with the property so vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the members of the Club. Such direction shall be given by a resolution of the members of the Club passed by a two thirds majority of members present entitled to vote and voting at a duly convened General Meeting of the Club called for that purpose. A letter containing the terms of the Resolution so passed and signed by the President and Secretary for the time being of the Club, shall be conclusive evidence that a direction complying with the provision of this rule was given to the Trustees.

Where such direction is given to the trustees to deal in property, any proceeds arising shall not be paid to or distributed among the members of the club. The proceeds shall be applied solely to achieve the principle objects of the club. Where such direction is given by a resolution to wind up the affairs of the club, the proceeds shall be applied subject to the provisions of Rule 19.2.

4.3 The Trustees shall have the right to full information about the financial affairs of the Club at all times.

- 4.4** The Trustees shall be indemnified out of Club property against any loss or expense incurred by them by virtue of their position as Trustees. Insofar as the assets of the Club may be deficient for this purpose responsibility for providing full indemnity shall fall upon all ordinary, family, pavilion and honorary members and liability shall be proportionate to the respective current annual membership subscriptions amounts. Honorary members shall be liable for the same amount as ordinary members. For purposes of this rule the aforementioned members on whom liability will devolve shall be persons who were ordinary, family, pavilion or honorary members at the time of the General Meeting immediately prior to the loss requiring the indemnity and in addition anyone who became an ordinary, family, pavilion or honorary member since that General Meeting.

Committee

- 5.1** The management of the Club, subject to a borrowing limit, shall be vested in the Executive Committee consisting of the following officers: President, Vice President, Honorary Secretary, Treasurer, Bar Manager, Men's Captain, Ladies Captain, Social Coordinator, Youth Officer, Child Protection Officer and an Ordinary Member. The borrowing limit shall be a figure presented and justified to the members and approved by them at the preceding A.G.M. This limit may only be exceeded in exceptional circumstances and then only with the knowledge and approval of the Trustees or a Special General Meeting
- 5.2** The Executive Committee shall be elected at the Annual General Meeting of the Club and shall hold their honorary position until the end of the following Annual General Meeting. No Officer shall be an employee of the club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the club in connection with the exercise of his/her office other than the option of a single annual subscription (net of levies) to Executive Committee members. Officers of the club may tender for the provision of goods or services to the club on a normal commercial basis provided that such transactions are not related to the exercise of his/her office and are subject to the normal tendering process laid down.
- 5.3** Six shall form a quorum at Meetings of the Committee for all business.
- 5.4** Vacancies occurring on the Committee may be filled by co-option.
- 5.5** The Committee shall hold meetings at regular intervals (at least once every two months) as the business of running Club affairs requires. The Hon Secretary shall keep a record of such meetings in the Minute Book of the Club.
- 5.6** Correspondence with the Committee on Club matters shall be conducted in writing through the Secretary.
- 5.7** The Committee shall make provision that correct accounts in books shall be kept showing the financial affairs and receipts and disbursements of the Club.
- 5.8** "Any member of the Executive Committee must declare any interest or benefit (either direct or third party) in any commercial transaction with the club to the Executive Committee". Failure to adhere to the above rule may lead to disciplinary procedures.
- 5.9** Members of the Committee including office holders shall serve not more than 5 consecutive years on the Committee and shall not hold any one particular office for more than 3 consecutive years. Members who have served 5 consecutive years on the Committee may not apply for election to the Committee for a period of at least 3 years, nor may they be on the Committee for more than 5 years in any 8 year period. However, in exceptional circumstances the Committee may fill a vacancy by co-opting a member who does not comply with the time constraints listed above.
- 5.10** The Committee shall have the power to appoint Sub-Committees to assist with the management of the Club.
- 5.11** The Committee shall ensure a summary of the Insurance Schedule is issued to the Trustees at renewal date.

