

**TRAMORE TENNIS CLUB - FOUNDED 1921**  
**RULES & CONSTITUTION**  
**As amended at the**  
**ANNUAL GENERAL MEETING**  
**23th February 2015**

1. **Name of the Club:**

The Club shall be called "Tramore Tennis Club". The objects of the Club shall be the playing of tennis.

2. **Objects:**

Tramore Tennis Club is fully committed to safeguarding the well being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland and the Child Protection & Good Practice Guidelines of the Club.

3. **Constitution of the Club:**

The club shall consist of the Officers, Ordinary, Family, Junior, Honorary Life and Temporary Members. The officers of the club shall consist of President, Vice-President, Secretary and Treasurer.

4. **Trustees:**

The property and assets of the Club shall be vested in the Trustees for such purposes, as the Committee may by resolution from time to time appoint, and they shall be indemnified against risk and expense out of the Club property and by the general body of the members for the time being. The Trustees shall remain in office until death or resignation or until removed by resolution of a general meeting. The Trustees shall be elected by the Committee from the ordinary members or Honorary members of the Club and, on vacancy occurring, a new trustee shall be elected in the same way. The number of Trustees may be increased if the Committee thinks fit but the number must not be less than two.

5. **Membership:**

(a) Membership of the club shall consist of Playing Members, Honorary Members, Social Members, Honorary Vice-Presidents, Volunteers/Helpers and Junior Members.

(b) All members will receive a copy of the Code of Conduct and a copy of the Constitution. Each member/parent (if the member is under 18) will be obliged to sign and return an acknowledgment that they have read and agree to abide by the Code of Conduct and Constitution. All junior club members will be required to sign the Junior Club Code of Conduct and Fair Play Policy.

(c) All members will be expected to adhere to the Child Protection & Good Practice Guidelines of the Club

#### 6. **Family Members:**

Parents shall have equal standing with ordinary members. The committee shall make provisions for student members on the terms and conditions determined by the Committee. Ordinary Members shall be persons over the age of 18 years.

#### 7. **Honorary Life Members:**

The Club may, upon the unanimous recommendation of the Committee, elect Honorary Life Members in recognition of their services to the Club or to the game of Tennis – the election to be ratified at the next Annual General Meeting. Honorary life members shall have the rights of ordinary members.

#### 8. **Junior Members**

1. The Committee shall have the power to admit as a junior member, any candidate under the age of 18 years.
2. The Committee shall have the power to limit the number of junior members and may also impose as a condition to the admission of a candidate, as a junior member, any special conditions in regard to rights and privileges, which they think desirable.
3. A junior member shall be any member under the age of 18 years.

#### 9. **Temporary Members**

The Committee have the power to elect temporary members.

#### 10. **Honorary Temporary Members**

The Committee shall have the power to elect as Honorary Temporary Members:-

1. Any person taking part or assisting at or practicing for any tournament or competition held in the Club grounds for the period during which the particular competition or practise is in progress.
2. The Secretary of the Club shall also be eligible for election as an Honorary temporary member for such period and with such privileges as shall be defined at the time of

election and such membership shall terminate when he shall have ceased to hold office as Secretary.

**11. Payment of Subscriptions:**

1. Subscriptions shall be payable in advance on 31 March each year. They shall be payable in one sum.
2. The annual subscription for each category or membership shall be such sum as the members may determine at the annual general meeting in the calendar year for which it is payable. In default of agreement the Committee shall determine the amount payable.

**12. Admission of Members:**

The candidates for ordinary, family and junior membership must be duly proposed by a member of the Club, in writing to the secretary and the proposer must be a member for not less than 12 months. Such application shall be determined by ballot of the Committee. The treasurer shall notify every candidate elected and if the subscription is not paid within one month the election becomes void.

**13. Officers of the Club:**

The President, Vice-President, Honorary Secretary and the Honorary Treasurer shall be elected at an A.G.M. They shall hold office (subject to retirement) until the next such meeting.

**14. Committee**

The Committee shall be elected for not less than one year by the general body of Members and shall be subject in a specified proportion to annual re-election as set out hereunder.

The President, Vice-President, Honorary Secretary and Honorary Treasurer shall be the solo ex-officio members of the Committee and shall be members of the Committee in the year following the year in which they held office as President, Vice-President, Honorary Secretary or Honorary Treasurer. In addition to these, a minimum of 3 ordinary members of the Club shall be elected at the Annual General Meeting.

**15. Nominations for Officers/Committee:**

Nominations for candidates for membership as officers and/or members of the Committee shall be received in writing by the Secretary at least 10 days before the date of the Annual General Meeting.

**16. Election of Committee:**

A ballot by all eligible members present at the A.G.M. shall be taken if there are more nominations than there are vacancies to be filled. Such ballot to be taken in secret, but voting papers containing a lesser number of votes than there are vacancies shall be invalid.

