

# RIVERSDALE SPORTS CLUB

## CONSTITUTION

### **RULE 1        NAME**

The Club shall be called Riversdale Sports Club and is hereafter referred to as the Club.

### **RULE 2        OBJECTS**

The objects of the Club shall be the encouragement, promotion, advancement and organisation of the game of tennis, other sports and activities; and to make available the amenity to the community.

### **RULE 3        CONSTITUTION**

The Club shall be constituted by these Rules

### **RULE 4        AFFILIATION**

The Club may maintain affiliation to Tennis Ireland and shall adopt and conform to its Rules in so far as they apply to tennis matters.

### **RULE 5        MEMBERSHIP**

Candidates for membership of the Club must be proposed and seconded by two members of the Club to the Committee.

There shall be the following classes of membership.

#### **Family Membership**

- Family Membership, which consists of partners and children (under 18 years or in full time education) living in the same household. They have full use of the Club and its facilities, in accordance with the rules laid down by the Committee. By concession of the Committee other family members, who are not resident in the household may access the Club for occasional use. Family membership is deemed to be one Member, for the Register of Members, under Rule 17. In regard to voting rights under Rules 7 and 26 of this Constitution family members have one vote per family membership by a person over 18 years within that family.

#### **Individual Membership**

- Adult Membership, individual adult member who has full use of the Club and its facilities, in accordance with the rules laid down by the Committee.
- Junior Membership, an individual under 18 years of age, as of the date of the Annual General Meeting and has full use of the Club and its facilities, in accordance with the rules laid down by the Committee.

### **Honorary Life Membership**

- Honorary members can only be elected at General Meetings of the Club. No person shall be allowed to become an Honorary Member except such person as the Committee shall recommend for election on the grounds of special services to the Club or special distinction in the game of tennis. On being elected, each Honorary Member submits themselves to the Rules of the Club and to all other bye-laws and regulations of the Club and is entitled to the full rights of membership.

### **RULE 6 USE OF CLUB**

- The use of the Club is restricted to paid up members of the Club and their guests and those approved by the concession of the Committee.
- The Committee may make the Club available to the community, including other clubs in the community.
- The Committee may hold open tournaments or invite other clubs to play in the Club.

### **RULE 7 VOTING RIGHTS**

Each Family Member, Individual Adult Member and Honorary Life Member of the Club, on the Register of Members shall each have a single vote per membership at all General Meetings, save Rule 26.

No person shall have a voting right unless the Committee has deemed them or their family to be a member, in accordance with this Constitution.

### **RULE 8 GENERAL MEETINGS**

- The Annual General Meeting shall be held in a location decided by the Committee. No more than fifteen months shall elapse between the date of the one Annual General Meeting and that of the next. In any event the Annual General Meeting shall be held no earlier than 1 January and no later than the last day of April, each year.
- Excepting decisions to alter the Constitution or appeals to a suspension or expulsion of a member, all decisions shall be determined by a simple majority of the votes cast by members present and entitled to vote, save Rule 26.
- All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings, which may be convened by either:
  - the Committee whenever they think fit,
  - on the written request of a minimum of one third of all family, individual adult and Honorary members, or
  - a written appeal to a decision of the Committee to suspend or expel a member.
- Arrangements for the General Meetings are to made by the Committee. Notice of the Annual General Meeting and Extraordinary Meetings shall be sent to all members at least fourteen days before the scheduled date for the Meeting. The accidental omission to give notice of a Meeting to, or the non receipt of Notice of a Meeting by any person entitled to receive a notice shall not invalidate the proceedings at that Meeting.
- No business at a General Meeting shall take place unless the quorum of 25% members with Voting Rights is present.

- Parents/guardians of junior members may attend the General Meetings and will not have a Voting Right unless otherwise a member.
- The President shall be Chairperson of all General Meetings and shall have a second and casting vote, in the event of an equality of votes. If the President is absent the Chairperson shall be elected from the numbers attending.

#### **RULE 9 TRUSTEES**

The Club shall elect at least three Trustees, at its Annual General Meeting. They shall remain appointed until otherwise determined by the Members at the Annual General Meeting or an Extraordinary Meeting. The Trustees may attend Committee meetings but shall be excluded from voting, in their capacity as a Trustee. A Trustee who is also a Committee Member does have voting rights on the Committee, acting as a member of the Committee.

A Trustee who, or whose family, is not on the Register of Members is entitled to one Vote, in their capacity as a Trustee, at all General Meetings.

