

GOVERNANCE OF DRIFFIELD LAWN TENNIS AND CROQUET CLUB

Last updated February, 2023

This document outlines the basic governance and running of Driffield Lawn tennis Club

1 Name

The club will be called *Driffield Lawn Tennis Club* (In full, *Driffield Lawn Tennis and Croquet Club*).

2 Aims and objectives

We aim to support the LTA vision of 'Tennis opened up', and the mission to grow tennis by making it relevant, accessible, welcoming and enjoyable.

We aim for tennis to be open to as many people as possible in the Driffield area and we want to enable men and women of all ages and abilities to play more often, all year round. Important to this is helping more kids and young people than ever before to pick up a racket and enjoy playing. To aid this we intend to:

- offer coaching, social and competitive opportunities in Tennis to members and non members
- to promote the club and tennis within the local community
- to ensure an effective programme to maintain the Driffield *LTC tennis courts and facilities*
- to ensure that all members receive fair and equal treatment and abide by the LTA code of conduct
- ensure that all children, young people and adults at risk are safeguarded from abuse and have an enjoyable tennis experience through following the LTA safeguarding policies and procedures.

3 Membership

Our membership consists of officers and members of the club.

All members will be subject to LTA and Club rules and regulations and by joining the club will be deemed to accept these regulations and the codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Family member
- Young Adult member
- Junior member
- Social member

4 Membership fees

Membership fees will be set annually and agreed by the Committee and confirmed at the Annual General Meeting.

Fees will be paid: annually *and no later than the end of May*.

5 Officers of the club

The officers of the club will be:

- Chairman
- Secretary
- Treasurer
- Welfare Officer
- Committee Members

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

6 Committee

The club will be managed through the Committee of 8 people. Only Committee members will have the right to vote at meetings of the Committee. Decisions will be taken based on a majority in favour with the Chair having the casting vote if equal votes.

The Committee will be convened by the Secretary of the club and held no less than *3 times* per year.

A quorum of 5 out of the total 8 on the committee is required for business to be agreed at a Committee meeting and at least one out of the Chair, Treasurer or Secretary needs to be present.

The Committee will be responsible for agreeing and adopting new policy, codes of conduct and rules that affect the organisation of the club plus the daily effective running of the Club.

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the LTA and club rules, regulations or policies in line with the LTA disciplinary guidelines,. The Committee will be responsible for taking any action following such hearings.

7 Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club with the financial year of the club ending on: 31st October.

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn or amounts paid against Club funds should hold the signatures of the Treasurer plus one other officer.

8 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary with not less than 14 clear days' notice given to all members.

The AGM will receive a report from the Chair and a statement of the audited accounts from the Treasurer.

Any nominations for officers of the Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All **paid up** members have the right to vote at the AGM.

The quorum for AGMs will be *15 people or 20% of the membership, whichever is largest.*

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership present.

In the event of dissolution, any assets of the club that remain will become the property of *the Club*.

10 Amendments to Club governance

The governance of the Club will only be changed through agreement by majority vote at an AGM or EGM.

11 Legal standing of the Club

- The structure is in two parts 1) the property and land under the 'Great Driffield Lawn Tennis and Croquet Ground Company Limited' and 2) the functioning club, 'Driffield Lawn Tennis Club', which is a private members club.
- DLTC operates on land owned by the Great Driffield Lawn Tennis and Croquet Ground Company, a limited company, who lease the land back to the Club at a peppercorn rent of zero pounds although the documentation on this arrangement is unclear.
- The land is owned by the Limited company comprised of directors with £1 shares.

12 Declaration

Driffield Lawn Tennis club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

Name:

Club Chairman

SIGNED: DATE:

Name:

Club Secretary