5.12 The Committee shall ensure a copy of the byelaws is displayed in the Clubhouse.

Auditors

6.1 There shall be two Auditors. Auditors may hold office for a maximum of 5 consecutive years. Members seeking election as Auditors must have completed 5 consecutive years as a voting member. Elected Auditors may not be a member of the Executive Committee nor Treasurer of any sub-committee in the club. At least one of the Auditors must be a current or retired member of a recognised accounting or auditing professional body or equivalent.

6.2 Role of the Auditors.

To carry out such independent examinations as required to ensure that proper books, records and accounting procedures are maintained to enable the financial position of the club to be determined at any time.

Election of Auditors, Officers & Executive Committee members. Removal from office

7.1 The Hon Secretary shall post a notice in a prominent position in the Club House soliciting nominations for election as officers, auditors, and committee member four weeks in advance of the AGM.

7.2 Nominations for Auditors, Officers and Committee member (who must be over 18 years of age on 1st January) must be received by the Hon Secretary at least 14 days before the AGM and a full list of all such nominations must be posted in the Club House at least 10 days in advance of the AGM. The nomination process for new Trustees will be as outlined in Rule 4.1

7.3 To be elected as an officer or auditor of the Club, a candidate must either be the only person duly nominated, or, receive a simple majority of the votes cast in a ballot. If there are more than two candidates and no candidate receives a majority of the votes cast, then the candidate with the lowest number of votes shall be eliminated and a further ballot shall be held.

7.35 In the case of an election for an Executive Committee position, each candidate, if they so choose, shall be afforded a reasonable amount of time to verbally address the floor prior to any votes being cast.

7.4 When electing members of the Committee each voter shall write the name of not more than one member on a single sheet of paper and the candidate with the largest number of votes shall be declared elected.

7.5 Members seeking election to the Committee must have completed two years as a member and be over 18 years of age by the time of the AGM.

7.6 The Committee shall, appoint each year two members one male and one female who will have a remit for Child Protection. This will include attending relevant training courses, liaising with relevant agencies when necessary and bringing to the attention of the Committee any incidents or information deemed appropriate. At least one of these Children's Officers shall be a member of the Executive Committee.

7.7 An Executive Committee member, Auditor or Trustee may be removed from office by a two-thirds majority at a Special General Meeting

Membership Register

8.1 The Registrar shall keep an up to date record of membership details in all categories.

Election to Membership

8.2 Candidates for membership must be proposed and seconded by members of the Club of at least two years standing and who have reached the age of eighteen years on the 1st January of the year in which the application for membership is made. The name and address of the candidate

and the type of membership required together with the names of the proposer and seconder shall be given in writing to the Registrar. Such details shall be posted in a prominent position in the Club House for two weeks prior to election during which time any member may lodge an objection in writing to the Secretary. The election of members shall be considered by the Committee within four weeks of the posting period. The election shall be by secret ballot unless the Committee unanimously decides otherwise and no candidate shall be deemed to be elected who does not receive two thirds of the votes of the Committee members present. The Committee may refuse any application without giving reason.

- 8.3** Every candidate elected shall be notified in writing and if the subscription, levy, (if applicable) and entrance fee requested is not paid within one month of such notification, the election becomes void. No person shall be considered a member until all monies due are paid.
- 8.4** Members wishing to resign must notify the Registrar in writing prior to 1st January of the following year, failing which they will be liable for the annual subscription for the ensuing year.

Subscriptions

- 9.1** The Committee shall recommend the level of annual subscriptions, charges or levies.
- 9.2** The amount of annual subscription, any levy and additional charges payable for the various categories of membership shall be determined by resolution passed at Annual General Meetings or Special General Meetings.
- 9.3** Annual subscriptions shall be payable in advance on the 1st January each year.
- 9.4** The Committee may deem membership to have lapsed where subscriptions, levies or additional charges are more than two months in arrears.

