

ARKLOW LAWN TENNIS CLUB

CONSTITUTION

Last amended at AGM 3rd October 2022

1. The name of the Club shall be “Arklow Lawn Tennis Club”.
2. The property of the Club shall be vested in three Trustees who shall be honorary members of the Club.
3. The Trustees shall be elected by a General Meeting and shall respectively hold office until they resign or cease to be members of the Club unless removed from office by a General Meeting.
4. The Trustees shall deal with the property of the Club as directed by resolution of the Club Committee (of which an entry in the minutes certified by the President shall be sufficient evidence).
5. The management of the Club shall be in the hands of a Committee. Such Committee shall consist of President, Vice-President, Hon. Secretary, Hon. Treasurer and nine ordinary members who shall be elected each year at the Annual General Meeting.
6. The Committee shall have the power to admit as members, such ladies and gentlemen as they think eligible.
7. Without prejudice to any of the rules, the Committee shall have the following additional powers and duties:
 - a. To make such by-laws and regulations from time to time as they may deem necessary, and which shall be binding upon every member of the Club, providing that they do not make any by-laws or regulations inconsistent with the Constitution as laid down in this document.
 - b. The Committee shall have the power to co-opt a member to fill any casual vacancy on the Committee until the next Annual General Meeting. This includes the right to replace a Committee Member who does not attend 3 or more meetings without reasons acceptable to the rest of the Committee.
 - c. The Committee may appoint Sub-Committees for special purposes. Such Sub-Committees shall, however, be subject to the authority of the Club Committee.

d. The Committee shall appoint a Disciplinary Sub-Committee consisting of any three available members of the Committee and there shall be an Appeals Sub-Committee consisting of the Committee Chairperson, the Hon. Secretary and three non-Committee club members chosen by the Committee.

8. Four members of the Committee shall form a quorum to meet when necessary.

9. At all Committee Meetings the Chair shall be taken by the President or in their absence by the Vice-President or if none of these are present any member of the Committee may be elected as Chairperson. The Chairperson shall have a casting vote in addition to their own vote.

10. The annual subscriptions payable by each category of members is as follows:

a. FAMILY MEMBERSHIP €250

Family Subscription shall entitle membership to all Juniors plus two Seniors in any one family.

b. SENIOR €160

Senior Members must be over 17 on the 1st of May.

c. OVER 65 €120

Senior Members must be over sixty-five years of age on the 1st of May.

d. SENIOR STUDENTS €90

Senior Student category covers students in 2nd and 3rd Level Education (proof must be presented to the Hon. Treasurer) or the first two years as an apprentice over seventeen years or any Junior passed by the Senior Committee to play at night.

e. JUNIOR €60

Junior Members must be under seventeen by the 1st of May.

f. WINTER MEMBERSHIP

Winter Membership for all categories is available to only new members (on a once-off basis) and runs from 1st September to the last day of April. Please refer to the membership application costs sheet for full details of costs.

11. The Club Hon. Treasurer shall post a notice dated 1st June each year listing all paid up members for the year. The notice shall include sections to allow for amendments of new members or late payments and should be updated as often as practicable but not less than the time for each Club Committee meeting.

12. An Annual General Meeting of the Members of the Club shall be held annually in September, or as soon after as is practicable, to receive the Hon. Treasurer's Statement of the past years accounts and to elect Officers, Committee and an Hon. Auditor.
13. The Annual General Meeting should elect the Officers and the Committee as follows: President, Vice-President, Hon. Secretary, Hon. Treasurer and nine ordinary Committee Members.
14. Each paid Member (other than Junior Members) shall be entitled to one vote at a General Meeting.
15. On the requisition of eight members, or on their own authority, the Committee shall call a Special General Meeting, notice of which, specifying the object, date and place shall be posted by the Hon. Secretary in the Clubhouse. At least seven days before the date fixed for such meeting.
16. No motion, except for adjournment or vote of thanks, shall be entertained at a General Meeting of which a week's notice has not been given, and before the Chair is taken at such meeting there must be at least seven members of the Club present.
17. The rules may be altered, abrogated or added to, only at a General Meeting of the Club by vote of two-thirds of the members present of which intended changes two weeks' notice shall be given to the Hon. Secretary. When the notice is given the Hon. Secretary shall put it up in the Clubhouse.
18. Accounts books shall regularly be kept by the Hon. Treasurer so as to show the receipts and expenses and generally the financial state of the Club's affairs. These books and the Club cheque book are to be brought to Committee meetings and be available for inspection to the Committee. In addition, the Hon. Treasurer shall present a quarterly update of the accounts to the Committee. The bank account shall be kept in the name of the Club in such bank as the Committee may from time to time determine. The Committee shall determine how the account shall be operated and who shall be empowered to sign cheques. The account year shall run from 1st September to 31st August each season. The Hon. Treasurer shall present the final accounts to the Hon. Auditor two weeks before the scheduled Annual General Meeting for verification and shall present the audited accounts to the Committee no later than one week before the Annual General Meeting. The Hon. Treasurer will then present the accounts to the Annual General Meeting.
19. Should any member infringe on any of the Club rules, and should the conduct of any Member, in the opinion of the Committee be injurious to the character and interests of the Club, the Committee are empowered to recommend to such members that they resign. And if they shall not resign within seven days from delivery of the notice to that effect, such members will cease to be members. Such a decision can be appealed by the Member dismissed to the Disciplinary Appeals Sub-Committee and/or by calling an EGM of the Members at which a simple majority will be required to ratify the Committee decision. Any Member losing or damaging Club property or assets shall replace or make good same.

20. If, in the event of the winding up of the Club, there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having the main objects of the Club, namely the promotion of the sport of tennis.
21. Arklow Lawn Tennis Club is fully committed to safeguarding the wellbeing of its Members. Every individual in the Club should at all times show respect and understanding for Members' rights, safety, welfare and conduct themselves in a way that reflects the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. The AGM shall elect a Children's Welfare Officer whose role will be set out by the Committee. The Children's Welfare Officer may or may not be a member of the Club Committee. All Sports Leaders within the Club must abide by the Code of Ethics and Good Practice for Children's Sport in Ireland must fill in an application form and be pre-approved by the Committee. Any breaches of the Code of Ethics must be reported to the Children's Welfare Officer in the first instance who, as appropriate, may issue an advisory caution, refer the matter to the Club Committee (via the Hon. Secretary) for disciplinary action or to the Club President for referral on to the Statutory Authorities.
22. Any Officer (President, Vice-President, Hon. Secretary, Hon. Treasurer) serving on the Committee shall not hold the position for any longer than three years.