



Aer Lingus Tennis Club Constitution

Last updated: 29th December 2014

Change History

Date Change	Change Made	Origin
January 2011	Original document	
December 2012	Section 6 added	Included by 2013 ALTC Committee in support of Sports Capital Grant application
29 th December 2014	Section 4.1a added	Motion carried at 2014 ALTC AGM

Aer Lingus Tennis Club Constitution – January 2011

1 - General

1.1 The Club shall be called “Aer Lingus Tennis Club” and is hereinafter referred to as the Club.

1.2 The objectives of the Club shall be the promotion of tennis, social and sporting activities for the benefit of the members.

1.3 The rules of Tennis Ireland shall be the standard rules in use, provided that nothing in the rules of Tennis Ireland shall be held to supersede, modify or in any way qualify the rules of the Club.

1.4 The Constitution of ALSAA shall be deemed to be incorporated in the rules of the Club.

1.5 The Aer Lingus Tennis club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should at all times show respect and understanding for the Rights, Safety and Welfare of children within the club. **The Tennis Club Committee shall VET, APPOINT & ENSURE THE TRAINING OF a designated Child Protection Officer**”. The committee will ensure that up-to date codes of conduct and effective policies are in place and adhered to at all times.

2 - Membership

2.1 Club membership shall be open to any person who is a member of ALSAA. Acceptance of an application to join the club is also subject to acceptance by the committee of the club.

2.2 There are a number of membership types as shown below:

- * Individual member (Senior)

- * Family membership

- * Student membership-available to those aged 25 years or under, who are in full time education and hold a valid student card.

- * Junior member (17 years or less)

- * Honorary membership shall be decided by the committee, having taken soundings from the general membership and granted to individuals who have given exemplary service to the club over a long number of years.

2.3 The Committee shall consist of not less than six (6) members as outlined: -

- Chairperson
- Secretary
- Treasurer
- Ladies & Men's Captains
- Junior Tennis Co-ordinator

- Child Protection Officer (Can either be in a standalone position or incorporated into any of the duties of a Committee member.)

There may be also up to 5 ordinary members. The Committee shall retire annually.

The position of Chairperson and Treasurer can hold the same position (e.g. Treasurer) for not more than three (3) consecutive years. All positions are honorary.

The Junior tennis Co-ordinator and Designated Child Protection officer shall attend Committee meetings on a "need only " basis, but not less than three (3) times annually so as to update the committee on issues or needs.

2.4 The Committee shall be responsible to manage the business and all affairs of the Club. All correspondence from the Committee will, with the exception of membership forms, be emailed and/or text sent to all members. Members who require postal correspondence MUST indicate this when completing their annual membership renewal form.

2.5 The election of the Committee members shall be from nominations, duly proposed and seconded by the members present at the AGM.

2.6 The Committee shall hold regular meetings (**normally** monthly) so as to efficiently manage the affairs of the Club.

2.7 The Quorum at Committee meetings shall be 5. In the case of Committee voting, a simple majority, or in the case of a tied vote, the Chairperson's vote will be the deciding method.

2.8 All Acts of the AGM/SGM and proposals/motions shall be decided by a majority of such members as are present and vote, except where expressly stated. In the case of a tied vote, the Chairperson or two (2) members, may call for a recount or re-vote. In the absence of such a call the Chairperson shall have the casting vote.

2.9 A ballot vote shall have scrutineers appointed by the meeting, who will oversee and count the votes, and announce the results. The Chairperson also has the power to appoint scrutineers should the meeting so request.

3- Powers and Duties of the Committee

3.1 The Committee shall have the power of co-opt members to fill any vacancy. Any co-opted members shall retire at the AGM.

3.2 The Committee has the power to elect a special sub-committee of not more than 10 ordinary members to deal with special arrangements. The Co-ordinator of this special sub-committee shall report back to the Committee.