Disciplinary and Investigations Procedures

- 10.1** The Executive Committee shall have the power, where appropriate under disciplinary procedures, to issue a verbal warning, written warning or if deemed necessary, suspend or expel any member found guilty of conduct detrimental to the Club. However no member shall be expelled until an opportunity for a personal hearing by the Executive Committee has been afforded to the member. Executive Committee decisions under this rule shall require a two-thirds majority of those present. In the case of serious breaches of conduct a three person Disciplinary Committee may be formed at the request of the President to investigate the complaint and make recommendations to the Executive that may include suspension or expulsion from the club.
- 10.2** Any member losing or damaging Club property shall replace or make good the same to the satisfaction of the Executive Committee and may be liable to disciplinary procedures

Visitors

- 11.1** Members shall be entitled to invite visitors to the Club premises in accordance with such regulations as shall be made from time to time by the Committee, provided that no visitor shall be supplied with Excisable in the Club premises unless on the invitation and in the company of a member and that member shall upon the admission of such visitor to the Club premises or immediately on his being supplied with such liquor enter his own name and the name and address of the visitor in a Book which should be kept for that purpose and which shall show the date of each visit.

Temporary Members

- 11.2** The Committee may elect Temporary members for a period of up to one year on terms and conditions which they shall from time to time decide. Such Temporary members shall not be entitled to vote or have any interest in the Club property. Temporary members shall not be entitled to play in the Club Championships.

Personal Loss

- 12.** The Club will not be responsible for any personal injury or any personal property lost, stolen or damaged on the Club grounds.

General Meeting

- 13.1** All General Meetings of the Club shall be held in Dublin.
- 13.2** Annual General Meetings shall be held in the month of March each year at a place and time to be arranged by the Committee. In exceptional circumstances the AGM may be postponed for a period no greater than 14 days.
- 13.3** Special General Meetings may be convened at any time by the Committee or upon a requisition addressed to the Secretary by not less than thirty (30) voting members over 18 years of age and stating the object of such a Meeting. The Meeting shall be called within 21 days of such a requisition.
- 13.4** The President, failing whom the Vice-President, failing whom a member selected by the Committee shall act as Chairman at a General Meeting.
- 13.5** Full minutes of all General Meetings shall be provided by the Secretary.

Convening Notice

- 14.** Notice convening a General Meeting should be electronically transmitted or posted to all members entitled to vote at least 7 days prior to the date fixed for the Meeting. The Notice for every General Meeting shall specify the business to be transacted and the time and place for the Meeting. The accidental omission to give notice of a Meeting to, or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings of the meetings provided that a notice convening the Meeting was prominently displayed on the Club Notice Board for at least 10 days prior to the Meeting.

Annual General Meeting

- 15.1** The business to be transacted at an Annual General Meeting shall include:
- (a) the election of officers, committee, auditors and Trustees as required for the ensuing year;
 - (b) consideration and adoption of Hon Secretary's Report;
 - (c) consideration and adoption of the Treasurer's Report and set of audited accounts up to the previous December 31st, which accounts are to be made available for inspection at any time to the Revenue Commissioners.
 - (d) fixing of subscriptions for the ensuing year and
 - (e) any other business that may properly arise.

Motions

- 15.2** No motion may be proposed at a General Meeting other than motions specified in the Notice convening the Meeting or amendments to such motions. It shall however be open to any member at a General Meeting to move the adjournment thereof or any vote of thanks, condolence or congratulations without advance notice. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Provided the time and place of the adjourned meeting is arranged at the original meeting it shall not be necessary to give separate notice of the adjournment nor of the business to be transacted at the adjourned meeting.
- 15.3** Any member shall be entitled to have a motion included on the agenda for an Annual General Meeting provided the member has given notice of the motion duly seconded in writing to the Hon Secretary at least 21 days before the date of the Annual General Meeting.

Voting

- 16.1** Only members over 18 years of age on the previous 1st January present in person, shall be entitled to vote at General Meetings. A family membership shall be limited to a maximum of two votes.

