

St. Thomas of Canterbury, Catholic Church

The Friary Tennis Club Constitution

1. Title

The club shall be known as the Friary Tennis Club (FTC), which exists by arrangement with the Order of Friars' Minor (OFM) based at St Thomas of Canterbury RC Church. The Parish Pastoral Council (PPC) has oversight of the FTC operation, legislative compliance and reporting requirements. The FTC will be responsible for any returns required by the HMRC.

2. Objectives

The main purposes of the club are to provide facilities for, and to promote participation in, tennis in the Parish, the local community and surrounding areas plus any complementary activities that the committee wish to organise.

3. Membership

3.1 The tennis courts are the property of the trustees of the Order of Friars Minor.

3.2 Membership is subject to the approval of the committee and is open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, sexual orientation religion or other beliefs.

3.3 However, limitation of membership according to the available facilities is allowable on a non discriminatory basis.

3.4 Any applicants for membership must conform to club rules and subscribe to the standards of the club, the most important of which are friendliness and good sportsmanship to everyone we meet at the club or when representing it elsewhere.

3.5 Members are also expected to devote time and effort to the support of the club as they are able.

4. Non-Members

Non-members may only be allowed to play when invited by a club member but no more than three times per membership year and at a fee to be determined by the AGM. One visitor is allowed per member. Members have the right to play over visitors.

5. Management

5.1 The management of the club shall be vested in a President and a committee consisting of:-chairperson, treasurer, and between 3 and 7 others. A majority should be parishioners of St.Thomas'. The chairperson must be a parishioner of St.Thomas'.

5.2 The committee shall meet as and when necessary for the transaction of business with at least 7 days' notice being given of any meeting where circumstances allow. Three members shall form a quorum.

5.3 The committee shall have the power to promote such competitions and to make such regulations as it may deem necessary and to appoint such sub-committees as it may think fit.

5.4 The committee shall have the power to terminate or suspend the membership of any member where, in the committee's opinion, there are good and sufficient reasons for so doing.

5.5 The committee shall have the power to co-opt: co-opted members shall not have voting rights unless previously decided by the committee,

5.6 The Guardian of the Order of Friars Minor, Woodford or his deputy shall act as President, and have the power of veto over any decisions in consultation with the PPC.

5.7 The FTC annual report will be submitted to the PPC and OFM at the time of the FTC AGM of each year. It will include copies of the independently inspected accounts and details of any H&S issues that have arisen during the course of the year (including accidents and break-ins)

5.8 Although legally responsible to the OFM, the club is an important parish social entity and as such will liaise with the PPC about any significant events or issues or plans. They will seek guidance on and adopt all relevant parish standards, specifically those relating to premises maintenance, use of contractors, health & safety and finance.

5.9 The PPC will give as much notice as possible of those occasions when the courts may not be used because of other parish activities.

5.10 All incidents (security, health and safety, safeguarding) will be reported and shared with the Parish Office for oversight and compliance purposes.

5.11 Annually the FTC will complete the HSE premises checklist and will review their risk assessment. These will be presented to the PPC for checking and reviewing as part of their annual premises inspection process. Any issues or concerns will be raised for the FTC to action.

5.12 The PPC will appoint a link Member for co-ordination and support purposes.

6. Finance

6.1 The treasurer shall maintain a full record of receipts and disbursements and shall prepare an annual statement at the end of the financial year. The financial year runs from 1st April.

6.2 The Treasurer's annual statement shall be inspected and certified by the Auditors, and will form part of the club Annual Report.

6.3 The auditors shall be appointed at the A.G.M. and they shall not be members of the committee.

6.4 All payments and withdrawals shall be confirmed by the Club Committee.

6.5 All withdrawals in the club's name shall be signed by the Treasurer and one other officer authorised to operate the club's bank account.

6.6 Any payment or expenditure over £5,000 requires the authorisation of the President and the PPC. The parish will not be liable for any loans or debts incurred by the club unless previously agreed by the PPC.

6.7 Any surplus income or gains are to be reinvested in the club. There shall be no distribution of club assets, either in cash or in kind, to members or third parties.

6.8 Appropriate insurance including public liability insurance is arranged by the OFM.

6.9 The club is responsible for the maintenance and upkeep of the clubhouse and grounds and complying with all health & safety legislative requirements. They are also responsible for the payment of water bills and any other costs agreed with the PPC in future.

7. Annual General Meeting

7.1 An annual general meeting of the club shall be held within three months of the end of the financial year for the purposes of:

7.2 Receiving the report and balance sheet of the preceding financial year. The financial year runs from 1st April.

7.3 To elect the committee representatives and to appoint Auditors for the forthcoming year.

7.4 Deciding such resolutions or amendments to the Rules as have been submitted.

7.5 The secretary shall give at least 14 days prior notice of the meeting. All motions must be proposed and recorded and forwarded to reach the secretary no later than 5 days prior to the meeting.

7.6 A Special General Meeting may be called at any time by the committee, or on the request of no less than one quarter of the members. One family represents one vote.

7.7 10 days notice of such a meeting shall be given to each member of the club by the Secretary. Only the business for which the meeting is called may be transacted.

7.8 The PPC link member shall be invited to attend the AGM.

8. General

8.1 No alteration shall be made to this Constitution unless it is agreed by two-thirds majority of an FTC General Meeting, and by the President and by the PPC.

8.2 Where the rules are silent or in the event of any question arising as to the correct interpretation of these Rules or any question not herein provided for, the committee's view of such questions shall be final and binding on members.

8.3 Members on court must be sensitive to those waiting for a game.

8.4 In the interest of club standards the committee requests members to wear appropriate sports gear. Non-marking tennis shoes must be worn in order to avoid damaging the playing surface.

8.5 No animals belonging to members are allowed off the leash.

8.6 Members should keep themselves informed of club activities by reading newsletters and notices.

9. Dissolution

On the dissolution of the club, any assets remaining after paying debts and meeting other legally payable liabilities are to be allocated to the purposes of the Order of Friars Minor as determined by their trustees (Registered Charity Number 232177).