

Portlethen Tennis Club

CONSTITUTION

1.0 **NAME**

The name of the club shall be the "PORTLETHEN TENNIS CLUB". Ladies and gentlemen will be eligible for membership and they may either be Ordinary Members, Honorary Members or Junior Members.

1.1 The club shall be a Members' Non Profit making club.

2. **AIMS**

To promote the game of Lawn Tennis and especially to foster the development of the game amongst the young people of Portlethen and District.

3. **COMMITTEE**

The Office-Bearers of the club shall consist of a President, a Vice-President, a Secretary and a Treasurer, who, along with six Ordinary Members shall constitute the Committee. The President, whom failing the Vice-President, will preside at all meetings and shall be entitled to a deliberate and, if necessary, a casting vote.

3.1 The affairs of the club shall be managed and controlled by the Committee, FIVE members of which shall form a quorum.

3.2 Members of the Committee shall retire annually but will be eligible for re-election on the following basis. Office-bearers no more than three consecutive years, Ordinary Committee members no more than five consecutive years. A Member may not be elected to the Committee unless he is present at the meeting or has given written notice to the Secretary indicating his/her willingness to serve on the Committee.

3.3 The Committee shall have the sole right to interpret the constitution and to give directions in cases not provided for therein, and all Orders and Regulations made by them shall be binding on all Members until set aside by a General Meeting.

3.4 Casual vacancies occurring in the Committee may be filled by co-option at the discretion of the Committee.

3.5 The Committee may delegate any part of its duties (except the election of Members) to one or more Sub-Committees which may be composed of any Members of the Club.

4.0 **ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held at a place and a time to be fixed by the Committee each year, between 15th October and 30th November inclusive.

4.1 The business of the Annual General Meeting shall be the confirmation of the Minutes of the previous Annual General Meeting, and of any subsequent Extraordinary Annual General Meetings, the consideration of the Committee's report and the Treasurer's Accounts for the year, the election of Office-Bearers and Committee for the ensuing year, the appointment of an Auditor, and any items of which notice has been given and details included in the Agenda.

4.2 In the absence of both the President and Vice-President, the Chairman shall be appointed by the meeting.

4.3 Each Ordinary Member shall have one vote only and SHALL NOT be entitled to vote unless all monies due by him to the club have been paid.

5.0 **ACCOUNT AND AUDIT**

The Treasurer of the Club shall, subject to the instructions of the Committee, receive and disburse all monies due to or by the club and shall keep regular books showing the accounts and transactions of the club. The Accounts of the club shall be made up by the Treasurer to the 30th September in each year and an account of Income and Expenditure during the preceding year and a Balance Sheet showing the financial position of the club, certified by the Auditor shall be submitted for approval of the Annual General Meeting following.

5.1 The financial year to run from 1st October to 30th September.

6.0 **SUBSCRIPTIONS**

All subscriptions shall be set by the Annual General Meeting. Annual subscriptions shall be payable (by a date set by the AGM) for the year to 30th September.

7.0 **ALTERATION OF CONSTITUTION**

No part of the Constitution may be altered except at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose, and notice of any proposal affecting the Constitution must be given to the Secretary at least 28 days prior to such a meeting.

7.1 To be carried, a proposal affecting the Constitution must receive a two-thirds majority of those present and voting.

7.2 An Extraordinary General Meeting may be called by the Committee or by written requisition being made to the Secretary and signed by at least one-third of the Ordinary Members.

7.3 The business of such Extraordinary General Meetings shall be restricted to matters contained in the notice convening the meeting.

7.4 One third of the Ordinary Members shall constitute a quorum at Extraordinary General Meetings and, in the case of the Annual General Meeting, this quorum will apply to consideration of constitutional amendments only.

8.0 **NOTICES**

At least seven day's notice in writing shall be given by the Secretary of all meetings.

9.0 **ASSESSMENT OF MEMBERS**

The Committee shall have the power to assess equally the whole of the Ordinary Members for payment of such sums as may be found necessary for liquidating the excess of expenditure over income in any year.

10.0 **WINDING UP**

In the event of a Resolution being passed at a General Meeting to wind up the affairs of the club, the Committee shall assess Ordinary Members as stated above, if necessary, and each Ordinary Member shall pay assessment within one month of the date of imposition thereof by the Committee. If the assessment of any such member is unpaid after the expiry of one month, the Committee shall be entitled to declare the defaulter has ceased to be a member of the club, and to take all necessary steps against the defaulter to recover the assessment due by him/her. Such defaulter shall forfeit any right to a share in the assets of the club when realised.