

CONSTITUTION OF DULLATUR LAWN TENNIS CLUB

1. **NAME.** The name of the club shall be “**Dullatur Lawn Tennis Club**” (the “**Club**”), which was established in 1888.
2. **COURTS.** The Club use the tennis courts owned by Dullatur Community Council. The Club is responsible for meeting the cost of insuring the courts in relation to the playing of tennis by Club members and the Club shall agree with Dullatur Community Council a rate for use of the village hall.
3. **OBJECTS.** The objects of the Club shall be to:
 - a) provide facilities for the playing of tennis for members of the Club; and
 - b) encourage the sport of tennis, leisure and social activities for residents of Dullatur and members of the Club.
4. **MEMBERSHIP.** Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.
5. **CATEGORIES OF MEMBERSHIP.** Membership of the Club shall consist of:
 - a) **Adult Members** - available to those who have attained the age of 18 years on 1 April of the membership year.
 - b) **Junior Members** - available to young persons who are under age 18 years on 1 April of the membership year.
 - c) **Student Members** - available to an individual who has attained the age of 18 years on 1 April of the membership year and has a valid matriculation card or other proof of further or higher education.
 - d) **Family Members** - available to Adults, including their spouse or partner, and their children who were under 18 years of age on 1 April of the membership year.
 - e) **Coaching Only Members** - available to an individual of any age who only wishes to participate in coaching. These Members will only have access to the tennis courts during their coaching sessions and not at any other time, unless as a guest of a Club Member (excluding Temporary Members).
 - f) **Temporary Members** - the Committee shall have the power to confer the privileges of the Club on visitors and others for periods not exceeding one month at a time subject to such conditions as they think fit. Those on whom this privilege is conferred shall be known as Temporary Members.
 - g) **Life Members** - on the recommendation of the Committee, the Club at an Annual General Meeting may, as a mark of respect or of appreciation for services rendered, elect anyone a Life Member of the Club without payment of subscription and without regard to age. Not more than two such Life Members may be elected in any one year.
6. **VOTING RIGHTS.** Only Adult Members, Family Adult Members (maximum of two votes per Family membership) and Life Members shall have a vote or voice in the management of the affairs of the Club.
7. **OFFICE BEARERS.** The Office Bearers of the Club shall comprise a President, Secretary and Treasurer with up to a further five Members giving a maximum of eight of a Committee. The Committee shall be appointed at the Annual General Meeting of the Club. They shall hold office for one year, but shall be eligible for re-election. Members can only stand for election and serve as a Committee member if they are a fully paid-up Adult, Family Adult or Life members. The Committee may fill vacancies in their number occurring during the year at their own discretion.
8. **POWERS OF THE COMMITTEE.** The management of the Club and of its affairs shall be under the exclusive control of the Committee who shall have all the necessary powers without qualification. The Club shall have the power to borrow money for any purpose of which the Committee approves and which will be for the benefit of the Club.

9. **CHAIR OF THE COMMITTEE.** At all meetings of the Committee the President, or in their absence, the Secretary, shall take the Chair. In their absence the meeting shall elect a Chair. At all meetings the Chair shall have a casting vote as well as a deliberate vote.
10. **SECRETARY.** The Secretary shall record, or delegate to a Committee minute taker, in a Minute Book or electronically, full and correct proceedings of all Committee Meetings and Annual and Extraordinary General Meetings and shall carry out all instructions given to them at such meetings. They shall conduct the correspondence of the Club and be responsible for the safe custody of all records in compliance with the General Data Protection Regulation.
11. **TREASURER.** The Treasurer shall receive and disburse all monies due to and by the Club. They shall keep correct books and accounts showing the financial affairs and intromissions of the Club. They shall close the books annually on the last day of October and shall forward a copy of the financial statement to every Member of the Committee.
12. **ANNUAL AUDIT.** The Balance Sheet presented at the Annual General Meeting by the Treasurer for the financial year ending on the aforementioned date shall have been passed by the Independent Examiner or Independent Examiners who shall be elected annually. A copy of the audited financial statements will be provided to Dullatur Community Council in advance of the Club's Annual General Meeting.
13. **ADMISSION OF MEMBERS.** Applications with appropriate subscription payment(s) shall be sent to the Committee which alone shall have the power to admit members. The Committee shall notify all new members of their admission to the Club, their entitlements according to their class of membership, and that they shall be bound by the Constitution and the Rules of the Club.
14. **SUBSCRIPTIONS.** The joining fees and annual subscriptions of all members shall be proposed by the Committee and decided by members at the Annual General Meeting. Payment of annual subscriptions is due on or before 1st April for the season then commencing. The Committee shall have the power to terminate the membership of any member whose subscription is not paid by 31st May. Notice will be sent to such members requesting return of any court key from a previous year's subscription.
15. **DISTRIBUTION OF RULES AND CONSTITUTION.** Each member shall on admission receive a copy of the Club Constitution and Rules. Further copies will be supplied on request.
16. **ANNUAL GENERAL MEETING (AGM).** The Annual General Meeting shall be held in January each year. At this meeting the Office Bearers and members of the Committee shall be appointed, a report by the Committee and the financial statement of the Club's affairs submitted and any other competent business transacted. At least seven days' notice should be given of this meeting. Nominations for the Committee require a proposer and a seconder. If there are more than eight nominations there will be a vote by show of hands of the members present. The eight nominees with the highest number of votes will be appointed. From the elected Committee, the Office Bearers will be elected using the same process.
17. **EXTRAORDINARY GENERAL MEETINGS (EGM).** The Committee may, whenever they think fit, call an Extraordinary General Meeting of the Club and they shall be bound to do so upon request in writing, signed by not less than seven members. This request shall be addressed to the Secretary and shall express the object of the meeting proposed to be called. The Committee shall then convene an Extraordinary General Meeting which shall be held within 14 days from the date on which the Secretary received the written request.