Their duties shall include the preserving and holding of any property of the Club and leases. The property of the Club shall be vested in the Trustees.

The Trustees may borrow in their own names on behalf of the Club as Trustees such sums of money to an extent not exceeding such an amount and upon such terms and conditions as may be authorised from time to time by the Committee and are authorised to mortgage or charge the undertakings or the property or part thereof of the Club whether outright or as a security for any debt, liability or obligation of the Club or any third party. All borrowings by the Club must be approved by the majority of Trustees.

#### **RULE 10 ACCOUNTS**

The Committee shall keep proper accounts, to be audited annually, relating to:

- All sums of moneys received and expended by the Club and all matters in respect of which the receipt and expenditure takes place,
- All sales and purchase of goods by the Club, and
- All assets and liabilities of the Club.

The Accounts shall be kept by the Treasurer and shall be open to the inspection of the Committee and Trustees. Members may inspect the accounts at times and under any conditions determined by the Committee.

The Committee shall prepare and lay before the Annual General Meeting the profits and loss accounts, balance sheet and reports.

#### **RULE 11 AUDITORS**

Up to two auditors will be elected by the members at each Annual General Meeting. They will audit the accounts and balance sheet of the Club and report to the Annual General Meeting.

#### **RULE 12 OFFICERS**

The Officers of the Club shall be the President, Secretary, and Treasurer, all of whom shall be over 18 years or Honorary Life Members.

The President shall be elected at the Annual General Meeting and shall not hold office for more than three consecutive years, unless extended by a General Meeting. The President will be required to act on the advice of the Committee. The President will preside at formal club occasions and may represent the Club as requested by the Committee.

The Secretary shall convene all meetings except where otherwise provided for, keep the Register of Members, record the proceedings, discussions and decisions of all General and Committee meetings and shall retain such records for the information of the Committee and the Body of Members.

The Treasurer shall be responsible for collecting subscriptions from all members and depositing all monies into the Bank Account for the Club. The Treasurer shall retain a proper record and retain documents relating to receipts and payments and shall furnish to the Committee at regular intervals during the year a report of receipts and payments. The Treasurer shall produce an audited account of finances to the Annual General Meeting made up to 31 December, each year.

The Officers and the Committee shall be elected at the Annual General Meeting of the Club and shall hold office until the following Annual General Meeting or until they resign or cease to be members or are removed from office by a resolution of a General Meeting of the Club.

### **RULE 13 COMMITTEE**

The business and affairs of the Club shall be managed by the Committee consisting of the Officers of the Club and other members who are elected from the General Body of Members at the Annual General Meeting.

Eligibility for election to the Committee is restricted to members with voting rights, in line with Rule 7.

The Committee shall have the power to appoint and/or co-opt any person to be a member of the Committee from time to time, either to fill a vacancy or as an addition of the existing Committee. Any member so appointed shall hold office only until the next Annual General Meeting and shall then be eligible for re-election.

The Committee will comprise of no less than five members. In addition, any Honorary Life Member may, if they wish, attend any Committee meeting of the Club, if not elected as a member to the Committee.

No person can be a member of the Committee who is not on the Register of Members of the Club.

At all Annual General Meetings the Officers and the Committee shall retire, but shall be eligible for re-election without being nominated, proposed or seconded, save at such Meetings.

### **RULE 14 POWERS AND DUTIES OF THE COMMITTEE**

All Committee members are responsible for the successful (and collective) administration of the Club. The business of the Club shall be managed by the Committee who may pay all expenses incurred in promoting and registering the Club and exercise all such powers of the Club as are not by these Rules required to be exercised by the Club in General Meetings. The Committee shall have regard to the Rules and to such directions, as may be given by the Club in General Meetings. No direction given by the Club in a General Meeting shall invalidate any prior act of the Committee which would have been valid if that direction had not been given.

The Committee has the powers to:

- manage and control all property, funds, affairs and all-under-takings and arrangements of the Club of every nature whatsoever,
- employ or contract people and organisations to provide a service on behalf of the Club,
- borrow money, including means of mortgaging all assets of the Club subject to the agreement of the Trustees and the prior sanction of the General Meeting of members of the Club, and
- insure the Club, if possible against damages arising from personal injury to the members (and others as necessary) of the Club whilst on the Club premises and also against fire and theft.

