

Constitution and Rules

1. Name. The Wriggle Valley Tennis and Croquet Club, formerly the Yetminster Tennis Club and renamed in 2011, was established in 2003. Hereafter referred to as the Club.
2. The Objectives of the Club shall be to provide tennis, croquet, social and other activities for its members, but specifically to encourage and facilitate the playing of tennis and croquet.
3. The Club shall be composed of two sections: Tennis Section and Croquet Section.
4. Application of Surplus Funds. The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities.
5. Membership.

5.1 Eligibility. Any person of any age is eligible for membership provided that they complete an official application form, either as an individual or as part of a family, and pay the relevant subscription.

5.2 Classes of members.

(i) Tennis Section.

- a. Family membership - applies to parents, children, grandchildren of any one family.
- b. Individual membership.
- c. Junior (under 18 on 1 May) membership.

(ii) Croquet Section.

- a. Individual membership
- b. Joint membership, being two people at the same address.

5.3 *Subscriptions* for both Tennis and Croquet Sections cover membership of the Yetminster Community Sports Club (YCSC). Subscriptions shall normally be due and payable on 1st May each year to coincide with the membership year i.e. 1st May to 30th April the following year and shall be determined by the Committee.

6. Management of the Club

6.1 *The Committee*

- a. The Club shall be run by a Management Committee (to be known as the 'Committee') which shall comprise not more than twelve persons, being such members as are elected to fill the following positions namely, Hon. Chair, Hon. Treasurer, Hon. Secretary and up to nine other members. The Committee may co-opt up to two further members who shall serve until the next Annual General Meeting (AGM).
- b. Individual Committee members shall be elected annually, at the AGM, for a period of three years. One Officer and three Committee members shall retire each year at the AGM but shall be eligible for re-election. Club members wishing to serve on the Committee should submit their names to the

Hon. Secretary at any time during the year to stand for election at the following AGM. Such members may be co-opted to the Committee prior to election with the Committee's approval.

c. Three Committee members shall constitute a quorum and the Committee shall meet from time to time as may be necessary, with the meetings convened by the Hon. Secretary giving notice of at least seven days.

d. The Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such powers and duties as the Committee may determine.

e. The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the Club.

6.2 General Meetings.

a. The AGM of members of the Club shall be held once every calendar year at a time to be fixed by the Committee to transact the following business.

(i) To receive, amend if required and approve the Minutes of the previous AGM.

(ii) To receive, and if approved, adopt the Annual Report of the Committee and the statement of the Accounts to the end of the preceding financial year.

(iii) To elect/re-elect Committee members in accordance with Paragraph 6.1b. above.

(iv) To confirm the appointment of independent person to inspect the accounts at the end of the financial year.

(v) To deal with any matters that the Committee want to bring before members and to receive and consider any suggestions from members for consideration by the Committee.

b. An Extraordinary General Meeting (EGM) of members of the Club may be called at any time by the Committee to deal specifically with any matter raised in writing to the Hon. Secretary or Hon. Chair by not less than five members of the Club.

c. Notices convening any General Meeting should be issued at least fourteen days before the proposed date of the meeting.

d. The quorum for any General Meeting shall be six members.

6.3 Decisions by Meeting and Voting.

a. If quorate, all questions arising at any meeting shall be decided by a simple majority of those attending the meeting.

b. Each member attending a meeting has one vote, family membership being limited to two votes. In the event of an equality of votes the Hon. Chair shall have the casting vote.

6.4 Finance.

a. The financial year shall end on 31st December in each year.

b. All moneys paid to the Club shall be received by the person, the elected Hon. Treasurer, authorised by the Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. The Hon. Treasurer shall be authorised in his/her sole capacity to conduct day to day banking online and to sign cheques and other financial documents on behalf of the Club. The Hon. Treasurer is authorised to maintain a cash float that should not normally exceed £150. Any moneys not required for immediate use may be proposed for investment with the approval of the Committee.

c. Tennis and Croquet Sections shall have separate accounts within the Club book and statements shall be prepared separately within the accounts for presentation at the AGM.

d. Subject to Rules 4 and 6.1e. the income and property of the Club shall be applied only in furtherance of the objectives of the Club.

e. The Committee shall cause true accounts to be kept of the receipts, expenditures, assets and liabilities of the Club and shall place before members of the Club at each AGM a set of accounts made up to the end of the previous financial year and inspected by a trusted independent individual.

f. Profits made from fund raising activities, other than those specifically raised either for tennis or croquet, shall be divided proportionally between the Tennis and Croquet Sections in the ratio of membership of each section (family membership counting as two members).

g. The Club shall pay annually to the Parish Council (PC) (or delegated body that may be managing the wider sports facility) a ground rent to cover lease of the grounds, public liability insurance and for access to and limited storage within the clubhouse. The sum shall be agreed annually between the Club and the PC (or delegated body).

6.5 Records and Minutes.

Records shall be taken and Minutes kept, in such form as the Committee may direct, of all meetings of the Committee/Sub-Committees and the Minutes shall be confirmed and signed by the Hon. Chair at a subsequent meeting.

6.6 Winding Up or Dissolution.

If either the Club or the Tennis Section wind up or become defunct, the balance of its funds shall be passed to the Yetminster Parish Council to be invested for continuing maintenance of the tennis court so long as that facility can remain in active use; otherwise for the continuance of sport in the Wriggle Valley Benefice. Should the Croquet Section wind up or become defunct, any balance of funds shall pass to the Tennis Section. The disposal of any surplus equipment or non-monetary assets would be decided by the Committee at the time.

7. Alteration of Constitution and Rules.

This Constitution and its Rules may be altered by Resolution at an AGM or EGM provided that the resolution shall not be passed unless carried by a majority of at least two thirds of the members present and voting at the General Meeting, the notice of which contains particulars of the proposed alteration or addition.

Approved at the XVIIIth AGM on 27 August 2021.

Signed: *A. Grattan-Cooper* Hon. Chair

Signed: *A. Gatehouse* Hon. Secretary