

BOYLE COMMUNITY TENNIS ASSOCIATION

CONSTITUTION

1. NAME AND ADDRESS

The Association shall be called **Boyle Community Tennis Association (BCTA)**. The Association premises shall be situated at Knocknashee, Boyle, County Roscommon, F52PD23.

2. MAIN OBJECT

The main object of the Association is to promote, encourage and facilitate the playing of tennis by persons resident in Boyle and the surrounding areas who are members of the Association.

3. CODE OF ETHICS AND GOOD PRACTICE FOR CHILDREN IN SPORT

Boyle Community Tennis Association is fully committed to safeguarding the well-being of its members. Every individual in the association 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 Boyle Community Tennis Association and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

4. MEMBERSHIP

- a. Membership of the Association shall be open to Families, Adults and Juniors on payment of the Annual subscription.

- b. To qualify for junior membership applicants shall be under 19 years by 1st September of the year subscription is due.
- c. The Annual subscription fee shall be €85 per family, €40 per adult and €25 per junior, (low-income rates also available of €50 family €20 and Junior / Student €15), or such figure to be fixed at an Annual General Meeting of the Association.
- d. All members shall be bound by and fully abide the rules of the Association
- e. Members are deemed to accept the child protection policy statement, the code of ethics and good practice for children in sport and the BCTA code of conduct for relevant membership (juniors/parents) by the act of renewing their annual membership.

5. COMMITTEE

- a. The affairs of the Association shall be managed by a Committee consisting of at least 7 members elected at the Annual General Meeting.
- b. Officers, ie. A Chairperson, a Secretary and a Treasurer shall be elected at the Annual General Meeting.
- c. The Chair shall be taken by the Chairperson or in his/her absence another member of the Committee nominated by members present. The Chairperson of the Committee or member in the Chair shall be entitled to vote on any question, and in the event of an equal division of votes be entitled to a second or casting vote.
- d. The Committee shall hold office from their election until the next Annual General Meeting, provided that any member of the Committee may at any time retire therefrom by giving to the Secretary notice in writing of their wish to do so.
- e. The Committee shall be empowered to elect any member of the Association to fill any casual vacancy occurring by death or resignation of a Committee member.
- f. The Committee shall have overall control of all Association activities and finance. It shall have the power to appoint sub-committees when necessary, these sub-committees reporting back to the full Committee meetings for ratification of decisions made at sub-committee meetings.

6. ANNUAL GENERAL MEETINGS

- a. The Annual General Meeting shall be held between February 1st and March 31st each year to hear reports from the Chairperson and Treasurer of the Association's activities.
- b. The Annual General Meeting shall also:-
 - (i) Approve the minutes of the previous year's A.G.M.
 - (ii) Approve the Annual Accounts.
 - (iii) Elect the Committee and its officers for the coming year.
 - (iv) Consider and, if approved, sanction any duly made alteration in the Constitution. All proposals for changes in the Constitution having been signed by at least two members of the Committee.

7. ASSOCIATION ASSETS

- a. The Association shall have four Trustees.
- b. Such Trustees shall be nominated by the Committee and be ratified by Members at the next Annual General Meeting.
- c. The Trustees shall remain in office until they resign or are incapable of fulfilling their role as Trustees.
- d. The property of the Association shall be vested in such Trustees.
- e. The Association shall use the premises and its finances generally solely to further the objects of the Association. At no time and in no circumstances, shall assets of the Association be distributed among members either on an interim or on a winding up basis.

8. INCOME AND PROPERTY

The income and property of the Association shall be applied solely towards the promotion of the main object(s) as set forth in this Constitution. No portion of the Association's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Association. No officer shall be appointed to any office of the Association paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Association. However, nothing shall prevent any payment in good faith by the Association of:

- a) reasonable and proper remuneration to any member or servant of the Association (not being an officer) for any services rendered to the Association;

- b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Association to the Association;
- c) reasonable and proper rent for premises demised and let by any member of the Association (including any officer) to the Association;
- d) reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Association;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company;

9. KEEPING OF ACCOUNTS

- a. The financial year shall run from January to January.
- b. The Honorary Treasurer shall be responsible for the preparation of Annual Accounts of the Association.
- c. All cheques drawn against Association funds shall be signed by the Treasurer and one other nominated Committee member.
- d. The Secretary shall keep minutes, which minutes he/she shall transcribe into a minute book.
- e. Annual accounts shall be kept and made available to the Revenue Commissioners on request.

10. ASSOCIATION RULES

Association rules, the Association Child Protection Policy and the Tennis Ireland Complaints Procedure shall be permanently displayed in the pavilion at the Association premises. Boyle Community Tennis Association has adopted the Tennis Ireland Complaints Procedure. Disciplinary Rules and Procedures are to be followed in accordance with this document. The code of conduct for best practice must be signed by all tennis coaches working in the club.

11. WINDING UP

If upon the winding up or dissolution of the Association there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not

be paid to or distributed among the members of the Association. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Association. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Association under or by virtue of the Income and Property clause hereof. Members of the Association shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

12. ADDITIONS, ALTERATIONS OR AMENDMENTS

No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

13. DECLARATION

It is hereby declared that Boyle Community Tennis Association has hereby adopted this Constitution at the E.G.M. dated this day _____2018

Signed _____

Chairperson

Signed _____

Secretary

Signed _____

Treasurer

APPENDIX

Boyle Community Tennis Association Child Protection Policy Statement

To ensure that the best practice is followed by this club we shall work closely with our Governing Body, Tennis Ireland.

In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7 which are:

- The association has adopted and implemented the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the association.
- The association is operated under its Constitution. This document has been approved and adopted by association members at various Annual and Extraordinary General Meetings of the members of the association. Any changes to the Constitution have to be approved by the members of the association at a General Meeting of the members.
- The association permits all junior (i.e. under 19) members over 16 years of age to vote, where possible, in the running of the junior section of the association. One parent/guardian has one vote for all of their children under 16 years of age, where relevant.
- The General Executive of the association is elected by the association members at each Annual General Meeting in accordance with the procedures set out in the Constitution
- The association has adopted and consistently applies a safe and clearly defined method of recruiting and selecting Sports Leaders.
- The roles of the committee members, all Sports Leaders and parents/guardians have been clearly defined.
- The association appoints one male and one female children's officer at the AGM as outlined in the Code of Ethics and Good Practice for

Children's Sport. One of the Children's officers is an ex officio member of the Executive Committee.

- The Executive Committee appoints a member of the association to act as Designated Person to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports are made in accordance with the procedures outlined in the Code of Ethics and Good Practice for Children's Sport.
- In order to ensure best practice throughout the association the Executive Committee disseminates its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the association to all its members. The associations code of conduct is posted prominently around the club premises.
- Procedures have been put in place for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. A Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, shall stand aside while the matter is being examined. He/she will be invited to resume full duties immediately that he/she has been vindicated.
- Where appropriate, Sports Leaders are required to report to the Executive Committee on a regular basis.
- The association encourages regular turnover of committee membership while ensuring continuity and experience.
- Effective procedures for responding to and recording accidents/ incidents have been put in place.
- The association monitors both the use of the facilities and participation in club activities to ensure that any unusual activity (high rate of drop-out, transfers, etc.) is identified, checked out and reported by the Designated Person to the Executive Committee.

- All association members are given notice of all General Meetings of the association in accordance with the procedures in that regard as set out in the Constitution.
- The minutes of all Executive and Committee meetings are recorded, adopted as correct and safely filed.