



# **THE WARWICK BOAT CLUB Limited TENNIS SECTION CONSTITUTION**

*Adopted on October 4<sup>th</sup> 2017*

## **NAME AND PURPOSE OF SECTION**

1. The Tennis Section is one of the sporting sections within The Warwick Boat Club Limited ('the Club') and is known as The Warwick Boat Club Tennis Section ('the Section').
2. The purpose of the Section is to further the sport of Tennis within the Club.
3. All financial matters are under the control of the Club, subject to agreed budgets and to any matters as may be delegated by the Warwick Boat Club General Management Committee to the Section from time to time.
4. The Section is subject to its Constitution herein and its own Rules (insofar as they do not conflict with the Memorandum and Articles of Association of Warwick Boat Club Ltd, and any rules made by the Warwick Boat Club General Management Committee).
5. The Section will comply at all times with the Club's Articles of Association and will operate with whatsoever delegated authority is allowed by the Board of Directors and the General Management Committee from time to time. In the unlikely event of a conflict between the Club's Articles of Association and the Tennis Section Constitution, the Club's Articles of Association take precedence.

## **MEMBERSHIP**

6. Persons are eligible for full membership provided they are at least 18 years old. Persons below the age of 18 may be elected as Junior members without the right to hold office or vote at general meetings.

## **ORGANISATION OF THE TENNIS SECTION**

7. The Section will be run by its own Tennis Committee, which is responsible for promoting and addressing the interests of the Section and its Members.
8. The Tennis Committee will adhere to the values of transparency, inclusivity and fair representation of all members in managing the Tennis Section. Tennis Committee meeting minutes will be made available to members.
9. The Tennis Committee will consist of between five and ten members of the Section.
10. The Tennis Committee consists of ordinary committee members, all with equal voting rights. All committee members must seek election at the Annual General Meeting (AGM) of the Section.

11. The aim of the Tennis Section is to have a Tennis Committee that is representative of the Membership.
12. The Tennis Committee has the power to co-opt other members onto the Tennis committee for specific duties. A co-opted Tennis Committee member cannot vote on Tennis Committee matters.
13. The Tennis Committee shall hold a minimum of six Tennis Committee meetings a year. All members of the Tennis Committee shall be notified in writing at least fourteen days in advance of the time, date and place for a meeting. An Agenda should be distributed before the meeting, or by verbal notice not limited by time in cases of emergency.
14. The quorum for Tennis Committee decisions is five. Decisions are made by a balanced review of the pros and cons and taking into account all available evidence - following a discussion by the Tennis Committee there will be a show of hands to make a majority decision. For matters that are deemed by the Tennis Committee to materially affect all Tennis Section members, a consensus decision is expected.
15. The Tennis Committee will vote on rule changes that are presented to the Tennis Committee by a member of the Tennis Committee. There must be a two-thirds majority vote from all Tennis Committee members for a rule change to be implemented. Once a rule is implemented, a new proposal on the same rule cannot be presented for at least 3 months.
16. The Tennis Captain will chair Tennis Committee meetings. In the absence of the Tennis Captain, a Vice-Captain can call and chair the meetings.
17. All members of the Section must abide by the Memorandum, Articles of Association and Rules of the Club and the Constitution and Rules of the Section.
18. The Constitution and Rules of the Section must at all times be available to its members.
19. The Rules of the Section are to be decided by the Tennis Committee of the Section. In cases where it is necessary to take action promptly the Tennis Committee Member concerned may create rules, which must be ratified at the next Tennis Committee meeting if they are to remain in force.
20. The Section and Members are bound by and subject to the Rules and Disciplinary Code of the LTA and any other related Policies established by the Club.
21. If the Tennis Captain resigns, or otherwise becomes unable to fulfil their duties, during their elected term, a pro tem captain should be endorsed by the Tennis Section Members at an EGM as soon as possible after taking on the role.
22. If an elected Tennis Committee Member (other than the Tennis Captain) resigns, or otherwise becomes unable to fulfil their duties, during their elected term, a Casual Vacancy will have been created. The Tennis Committee will appoint a new Tennis Committee Member to fill the role. If a new Tennis Committee Member cannot be appointed, the existing Tennis Committee Members must formally take responsibility for the outstanding responsibilities.
23. A Tennis Committee Member may be removed from the Tennis Committee following a vote of no confidence by all Tennis Committee members (other than the person whose removal is being voted on). The Warwick Boat Club Ltd Directors may direct a Tennis Committee member to step down if their position is deemed unreasonable and not in the best interest of Warwick Boat Club Ltd.
24. The Tennis Section will have a Remuneration Committee for any employee of Warwick Boat Club Ltd whose work relates solely to the Tennis Section (e.g. the Tennis Manager). The Remuneration Committee will consist of the following roles: 1) Tennis Captain, 2) Membership, People & Welfare, 3) Financial, Legal & Commercial. The Remuneration Committee will meet once per year to provide guidance and recommendations on relevant employee pay and rewards to the Warwick Boat Club General Management Committee.