3.3 The Committee shall have powers to take disciplinary action, suspend or expel any member of the Club who they may consider to have acted in a manner detrimental to the interests or welfare, or contrary to the rules or by-laws of the Club, provided that a motion for expulsion be supported by at least seven (7) members of the Committee, and that the defaulting person shall be given a reasonable opportunity of appearing before the Committee and offer an explanation.

3.4 Any Officer or Committee member who absents himself or herself from three (3) consecutive Committee meetings, notice of which he/she has received, without permission of the Secretary (such permission not to be unreasonably withheld) may by resolution of the Committee, to this effect, be deemed to have resigned from the Committee.

3.5 The Committee shall have powers to makes rules and regulations governing the use of facilities subject to agreement by Executive Council or ALSAA Chief Executive.

3.6 The Committee shall have powers to borrow money, up to a maximum of five hundred (€500) Euros. Any amounts in excess of this figure will be subject to the sanction of a General Meeting.

3.7 The Committee shall have the power to negotiate and enter into agreement with Executive Council/ALSAA CX on the use of any facilities required by the Club for sporting or social functions.

4 – AGM/SGM Meetings

4.1 The AGM shall be held each year in the month of November for the consideration of accounts for the period ending 31st October, the Officers report, the election of Officers and Committee for the ensuing year, the alteration or making of rules and the transaction of general business. Notice of proposed alterations and additions to the Rules and Constitution may be made at a General Meeting, provided that fourteen (14) days notice in writing is given to the Club Secretary setting out the grounds to such proposals.

4.1a The proposer of a motion or recommendation submitted to the AGM/SGM must be present at the meeting for that proposal to be taken.

4.2 A Special General Meeting may be called at any time by the Committee, or on a requisition being presented to the Secretary, signed by at least ten (10) ordinary members of the Club and stating the business to be brought forward. No business shall be transacted at such meetings, except that specified in the requisition or printed in the Agenda and shall be held not later than twenty one (21) days after the date of such request.

4.3 Members shall receive twenty one (21) days notice of the AGM, and fourteen (14) days notice for all other meetings.

4.4 The quorum for any General Meeting shall be twenty (20) members entitled to vote. Voting by proxy shall not be allowed.

4.5 The Chairperson may, with the consent of the meeting adjourn any meeting from time to time, and from place to place, but no business shall be transacted at any re-convened meeting other than that left unfinished at the meeting from which the adjournment took place.

4.6 Minutes of the proceedings of every General Meeting and of every Committee meeting shall be recorded in books kept for the purpose. Such minutes, signed by the Chairperson, shall be accepted as conclusive evidence of the facts stated therein.

4.7 All communications on Club matters must be made in writing to the Secretary, who if unable to remove the cause will submit same to the Committee, and their decision thereon shall be final, subject to these rules.

4.8 The Chairperson, Treasurer or Secretary shall have power to sign all cheques. Each cheque shall bear the signatures of two (2) of the above.

4.9 The Treasurer shall keep proper records of all receipts and payments in connection with Club finances and produce these records for scrutiny at the AGM. Vouchers for each item over fifty (€50) Euro value shall be submitted to the Committee.

5 – Subscriptions/Fees/Levies/Other

5.1 A person whose subscription is unpaid shall not be eligible to represent the Club in Club competitions. The Annual subscription, which becomes due on the 1st January each year, shall be decided by the AGM.

5.2 A member shall not be allowed to play in Club Championship (singles) events, if in the same season, this same member represents another club in the Dublin Lawn Tennis Leagues, when this player has not made themselves available to play for Aer Lingus Tennis Club.

5.3 All former rules other than by-laws of the Club, in force at the coming into operation of these rules are hereby revoked. The foregoing rules shall be the fundamental laws of the Club and shall not be altered except at a General Meeting or a Special General Meeting. All questions as to the interpretation of these rules shall be referred to the Committee, whose decision therein shall be final.

6 – Anti-Discrimination and Anti-Harassment Policy

Policy Statement

The Club has in place practices which are designed to ensure that all committee and members are protected from discrimination and harassment, and that claims of discrimination and harassment are dealt with speedily and constructively.