18. **NATURE OF AGM AND EGM MEETINGS.** At least seven days' notice shall be given to every member, and in the case of an Extraordinary General Meeting, the calling notice shall specify the objects and business of the meeting, and no business other than that in the notice shall be transacted at that EGM.
19. **QUORUM.** The quorum for the Annual General Meeting shall be five voting members present and for the Extraordinary General Meeting five voting members present. The quorum for Committee Meetings shall be three Committee members present.
20. **DISBURSEMENTS ETC.** No member of the Club including the Secretary, Treasurer and President shall be entitled to make disbursements, order goods or incur accounts in the name of the Club, or in any way to pledge the credit of the Club, unless previously authorised by the Committee. All withdrawals from the Club bank account will require two signatories from the Office Bearers.
21. **EXPULSION.** At a Meeting called in terms of Clause 16 or 17, the members present shall have the power, by a vote of two-thirds of their number, to expel a member from the Club, providing a reasonable cause has been shown.
22. **ALTERATION OF CONSTITUTION.** Alterations to this Constitution shall be made at the Annual General Meeting, or at an Extraordinary General Meeting called for the purpose, by at least two-thirds of the voting members present. A fortnight's notice of the proposed alterations shall be given in writing to the Secretary and shall be intimated by them to the members in the notice calling the meeting. The Committee will also consult with Dullatur Community Council on the proposed alterations providing the same fortnight's notice. Where there are any proposed alterations to clause 3 (Objects), the express approval of Dullatur Community Council is required.
23. **DISSOLUTION.** If the Committee by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Club, it shall call an Extraordinary General Meeting in accordance with Rule 17 to agree how any assets will be distributed and liabilities dealt with.
24. **ASSETS.** The effects and monies of the Club belong to the members, but the rights and interests of every member shall be personal and limited to the individual, expiring with their membership and shall not be assigned or passed onto heirs and executors. None of the Club's assets may be distributed or otherwise applied (on being wound up or at any other time) except to be used for charitable purposes.
25. **SERVICE OF NOTICES.** Every notice issued in terms of this Constitution shall, if sent through the post or by email, be deemed to have been served at the time at which in the ordinary course it would normally be expected to arrive. Any member changing their postal or email address shall notify the same in writing to the Secretary, and failing such intimation, all notices sent to the last postal or email address shall be held as having been duly delivered.
26. **EQUALITY.** The Club operates an Equal Opportunities Policy where no one is denied the right to equal access on the grounds of age, race, creed, colour, gender, disability, occupation, religion, sexual orientation or political persuasion or marital status or having or not having dependants. There is equality of opportunity in terms of the playing rights of members and per clauses 4, 5, 6 and 7 of this Constitution, to attend AGM/EGM meetings, to vote and to hold office.
27. **SAFEGUARDING.** The Club is fully committed to safeguarding the welfare of all children, young people and vulnerable adults using its facilities. It recognises the responsibility to promote safe practice and to protect children, young people and vulnerable adults from harm abuse and exploitation. Members and volunteers will work together to embrace difference and diversity and respect the rights of children, young people and vulnerable adults.

28. **DATA PROTECTION.** The Club uses and stores members' personal data in compliance with the General Data Protection Regulation. Further details can be found in the Club's Privacy Notice. A copy will be supplied on request.
29. **CHARITABLE PURPOSE.** The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

Revised 29 January 2019