**17. Quorum and Power to Co-Opt:**

Three members of the Committee shall form a quorum. The Committee shall have power to co-opt members to fill any vacancies on the Committee. Any member co-opted shall hold office until the next Annual General Meeting. If required, the Chairman at all General Meetings and Committee Meetings shall have a deliberate as well as a casting vote.

**18. Officials of the Club:**

The Committee shall have power from time to time to appoint and remove such officials, as they consider necessary at any time for the due management of the Club.

**19. General Meetings:**

1. The Annual General Meeting shall be held each year before 30<sup>th</sup> April on a date to be fixed by Committee.
2. The Committee may, on their own authority, or shall on the requisition of 20% of the Membership, call a Special General Meeting. At least 14 days notice of every General Meeting, specifying the object, time and place of such Meeting shall be given by delivery or post to every eligible member residing in Ireland.
3. The Annual General Meeting shall be held to receive the Committee's Annual Report and the Financial Statement, to elect Office Bearers. Auditors. Members of the Committee and transact other business of the Club.
4. Notices of Motions must be given to the Honorary Secretary in writing at least 21 days before the date of the Meeting. Such notices of Motion shall be posted on the Club Notice Board at least 7 days prior to the date of the General Meeting.
5. Eight Members entitled to vote shall be a quorum for all General Meetings.

**20. Complaints and investigations procedure:**

Any member who believes the conduct of another member is contrary to the Constitution of the Club or to the Club's Child Protection & Good Practice Guidelines or to Governing Body Regulations, or whose conduct is likely to bring the club into disrepute, may inform any member of the General Committee in writing.

A meeting of the General Committee shall be held within fourteen days after the complaint has been received. All parties involved will be invited to attend individually to speak to the General Committee.

The General Committee shall inform in writing both the member who made the complaint and the member who is subject to their decision within seven days of a decision being made.

Notification of the complaint will be forwarded to the Governing body.

## 21. **Disciplinary Procedure:**

Where a complaint is deemed of appropriate severity by the General Committee, the General Committee have the right to invoke the disciplinary procedure.

The General Committee will have the following options at its disposal under the disciplinary procedure.

- I.* Impose a fine where applicable. The member being fined will be informed in writing of the amount and the date which it must be paid. All fines will be paid to the Treasurer. Failure to pay the fine will result in further options being invoked.
- II.* Recommend the member undertakes a period retraining or re-education.
- III.* Impose a period of suspension for a defined period.
- IV.* Terminate the membership of the person as outlined in the Constitution.

During the period of suspension, the member is suspended from all activities at, or on behalf of Tramore Tennis Club and therefore shall be ineligible to participate as a member, in affairs of the Club.

The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence. The member may invoke the appeals procedure.

The General Committee has the power to reinstate the suspended member if the decision of the appeals procedure finds in favour of the member and the Honorary Secretary shall inform the member in writing of the date from which he/she is reinstated.

Notification of the disciplinary action taken and the outcome of any appeal will be forwarded to the Governing body.

## 22. **Appeals Procedure**

A member may appeal a decision to the General Committee in respect of a disciplinary matter or complaint. The appeal must be made in writing to the Honorary Secretary within fourteen days of the member being notified about the outcome of the complaint procedure or disciplinary procedure. The appeal will be heard by the appeals sub-committee in accordance with their procedures. Notification of the outcome of an appeal will be forwarded to the Governing Body.

## 23. **Termination of Membership:**

The General Committee shall have the power to terminate the membership of any individual member where it has been clearly demonstrated that a serious breach of Club discipline. The individual member shall have the right to be heard by the General Committee before the final decision is made. The General Committee shall inform the member in writing of any decision to terminate their membership. There shall be a right of appeal to the Governing body, subject to their procedures. Notification of the termination of a membership will be forwarded to the Governing Body.

## 24. **Visitors:**

Visitors to Tramore shall be privileged to use the Club, on entering their names in a Visitor Book and on payment of Fees as stipulated by the Committee.

## 25. **Accounts:**

Accounts Books shall be regularly kept so as to show the receipts and disbursements and generally the financial state of the Club's affairs.

The Financial Accounts shall be to 31<sup>st</sup> December, and the Membership Subscription year shall remain to 31<sup>st</sup> December.

## 26. **Change of Rules:**

The Committee from time to time may alter or add to the Rules for the purpose of complying with the provisions of the Registration of Clubs (Ireland) Act, 1904-1960, or of any statute amending same and, save for the purpose aforesaid, no rule of the Club shall be repealed or altered nor new rules made except at a General Meeting and written notice of the proposed change must be sent to the Secretary with name of proposer and seconder attached, at least 21 days previous to the meeting called for its consideration. Rules property brought before a General Meeting may only be altered abrogated or added to by the vote of two-thirds of the Members, present and voting.

27. **Bye-Laws:**

The Committee are empowered to make and from time to time alter such byelaws for the management of the Club, as they may consider necessary. Every Member, Visitor or other person using the Club premises shall be subject to and must comply with all the byelaws then in force. Such byelaws, if not incorporated in the book of rules shall be posted on the Club Notice Board.