25. All conflicts of interest in Tennis Committee decisions must be declared by Tennis Committee Members. Where a conflict of interest exists, the relevant Committee Members will exclude themselves from discussions and voting processes.

## OFFICIAL TENNIS COMMITTEE ROLES

26. The Tennis Committee Members have a defined responsibility within the Tennis Section.

27. The Tennis Committee Roles are as follows, and include, but are not limited to, the stated responsibilities:

1. **Tennis Captain (elected)** - leads the Tennis Committee, managing the Tennis Section governance, strategy and objective setting, and overall achievement of objectives. Responsible for appointing employees of the Tennis Section. Chairs the Tennis Committee meetings, and is the representative of the Tennis Section on the WBC General Committee. Must be eligible to be a Club Director.
2. **Membership, People & Welfare (elected)** - develops and maintains a view of the Tennis Section membership, including numbers, requirements and satisfaction. Ensures actions are underway to protect and grow membership as required by the Tennis Section. Leads on defining and implementing welfare standards that safeguard Tennis Section members. Holds a Tennis Vice-Captain position to fulfil the Tennis Captain's responsibilities when delegated.
3. **Financial, Legal & Commercial (elected)** - Manages the development and achievement of the Tennis Section Annual Budget. Leads fund-raising activities including sponsorship, grants and donations. Ensures the Tennis Section complies with legal requirements. Holds a Tennis Vice-Captain position to fulfil the Tennis Captain's responsibilities when delegated.
4. **Marketing & PR (elected)** - Manages Tennis Section member communications (e.g. Court Circular), member recruitment (e.g. Open Days), and external media engagement. Responsible for developing and maintaining traditional media and social media communication channels. Manages the Tennis Section element of the WBC Website. Leads efforts to win Tennis Club Awards.
5. **Facilities & Development (elected)** - Leads the Tennis Section to ensure tennis facilities are of the highest possible standard, and represents the Tennis Section in all Club Development matters. Manages the IT infrastructure and systems used by the Tennis Section (e.g. Clubspark). Manages relationships with key suppliers for court and floodlight maintenance, etc.
6. **Coaching & Tournaments (appointed)** - Manages all coaching, organised social mix-in and tournament activities for the Tennis Section. Coaching includes Group Coaching, Individual Coaching and Schools Coaching. The Tennis Manager role fulfils this position as an employee of the Club, and is therefore appointed to this position. The Tennis Manager manages the self-employed Coaches who work at the Club.
7. **Team Tennis (elected)** - Manages the involvement and organisation of Men's, Ladies' and Junior teams in external club competitions (e.g. Coventry & Warwickshire League, AEGON National Club League, etc.). Ensures Team Captains are in place for each team, and WBC involvement in all leagues is well organised. Organises team practices as required. Provides feedback to the Tennis Committee about the interests and requirements of this group of members.
8. **Social Tennis (elected)** - Represents the interests of players who regularly participate in organised social mix-ins, and regular private play. Provides feedback

to the Tennis Committee about the interests and requirements of this group of members.

