

DUNMORE EAST TENNIS CLUB

CONSTITUTION

The name of the Club shall be Dunmore East Tennis Club, hereinafter called 'the Club'. Its objectives are to promote the game of tennis and provide facilities for same and for ordinary social interaction between the members of the club.

Management of the Club

- a. The management of the Club's affairs is vested in the Executive Committee. The Executive Committee will at all times act in the best interests of the Club.
- b. The Constitution of this club shall not be altered save by a two thirds majority present at a validly convened Annual General Meeting or an Extraordinary General Meeting convened for the purpose.

2. The Executive Committee

- a. The Executive Committee will be elected by the general body of members present at the A.G.M. and subject to annual re- election. The Executive Committee shall consist of Chairperson, Hon Secretary, Hon Treasurer, and a minimum of 3 other members.
- b. The Chairperson shall preside at all meetings of the Executive Committee. In the absence of the Chairperson, such member as the executive Committee shall determine, shall preside at the meetings.
- c. Where necessary, decisions of the Executive Committee shall be made by a simple majority vote of the Committee members present and voting. Where there is an equality of such votes, the Chairperson (or, the officer substituting for the Chairperson) shall have a casting vote.
- d. A quorum shall be 3 for meetings.
- e. A record shall be kept of each meeting of the Executive Committee which shall include the date, time and venue of the meeting, the names of those in attendance, the principal decisions arrived at, and, where decisions have been made by vote, a note of the numbers of those for, against, and abstaining in such vote.

- f. The Executive Committee shall have the power to appoint further sub-Committees to manage the various activities of the Club. In all its activities, each sub-Committee shall be subject to the direction and control of the Executive Committee and must provide the Executive Committee with regular updates on progress associated with the activity under the management of the sub-Committee. The Executive Committee will decide, at their discretion, if a sub-Committee representative is required to join the Executive Committee. Such additional subcommittee members will not have voting rights.
- g. Wherever possible communication to and from the club will be made electronically.

3. Election, tenure and removal of Officers and Executive Committee Members.

- a. The officers as Committee members of the Executive Committee are elected annually at the AGM to serve until the close of the next AGM.
- b. The Executive Committee shall have power to co-opt additional members to the Executive Committee during the year if it is deemed beneficial to the affairs of the Club.
- c. Any additional members must be approved by the Chairperson of the Club before taking their place on the Executive Committee.
- d. On completion of an officer's term on the Executive Committee, all relevant information and documentation will be handed over promptly to ensure a smooth efficient handover to the newly appointed officer.
- e. Where a vote is necessary for election of an officer to the Executive Committee, each such vote shall be conducted by secret ballot and shall be determined by simple majority of the full members present and voting.
- f. An officer of the Executive Committee who ceases to be a member of the club shall cease to be a member of the Executive Committee. Those being nominated to the Committee will be required to be Members of the Club for two years prior to admission to Committee.
- g. The Committee will annually appoint/reappoint designated children's officers.
- h. The Executive Committee shall be empowered to remove from the Executive Committee any members who, by his or her continued absence from meetings, or by otherwise displaying a lack of interest in the affairs of the Club shall in their opinion cease to be of service to the Club.

4. Committee and Finance

- a. All funds received by the Club shall be lodged in bank account(s) in a bank decided by the Executive Committee in the name of Dunmore East Tennis Club.
- b. Requisitions for the withdrawal of any funds from the Club's banking accounts shall be authorised by the Treasurer and one at least one of two other individuals designated by the Executive Committee.
- c. Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of the Club. The financial year for the club is the calendar year. The accounts must be submitted to the Executive Committee prior to Annual General Meeting. At the A.G.M., details of the accounts shall be furnished to the members in attendance and can be accessed by all other members on request.

5. Conduct of the A.G.M.

- a. The Annual General Meeting of the Club shall be held, where possible, no later than the 30th of November in each year. The Executive Committee shall post notice of the A.G.M. by electronic communication to members at least 14 days prior to the meeting. Any proposal to appear on the agenda for the meeting must be received in writing by the Secretary 7 days before the date of the meeting.
- b. Notice of the agenda of the meeting shall be by electronic communication to all members 7 days prior to the A.G.M. Genuine accidental omission of a small number of notices shall not invalidate any meeting.
- c. Nominations for election to the Executive Committee may be submitted to the Secretary 7 days before the date of the A.G.M.
- d. The Chairperson, or in his/her absence his/her deputy, shall be Chairperson of the meeting and shall have an extra casting vote if required.
- e. Ten full club members shall form a quorum at the A.G.M. All matters shall be decided by a majority of those present. The Chairperson or his/her deputy shall have an extra casting vote.

- f. The following business shall be transacted at the Annual General Meeting:
- Minutes of the last general meeting and of any extraordinary meetings held during the year will be approved.
 - The reports of the Chairperson and Treasurer shall be read.
 - Election of Executive Committee
 - Election of an accountant, if required, who shall not necessarily be a member of the club.
 - Motions of which written notice shall have been given to the Secretary.

6. Extraordinary General Meetings

- a. An extraordinary general meeting of the Club shall be convened by the Secretary on the direction of the Executive Committee or on receipt of a requisition signed by thirty fully paid-up members calling for such a meeting.
- b. Within ten clear days of the direction of the Executive Committee, or on the receipt of a requisition referred to above, the Secretary shall convene an extraordinary general meeting, to be held with seven clear days of notice to the members.
- c. Notice shall be posted at the clubhouse and by electronic communication to all members, setting out the time, place, and purpose of the E.G.M. Only business for which the meeting has been convened shall be transacted at the extraordinary general meeting.
- d. Only fully paid-up adult members shall have a right to vote at Annual General Meetings and Extraordinary General Meetings. A family membership permits each of the two Senior Members of that family to have one vote each if they attend.
- e. Votes on any motion can only be made or accepted in person by those attending and members cannot be represented by proxy at meetings.

7. Membership

- a. Membership of the Club shall consist of the following categories.
 - Adult
 - Family
 - Such other category or categories as the Executive Committee may from time to time decide.

8. Code of Conduct

- a. The club's expectations in relation to members and visitors are outlined in the club Code of Conduct available on the club website. The Committee will have the right to remove membership from any individual where they have repeatedly breached the Code of Conduct.
- b. The club has adopted all elements of the manual 'Good Practice for Children's Sport in Ireland'.
- c. All members will have access to the club Code of Conduct, the club's Child Protection Statement and the Constitution via the club's website. All members must abide by the Code of Conduct, the Constitution, and the Child Protection Policy.

9. Dissolution of the Club

- a. Dissolution of the Club may take place by a resolution passed by seventy-five per cent of the members present at a duly convened Extraordinary General Meeting for this purpose.
- b. Upon dissolution, all property will be sold, all debts and liabilities discharged, and the balance dispersed pro rata back to the membership.