



Old St Mellons Community Council Tennis Club (OSMCCTC) Constitution

- i. **The Club** will be called Old St Mellons Community Council Tennis Club. The Club is affiliated to the Welsh Lawn Tennis Association and is part of Old St Mellons Community Council.

ii. **Aims and Objectives**

The aims and objectives of the Club will be to:

- Play and promote tennis.
- Offer tennis coaching, social play, and competition opportunities to all Club members.
- Provide duty of care and protection to all Club members
- Make sure all Club members are treated equitably.

iii. **Finance and Accounts**

- All Club monies will be banked in an account held in the name of the Old St Mellons Community Council Tennis Club. The Bank account will be linked to Old St Mellons Community Council.
- The accounts will be kept by the Responsible Finance Officer to the Community Council and audited annually.
- The financial year of the Club will end on 31st March, in line with local government accounting.
- Any cheques drawn against Club funds will be signed by three authorised Community Council signatories.
- Should Old St Mellons Community Council Tennis Club (OSMCCTC) no longer be viable, and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, shall be returned to Old St Mellons Community Council.
- The committee may actively source grant funding opportunities to support the tennis club. Any application for a grant is subject to approval by the Community Council at a Council meeting.

iv. Running of the Club

The Club will be run by the Community Council and represented by a committee consisting of:

- Chairman
- Vice-Chair
- Secretary
- Welfare Officer
- Social Secretary
- All members of Old St Mellons Community Council are de facto members of the Club Committee

The club committee is an advisory committee of the Community Council with committee members including non-councillors. The Committee may appoint the roles of Chair and Vice-Chair.

The Committee may appoint a sub committee and determine responsibilities, terms of reference and members under Community Council Standing Orders 4.a. subject to approval by the Community Council.

Committee members may resign at any time during their appointment in writing to the Club Secretary. In the event of the resignation of the Club Secretary, this should be provided in writing to the Club Chairman.

The Committee may hold an election at any point during the year to fill a vacancy. If a vacancy is not filled, it may remain unfilled until the next Annual Statutory Meeting.

The Committee may organise social activities and other suitable events for members. The Committee may enter teams into the Summer League Competition on an annual basis.

Under Community Council Standing Orders 4.d.iii, the Committee may determine the number, dates, and times of its meetings, other than the Annual Statutory Meeting which must be held in May as part of the Community Council Statutory Meeting.

v. Membership

Membership shall consist of:

- Adult/Individual/Family Members resident in Old St Mellons
- Adult/Individual/Family Members non-resident in Old St Mellons
- All members will be subject to the constitution and codes of conduct adopted by the Club.
- Fees will be reviewed annually by the Committee and set subject to approval by Old St Mellons Community Council in July.
- The Committee reserves the right to review fees at any subsequent point during a financial year, should circumstances warrant the change, and any amendment to fees will be set subject to approval by Old St Mellons Community Council.

vi. Expenditure

All expenditure and running costs for the tennis club are to be approved by the Community Council and subject to Financial Regulations. The Clerk and Responsible Finance Officer to the Community Council are to be notified of any requests for expenditure who may present these to the Community Council on the Tennis Club Committee behalf and are subject to approval by the Community Council at a Council meeting.

The Committee may make purchases up to a cost of £100 subject to approval by the Clerk to the Community Council and if tennis club funds allow.

As the Committee includes non-councillors under Community Council Standing Orders 4.b. it cannot regulate nor control finances and this must be actioned by the Responsible Finance Officer to the Community Council.

vii. ASM (Annual Statutory Meeting)

The Annual Statutory Meeting will be held in May as part of the Community Council ASM.

The date for the meeting will be determined by the Chair and Clerk of the Community Council.

At least twenty-one days' notice will be given to members.

The Agenda will include:

- A report from the committee
- Finance report and the year's accounts
- Resignation of the current committee
- Election of the committee for the coming year
- Election of other relevant positions to the role and purpose of the Club
- All members have the right to vote at the ASM.

The Chair of the Committee has the right to call for an Extraordinary Meeting of the committee at any time under Community Council Standing Orders 6.c.

If the Chair of a committee or a sub-committee does not call an extraordinary meeting within **3** days of having been requested to do so by **2** members of the committee or the sub-committee, any **2** members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee under Community Council Standing Orders 6.d.

viii. Code of Conduct

All members are bound by the Disciplinary Code of Conduct of the LTA and the LTA perspective of play rules. To access these, please request this from a committee member or they are also readily available from the LTA website.

All members will be subject to the constitution and codes of conduct adopted by the Club. Membership is discretionary and may be awarded, refused, suspended, or withdrawn by the OSMCCTC Committee.

The Committee has the responsibility to sanction or exclude any members who they believe to be in breach of the Club's constitution or bringing the club into disrepute.

The Club believes in an equal opportunities approach which means that no current, past or future member should suffer discrimination in respect of ability disability, gender, sexual orientation, age, religion or belief, race, colour, nationality, marital status, or any other reason.

The committee will appoint a Welfare Officer, who has completed a DBS check, to ensure the welfare of all members is maintained in the club and that the club remains a safe space for all to express themselves individually.

The Committee is responsible for ensuring collectively that the club constitution and its values and principles are upheld.

Coaching

The Club may appoint a Coach to undertake a coaching programme that aligns with the priorities of the Club.

The Coach must be appointed by the Committee, after a contract has been drawn up between both parties and approved by the Committee and the Old St Mellons Community Council.

Only the Coach appointed by the Club can coach at the Club which is currently located at Tyr Winch Playing Fields, Old St Mellons, Cardiff.

No other Coach can provide coaching services at the Club without written approval/contract approved by both the Committee and the Old St Mellons Community Council.

The Club has the responsibility to ensure that the coaching programme continues to adhere with the Club's priorities and does not hinder any of the Club's activities.

The Club may decide to terminate a Coach's contract if this has been approved by both the Committee and the Old St Mellons Community Council and any notice period must be given to the Coach as detailed in the contract.

ix. Constitution Changes

This Constitution can be changed by Old St Mellons Community Council by a majority vote taken at an Old St Mellons Community Council meeting.

The Committee may make recommendations to review or amend the constitution at any point during a financial year.

x. Disposal of Assets

In the event of the club closing and winding down, the remaining available income/assets are to be returned to Old St Mellons Community Council.

xi. Terms of Reference

- The Community Council shall determine these terms of reference.
- The Committee is an advisory committee to the Community Council and can be made up of non-councillors as well as Council members.
- The Community Council shall permit the committee to appoint its own Chair and Vice-Chair and all other roles within the committee as required.
- The Community Council shall permit the committee to determine the number and time of its meetings, except for the Annual Statutory Meeting which shall be held in May to coincide with the Annual Statutory Meeting of the Community Council.
- Copies of committee meeting minutes shall be made available to the Clerk of the Community Council for audit records.
- The number of committee members present at a meeting shall be a minimum of three to constitute quorum.
- The Community Council may dissolve the committee.