Rationale

The Club believes that discrimination and harassment are unacceptable and that, furthermore, that committee and patrons can be adversely affected by incidents of discrimination and harassment in its facility. The Committee have a responsibility to provide an environment that is free from harassment and discrimination in all its forms, including those based on race, ethnicity, gender, ability, disability, sexuality and religion.

This policy is intended as a framework document, allowing the Club the flexibility to accommodate local needs and circumstances. However, the policy directs that the Club take responsibility for establishing mechanisms and procedures to actively counter discrimination and harassment.

Definition of Discrimination

- Discrimination refers to any behaviour or practice which reflects an assumption of superiority of one group over another
- Is behaviour which disadvantages people on the basis of their real or perceived membership of a particular group
- Includes such behaviour as less favourable treatment, unfair exclusion and asking discriminatory questions

Direct Discrimination takes place when a person treats another person, on the basis of an attribute or characteristic, less favourably than a person without that attribute or characteristic. These attributes or characteristics could include gender, marital status, pregnancy, parental status, family responsibilities, sexuality, ethnicity, age or disability.

Indirect Discrimination takes place when a person imposes a condition, requirement or practice which is unreasonable or disadvantages a member of a group who shares or is believed to share an attribute on the basis of gender, marital status, pregnancy, parental status, family responsibilities, sexuality, ethnicity, age or disability.

Indirect discrimination can also take place when groups or individuals are treated as being the same, although they are different. By not taking differences into account, one group or individual benefits at the expense of the others.

Definition of Harassment

- Is the extension of power of one person over another, which often presents as bullying behaviour
- Involves physical, verbal or psychological behaviour which makes one person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry
- Includes insulting, demeaning, humiliating, offensive, vilifying or intimidatory behaviour or behaviour which incites hatred
- Includes a wide range of conduct that causes another person to feel offended, humiliated, insulted or ridiculed
- Is behaviour which is unwelcome, unreciprocated, uninvited and usually repeated
- May cause damaging stereotypes to be maintained
- Is a breach of proper standards of conduct and professional behaviour
- May be based on misunderstanding or be a deliberate act based on a subjective perspective.

Goal

It is intended that the Club will provide a supportive environment which is free from discriminatory practices and harassment and which promotes personal respect and physical and emotional safety.

Requirements

To achieve the above goal, the following strategies will be employed:

1. The club will develop strategies to investigate and attempt to resolve alleged incidents of discrimination and harassment. All club members will be familiar with these strategies. All reports and allegations will be taken seriously in the investigation of incidents and the resolution of conflicts.
2. The strategies developed by the Club will be monitored and reviewed regularly.

Responsibility

The Executive Committee of the Club will be responsible for:

- Implementing the policy within the Club
- Being aware of the legislative requirements relating to discrimination and harassment Ensuring that the preparation and review of plans and grievance procedures involve consultation with all groups within the community and include the range of discriminatory behaviours
- Ensuring that patrons, members are familiar with the Club's approach, and understand their rights and responsibilities in relation to it
- Promoting this policy within the Club Monitoring the Club's plans to counter discrimination and harassment, including documenting reported grievances, and initiating reviews of the approaches at regular intervals Ensuring sensitivity and confidentiality, and the protection of the rights of all individuals
- Practising non-discriminatory behaviours.

Members will be responsible for:

- Ensuring that activities are congruent with and in support of this policy
- Being aware of the legislative requirements relating to discrimination and harassment Practising non-discriminatory behaviours
- Providing advice and support materials for the enactment of this policy

Extract from Constitution and Rules from Aer Lingus LTC

- This constitution and rules took effect on October 2nd 2012, following an EGM of the membership of the club.
- The Club will maintain in place policies designed to ensure that members are protected from discrimination and harassment and that claims of discrimination and harassment are dealt with speedily and constructively.
- The Club shall make available on its website such version of the policies as shall be in force from time to time.