9. **Events (elected)** - Leads the organisation of people to support the major Tennis Section events, including the Tennis Club Finals Day, social tournaments and social events. Ensures sufficient volunteers are in place for each event. Oversees the group of volunteers who enable these events to run smoothly.
10. **Secretary (elected)** - Supports the Tennis Captain with issuing agendas for meetings, and preparing documents for meetings. Keeps minutes of Tennis Committee meetings, and ensures Tennis Committee records are organised, securely stored, and made available (as required) to the Tennis Section Members.

28. The Tennis Committee Roles are elected (where relevant) at the Tennis Section AGM.
29. The Tennis Committee Members may establish sub-committees to support the fulfilment of their duties. Sub-committees should aim to be representative of the membership and possess the requisite experience and capabilities to fulfil the requirements. Sub-committees must report back to the responsible Tennis Committee Member for approval on decisions, and matters affecting Tennis Section rules must be brought to the Tennis Committee for a decision.
30. Any casual vacancy occurring in the Tennis Committee whether by resignation or otherwise may be filled by the Tennis Committee, and the Member so appointed shall be subject to the same regulations until retirement as the elected/electable Member whose place they are appointed to fill.

## GENERAL MEETINGS

31. The Section is obliged to hold an AGM in the Autumn of each year.
32. Members of the Tennis Committee will be elected annually at the AGM.
33. Other members may be co-opted on to the Tennis Committee during the year, but are not eligible to vote unless they are elected by the membership of the Section.
34. Tennis Section Extraordinary General Meetings (EGM) may be convened by 1) a consensus decision of the Tennis Committee, or 2) by any member of the Section upon presentation of a petition signed by at least 5% of the eligible-to-vote Tennis Section Membership (paid-up members, of 18 years and older), stating the purpose for which the meeting is required and the resolutions proposed to the Tennis Section.
35. Notification of the date of the AGM or of an EGM must be sent to all members of the Section at least twenty-one (21) days in advance.
36. Nominations for Tennis Committee members together with any other business, issues for debate or resolutions must be submitted in writing with the signatures of the proposer and seconder to the Section at least fifteen (15) days before the AGM or EGM. Any such Nominations, business, issues or resolutions shall be advertised to all Tennis and Club members by email and on the Section Noticeboard at least ten (10) days before the AGM or EGM.
37. The quorum at the EGM shall be 35 persons.
38. The quorum at the AGM shall be 20 persons.
39. Every Tennis Section Member, except Temporary and Junior Members, shall have one vote at a Tennis Section General Meeting
40. The Chair of a Tennis Section EGM or AGM shall have a casting vote.
41. The Chair of a Tennis Section EGM or AGM will be the incumbent Tennis Captain. In the event of the Tennis Captain's absence, authority to chair the EGM or AGM will fall to either of the incumbent Tennis Vice-Captains, or a Club President & Vice-President

who is also an eligible Tennis Member. Failing that, any other incumbent member of the Tennis Committee may chair the meeting.

42. Electronic voting and Proxy voting will be made available for each EGM and AGM. Voting on resolutions will also be conducted at the Meetings by submission of paper forms. The combined vote count of electronic votes, proxy votes and paper-based votes on specific resolutions and elections will decide the result.

43. The following business shall be transacted at the Tennis Section AGM:

- Apologies for Absence
- Approval of the previous minutes
- Matter arising from such minutes
- Tennis Committee Reports, including the Tennis Section Financial Report
- Election of the Tennis Section Committee
- Any other business or issues raised in accordance with paragraph 36 above

44. The Constitution of the Tennis Section is contained above and may be changed only by a two-thirds majority vote of eligible voting members of the Tennis Section, who have voted at an EGM or AGM, and where appropriate notice has been given to the meeting.

**END**