

ARKLOW LAWN TENNIS CLUB

CONSTITUTION

Last amended at AGM 30th September 2024

1. The name of the Club shall be “*Arklow Lawn Tennis Club*”. The purpose of the Club shall be the promotion of the sport of tennis and the provision of coaching, social tennis, competition tennis, tournaments and social activities so that members of the community of Arklow and environs can learn, participate and improve at all levels in the sport of tennis.
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 up to nine ordinary members who shall be elected each year at the Annual General Meeting.
6. Membership is open to the public through the club website at www.altc.ie, however the Committee shall have the power to close membership to new members where there is any over subscription and access to Club facilities would be severely hindered for new and existing members.
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 not have a vote of their own, only where a vote is tied, will they have the casting vote.

10. The Committee will be responsible for setting the membership subscriptions payable by each category of members and for confirming the criteria that apply to each category such as Senior Members, Junior Members, Students/Senior Students, Families and Veterans.
11. All membership renewals for all categories of member are due on 1st May each year. As far as is practicable, the Committee shall remind existing members to renew and confirm the process for renewal in advance of the renewal date.
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 up to nine ordinary Committee Members.
14. Senior, Veteran, Honorary, Student and Senior Family Members whose membership is fully paid up (other than Junior Members) shall be entitled to attend the Annual General Meeting. Only these members are entitled to vote at the Annual General Meeting or EGM.
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 2 weeks before the date fixed for such meeting.
16. No vote or motion, except for vote to adjourn or a vote of thanks, shall be entertained at an Annual General Meeting or a Special General Meeting for which vote or motion two 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 constitution may be altered, abrogated or added to, only at an Annual or Special 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 shall regularly be kept by the Hon. Treasurer to show the income and expenditure and the general financial state of the Club. These accounts are to be brought to Committee meetings and be available for inspection to the Committee. In addition, the Hon. Treasurer shall present a monthly report of income and expenditure to the Committee. The bank account shall be kept in the name of the Club in such bank(s) as the Committee may from time to time determine. The Committee will ensure that no more than €100,000 is held on deposit with any one Irish bank in line with the limits defined in the Deposit Guarantee Scheme governed by the Central Bank of Ireland. The Committee shall determine how the account(s) shall be operated and who shall be mandated to operate such accounts. The financial year shall run from 1st September to 31st August annually. The Hon. Treasurer shall present the final accounts to the Hon. Auditor before the scheduled Annual General Meeting for verification and shall present the audited accounts to the Committee 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 upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it 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 objects similar to the objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the income and property clauses above. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution and if and so far as effect cannot be given to such provisions then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.
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 Committee shall appoint 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.
23. The income and property of the Club shall be applied solely towards the promotion of the object as set forth in this constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club.
24. No officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club to carry out the roll. However nothing shall prevent any payment in good faith by the Club of:
 - a. reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club
 - b. interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club
 - c. reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club
 - d. reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club
 - e. fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company
25. Annual accounts shall be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

26. No addition, alteration or amendment shall be made to the provisions of the objects clause, the income and property clauses, the winding up clauses, the keeping of accounts clauses or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.