The Committee shall have powers from time to time, amend and repeal such Rules and bye-laws, or regulations as they deem necessary or convenient for the proper conduct and management of the Club and in particular, but without prejudice to the generality of the forgoing, may by such Rules, bye-laws and regulations regulate:

- The time of opening of premises and Clubhouse belonging to the Club.
- The terms of payment or otherwise of admission of members to participate in the benefit of any privileges of the Club and the use by or supplies to members of any property of the Club.
- The admission of any visitors to the premises and the benefits of the Club.
- The Rules to be observed by members and visitors to the Club.
- The prohibition of any games or activities on the Club premises entirely or at any particular time.
- The Code of Conduct of Members.
- The setting aside of the Club premises for any particular purpose, including the appropriate arrangements for the use of the Club by the local community.
- The imposition of fines on members or others for breach of any Rules of the Club.
- The procedures for the General Meeting and the meetings of the Committee of the Club.
- To employ and dismiss employees or service providers as it considers necessary.
- Generally all such matters as are commonly the subject matter of the Club Rules and including the closing of some or all of the courts and grounds, at such times as they think proper.

The Committee shall nominate officer(s) to open a bank account on the Club's behalf. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for moneys paid to the Club shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be by such person or persons and in such manner as the Committee shall from time to time determine.

#### **RULE 15 PROCEEDINGS FOR COMMITTEE**

- The Committee shall meet together as they think fit and questions arising at any Meeting shall be decided by a simple majority of votes. Where there is equality of votes, the

President (or in their absence the Chairperson for the Meeting) shall have a second and casting vote.

- The President shall act as Chairperson for the Meetings of the Committee. In the event that he or she is absent, the Committee shall elect one of their numbers as Chairperson.
- A quorum shall be 3 to commence any meeting, one of whom shall be an Officer of the Club.
- All Committee Members, are to be notified of all meetings by the Club Secretary.
- The Committee may delegate any of their powers to sub-Committees consisting of such members of the Committee or Club or any other persons as they think fit; any sub Committee so formed shall in exercise of the powers so delegated conform to any regulations that may be imposed by the Committee. All decisions and recommendations of a Sub Committee are subject to the decision of the Committee.
- The Committee may elect a Chairperson of a sub-Committee and if they are not present the members of the sub-Committee may elect their own Chairperson from their numbers.
- A sub-Committee may meet and adjourn as they think fit and questions arising at any Meeting shall be decided by a simple majority of votes. Where there is an equality of votes, its Chairperson shall have a second and casting vote.
- The Committee may terminate the work of a sub-Committee at any time.

#### **RULE 16      ANNUAL SUBSCRIPTIONS**

The annual subscription year runs from January 1st. to December 31st. Subscriptions rates for family and individual members shall be set by the Annual General Meeting, on foot of a recommendation from the Committee.

The subscription, so approved, shall fall due immediately after the Annual General Meeting.

No member shall have a right to a refund of any amount paid by them to the Club in respect of membership. Non payment of annual subscription, after due notice by the Committee shall exclude an individual or family from membership of the Club.

Membership is not transferable.

The green fees payable for playing visitors shall be such sums as may from time to time be determined by the Committee.

#### **RULE 17      REGISTER OF MEMBERS AND WAITING LISTS**

- No person shall be considered a member of the Club until the annual subscription or whatever portion of subscription has been deemed by the Committee applicable to such member on the date of his or her election as a member has been paid.

- The Committee shall maintain a register of paid members, which shall be available for inspection by any Club member.
- The Committee shall maintain an Approved Waiting List of people and families seeking to become a Member, as required.
- The Register of Members and Approved Waiting List will be available for Inspection in the Club at all times.

**RULE 18 RESIGNATION, SUSPENSION AND EXPULSION OF MEMBERS**

Any member may resign their membership by giving written notice to the Club Secretary and will take effect from the day following the receipt of such notice. The Committee may determine the amount of subscription owing by a member who resigns.

A member may report to the Committee the conduct of another member. Any member whom the Committee may consider to have acted in a manner derogatory to the interest or welfare, or contrary to the Rules or bye-laws of the Club, may be suspended or expelled from the Club; provided that the motion for suspension or expulsion be supported by a minimum of two thirds majority of members of the Committee in attendance and that the defaulting member may have been given a reasonable opportunity of appearing before the Committee and/or offering an explanation.

The defaulting member may be accompanied by up to two other people, subject to the prior agreement of the Committee. Notice of suspension or expulsion must be given in writing to the member from which date the suspension or expulsion takes effect. The Committee has discretion to lift a suspension at any time.

