

BOSTON MANOR TENNIS CLUB CONSTITUTION

Adopted 3 January 2006

1. NAME

The name of the Club shall be **Boston Manor Tennis Club** hereinafter referred to as BMTC and is affiliated to the Friends of Boston Manor.

The objects of BMTC shall be:

- To promote the sport of Lawn Tennis at all levels for recreation and competition.
- To encourage community participation from all age groups to assist in the promotion of healthy living.
- To fundraise to assist in providing and maintaining good quality courts and facilities.

BMTC is a non profit making club with all funds raised to be used for the benefit of the club, park and facilities.

The affairs of BMTC shall be controlled by a General Committee comprising of the Executive Officers and the Committee as mentioned within this Constitution and with responsibilities as detailed in document "Roles and Responsibilities".

2. MEMBERSHIP

Membership of BMTC shall be open to any person, regardless of race, age, gender, sexual orientation or ability, who completes a membership application form and pays the relevant joining fee for BMTC and Friends of Boston Manor as determined by the Annual General Meeting.

Categories of Membership:

Adult	(18 years and over)
Junior	(Up to 17 years)
Family	(persons residing at the same address)

3. OFFICERS

All Officers shall be elected at the Annual General Meeting, or Extra Ordinary General Meeting (EGM) if applicable, by the members of BMTC. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

Executive Officers:

Hon. Chairperson Hon. Vice Chair Hon. Secretary Hon. Treasurer

Non Executive Officers:

Representative from Friends of Boston Manor
Representative for CIP/Hounslow (Optional)

Committee:

Social Secretary Club Coach - minimum 1 Members - minimum 3

It is the responsibility of all Officers to ensure that accurate records of meetings and accounts are made and that the finances are audited before every Annual General Meeting. Members are entitled to inspect the accounts with a minimum of 7 days notice. The bank account is to be administered by the Friends of Boston Manor. All cheques require two signatures.

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4. MEETINGS

AGM: The AGM shall take place during the month of April each year with 21 days clear notice being given to every paid up member and by notification on the notice board within the park. Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before a meeting. The Secretary shall give notice of the agenda for the meeting to members not less than 7 days before the meeting.

The business of the AGM shall be to:

- Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- Receive the annual report of the Committee from the Chairperson.
- Receive the audited accounts and report for the year from the Treasurer.
- Elect an auditor
- Elect the Officers of the Club
- Review the membership rates and agree them for the forthcoming year.
- Transact such other business received in writing by the Secretary from Members and included on the Agenda.

General Meetings:

- Meetings are to take place as scheduled (once per month) but a minimum of 4 times per year.
- General Meetings are to be chaired by the Chairperson or designate on a rota basis.
- Decisions made at a general meeting shall be by simple majority of votes from those present with the Chairperson having the casting vote.
- All members are entitled to attend committee meetings.
- A quorum for a General Meeting of the organisation is five.

5. ALTERATIONS TO CONSTITUTION

Alterations to the Constitution may only be considered at an AGM or EGM convened with the required notice of the proposal, proposed by a full member of the organisation and seconded by another full member. Such alterations shall be passed if supported by not less than two thirds of those members present at the meeting, assuming that a quorum has been achieved.

6. DISSOLUTION

If at any General Meeting a resolution is passed calling for the dissolution of BMTC the Secretary shall immediately convene an EGM to be held not less than one month thereafter to discuss and vote on the resolution.

If at the EGM the resolution is carried by at least two-thirds of the members present at the meeting, the General committee shall thereupon, or at such date as shall be specified in the resolution, proceed to realise the assets of the organisation and discharge all debts and liabilities of BMTC.

After discharging all debts and liabilities of BMTC the remaining assets shall not be paid or distributed amongst the members of organisation but shall be given or transferred to Friends of Boston Manor to be used for the benefit of the park specifically with regard to sport.