- 16.2** Forty members, entitled to vote, shall form a quorum for a General Meeting.
- 16.3** At a General Meeting a Resolution put to a vote shall be decided by a show of hands unless a secret vote is demanded:
- (a) by the Chairman or
 - (b) by at least 10 members present in person.
- 16.4** Where there is an equality of votes on a Resolution requiring a simple majority, the Chairman of the Meeting shall be entitled to a second or casting vote.

Excisable Liquor

- 17.1** No excisable liquor shall be supplied for consumption on the Club Premises to any person or be consumed by any person
- a) at any time on Christmas Day
 - b) on any other day, as specified hereunder, outside the time so specified in respect of it -
 - (i) Saint Patrick's Day: between 12.30 pm and 12.30 am on the following day;
 - (ii) the 23rd December: if it falls on a Sunday, between 10.30 am and 11.30 pm;
 - (iii) Christmas Eve: between 10.30 am and 11.30 pm;
 - (iv) the eve of any public holiday (other than Christmas Eve);
 - (A) if the eve falls on a weekday, between 10.30 am and 12.30am on the following day,
- OR
- (B) if it falls on a Sunday, between 12.30pm and 12.30am on the following day;
 - (v) any other Sunday (except a Saint Patrick's Day which falls on a Sunday); between 12.30pm and 11.00pm.;
 - (vi) any other Monday, Tuesday, Wednesday or Thursday; between 10.30am and 11.30pm; and
 - (vii) any other Friday or Saturday; between 10.30am and 12.30am the following day.

17.2 No Excisable liquor shall be sold or supplied for consumption outside the premises of the Club except to members of the Club between the hours of 8.00 a.m. and 10.00pm

17.3 No Excisable liquor shall be sold or supplied to any person under the age of 18 years.

17.4 The Club will ensure that all appropriate statutory and legislative provisions insofar as they relate to the Intoxication of Liquor Acts are adhered to.

Bye-laws

18. The Executive Committee are empowered to make and from time to time alter such bye-laws for the Management of the Club as they may consider necessary. Every member or visitor using the Club premises shall be subject to and must comply with all bye-laws then in force. Bye Laws will be permanently posted on the club website. Any changes to the Bye Laws will be posted on the club web site and club notice boards for a period of 30 days.

Dissolution

19.1 The Club may be dissolved only at a Special General Meeting convened for that purpose. The quorum for such a Meeting shall be 75% of the total membership of the Club entitled to vote at General Meetings. The proposal to dissolve the Club shall not be deemed to have been passed

unless it receives the support of at least two-thirds of the members present and entitled to vote.

- 19.2** 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 sporting body having main objects similar to the main objects of the club. The sporting body to which the property is to be given or transferred shall prohibit the distribution of its property among its members to an extent at least as great as is imposed on the club. Members of the club shall select the relevant sporting body at or before the time of dissolution.

Alteration of Rules

- 20.1** No alteration or addition to Rules 1.2, 4.1, 4.2, 5.2, 15.1(c) and 19.2 may be proposed without having obtained prior permission of the Revenue Commissioners. Any proposal to alter or add to the rules must be passed by a two-thirds majority of the Members present, entitled to vote, and voting at a General Meeting, the Notice calling such meeting having contained particulars of the proposed alteration or addition.
- 20.2** Notwithstanding anything contained in 20.1 the Committee shall have power to alter or amend rules relating to the sale of intoxication liquor on the Club premises, but only for the purpose of complying with any existing or future statute. Such alteration or amendment should be reported to and ratified by the members of the Club at the next Annual General Meeting.
- 22** The club reserve the right to use cctv and other appliances to enhance the security and safety of the club and its members. Details relating to all such monitoring and/or recording will be published in the Club Bye Laws. All data obtained by such appliances will remain the property of the Club.
- 23** The Club will ensure that all data relating to its members will be protected in accordance with the legal requirements

Interpretation of Rules

- 24.** In the event of any ambiguity arising in the meaning of the foregoing rules or in the bye-laws of the Club, the final interpretation shall rest with the Committee.