During a period of suspension a Member shall be ineligible to use the Club or to participate in the affairs of the Club, and their Voting Rights under Rules 7 and 26.

Any member suspended or expelled shall have the right to appeal that decision to the General Body of Members at an Extraordinary Meeting to be convened by the Club Secretary, or any other person nominated by the President. Any such appeal shall be made in writing to the Club Secretary, or any other person nominated by the President, within twenty one days of the effective date of the suspension or expulsion.

A minimum of a two thirds majority of those present and eligible to vote will be necessary to have such a suspension or expulsion lifted.

**RULE 19 COMPLAINTS**

All complaints shall be made in writing to the Committee whose decision, except in the cases of an appeal to a suspension or expulsion, shall be final on the complaint received. The Committee may, where appropriate, provide the opportunity to those people who are the subject

of the complaint to meet with the Committee on the subject of the complaint in order to inform the Committee's decision.

**RULE 20 VISITORS TO THE CLUB**

- Visitors may use the Club on payment of the appropriate green fee. Each visitor submits themselves to the Rules of the Club and to all other Rules, bye-laws and regulations of the Club.
- The Committee may as it thinks fit prohibit admission of any visitor to the Club.

**RULE 21 GENERAL**

All personal belongings of a Member, Visitor or others using or providing a service to the Club either brought to, kept at or left on the premises of the Club shall be at the sole risk of the owner of such personal belongings and the Club or Committee shall not be responsible for any loss or damage hereto however arising, but this Rule shall not prejudice any claims by the Club or the owners against Insurance Companies in case of fire or when otherwise covered by Insurance.

**RULE 22 CHILD PROTECTION**

The 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.

A copy of the Club's Constitution and Code of Practice for Protecting our Children shall be available to members.

Each member or their parent/guardian if they are under 18 years, must acknowledge and sign that they have read and agree to abide by the Club's Constitution, Code of Conduct and Child Protection Policies.

The Club, if possible, shall appoint one male and one female who will have a remit for child protection. They will bring any appropriate matters to the attention of the Committee and preferably at least one of these people would also be a member of the Committee.

**RULE 23 AMENDMENT TO THE CONSTITUTION**

The Constitution may be amended by the members in a General Meeting of which the members shall have fourteen days notice, setting out time and venue of meeting.

Proposal to amend Constitution must be notified to the Club Secretary. Amendments must be proposed and seconded by at least 2 members of the Club at the time of the meeting.

A minimum of two thirds majority of those present and entitled to vote shall be required to amend the Constitution.

**RULE 24 INTERPRETATION OF THE CONSTITUTION**

If at any time circumstances arise for which there is no provision in the Constitution, or if a question arises as to the interpretation of the Constitution, the matter shall be brought before



the Annual General Meeting or an Extraordinary General Meeting, the decision of which shall be binding.

**RULE 25 INDEMNITY OF OFFICERS, COMMITTEE AND TRUSTEES**

All these members shall be indemnified by the Club for liabilities incurred by them on the direction of the members, while in the execution of their duties.

**RULE 26 WINDING UP**

At a General Meeting the Affairs of the Club may, at any time, be wound up on the decision of members who have each at least five years continuous paid membership of the Club, prior to the date of that General Meeting. Each such member present is entitled to one Vote per membership, including one vote per family membership by a person over 18 years within that family.

A decision to wind up the Club will require at least a seventy five per cent (75%) majority of the total membership with voting rights, in accordance with this Rule, at this General Meeting and the consent of the majority of the Trustees. Voting will be by ballot, following a meeting of which fourteen days notice has been given to those members entitled to vote at this General Meeting. All other members will be notified that such a General Meeting is to take place and subsequently the outcome of this meeting.

Following a decision to wind up the Club, the Committee will ensure that all assets shall be then realised and all liabilities settled.

The Committee shall propose for the agreement of the majority of Trustees how surplus monies, if any, shall be distributed reasonably and fairly among Family, Individual and Honorary Life Members of the Club on the Register of Members. Such proposal shall take account of years of membership to the Club and could include a contribution to other sporting clubs in the area that will promote the continued sporting involvement of junior members.

**RULE 27 GRANTS TO THE CLUB**

The proceeds of any grant, prize bond win or lottery win should be applied for the benefit of the Club.

**This Constitution was approved by the AGM dated 28<sup>th</sup> March 2015**

**JACK BROGAN**

**PRESIDENT**