



Shankill Tennis Club Constitution & Trust Deed

updated January 2025

Name, Address & Objectives

1. The name of The Club shall be “The Shankill Tennis Club” herein after referred to as “The Club”. The address of The Club shall be Quinn’s Road, Shankill, Co. Dublin. The name of this document shall be the “Shankill Tennis Club Constitution & Trust Deed” hereinafter referred to as “The Constitution”
2. The main objectives of The Club shall be the encouragement, promotion, advancement, and organisation of the game of tennis.
3. Objectives subsidiary to and in furtherance of Article 2 shall include:
 - a) The provision of coaching where necessary
 - b) Providing the necessary social amenities for its members
 - c) Providing an amenity for the residents of the district in which The Club shall be situated.
4. 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 in Ireland in accordance with current Tennis Ireland Safeguarding Policy.

Membership

5. Membership of The Club shall be open to
 - a) All persons resident in the Shankill area and its immediate surrounds, subject to Article 8. These applicants will be given preference over any other applicants on the waiting list.
 - b) All other persons, subject to 5A.
6. The Club offers various types of club membership, including, but not limited to, family, adult and junior memberships. The Executive Committee may add or change the types of memberships on offer dependent on need within the community or club.
7. The number of members admitted to each category shall be at the discretion of the Executive Committee.
8. Applications for membership shall be in writing using the applicable forms or online

options to the Membership Secretary, or such other officer as the Executive Committee may from time to time decide.

9. Adult membership shall consist of all members who have reached their 18th birthday before January 1st in the year prior to which membership applies.

10. Family members shall be those families who have applied for and have been admitted to family membership. A family shall consist of parents or guardians and their children under the age of eighteen years (18) before January 1st, or those children who are full time students up to age 25.

11. Application for family membership, and any subsequent renewal, should contain an acknowledgement by Parent/Guardian that they are aware that they bear ultimate responsibility for ensuring the safety of their child(ren).

12. Parents or guardians and full time students over 18 years shall rank with Adult members, and shall enjoy the same rights and privileges as Adult members.

13. Pavilion members shall be those who have been admitted to Pavilion membership. (A) Pavilion members may use Clubhouse facilities and attend Club functions at such times and under such conditions as the Executive Committee may from time to time lay down. (B) Pavilion members shall not have tennis playing rights except as members of the public. (C) Pavilion members shall not have voting rights within The Club. (D) The number of Pavilion members shall not exceed fifteen percent (15%) of the total number of members. This figure is subject to the agreement of the Membership Secretary on an annual basis.

14.

a)

Application for membership by persons under 18 must be signed by parent or guardian.

b)

These members may use the facilities of The Club only at such times and under such conditions as the Executive Committee may from time to time lay down. c)

No person under the age of 18 years, whether they be a visitor or a member, shall have in their possession excisable liquor on The Club grounds.

15. It is a condition of membership of The Club that all members support The Club's Constitution, which includes The Club's Child Protection Policy as published on The Club's website/office notice board.

16. On annual renewal of membership all members agree to abide by the Code of Conduct, the Constitution, and the Child Protection Policy. All junior club members and coaches should sign their respective Codes of Conduct.

Annual General Meetings

17. An Annual General Meeting of the members for the purposes of:

a)

The consideration of the accounts.

b)

Reports on the activities of the Executive Committee, its subcommittees or agencies.

c)

Election of Officers, Executive Committee, Club Captains and Honorary Auditors.

d)

The consideration of any other business as may be deemed proper (Subject to Article 18) should be held within 1 calendar month of (i.e. before or after) the 31st March,

voting at which is restricted to fully paid up Adult members present at the meeting.

18. The Honorary Secretary shall cause, not less than seven nor more than twenty-one clear days' notice to be given to each Club member of any General Meeting. Such notice shall be in writing and shall specify the date, time and place of meeting and the items to be discussed. Where consent is given by members, such notice may be by way of electronic mail.

19. A Special General Meeting may be called by the Executive Committee and shall be called by the Executive Committee on request in writing addressed to the Honorary Secretary of not less than twenty percent or thirty (30) of the members entitled to vote, whichever is the less. Notice of any Special General Meeting shall contain a statement of the purpose of the meeting and only the business specified in the notice may be dealt with at any Special General Meeting.

20. The quorum for an Annual or Special General Meeting shall be thirty (30) or one-third of the voting members, whichever is the lesser. No business shall be transacted if no quorum is present in which case the meeting shall stand adjourned until a later date and provision for the adjourned meeting shall be governed by Article 18.

21. The Chairperson may, with the consent of the Annual General Meeting at which a quorum is present, and shall if so directed by the Meeting, adjourn the Meeting from time to time, and from place to place, but no business shall be transacted at any adjourned Meeting other than the business left at the Meeting at which the adjournment took place. If at the adjourned Meeting a quorum is not present within thirty minutes of the time appointed for the Meeting, the members present shall constitute a quorum. Notice of an adjourned Meeting shall be the same as that of a General Meeting.

22. No resolutions may be moved at any General Meeting except:-

- a) Resolutions specified in the notice convening the Meeting;
- b) Motions which, under the Constitution are to be dealt with at the Meeting;
- c) Motions which may arise directly from the subject under discussion or are in the making of amendments to such motions;
- d) Motions of adjournment;
- e) Votes of thanks and votes of condolence.

23. At all General Meetings or Executive Committee or subcommittee meetings, unless otherwise expressly provided for, a motion supported by a simple majority of the members entitled to vote shall be deemed to be passed. The Chairperson of the meeting shall have the casting vote in the event of an even number of members supporting and opposing a motion.

Executive Committee

24. The Club shall be controlled by an Executive Committee, elected each year by members assembled at Annual General Meeting.

25. The Executive Committee shall be composed of Chairperson, Vice Chairperson, Joint Honorary Treasurers, Honorary Secretary, Membership Secretary, Ladies' Captain, Men's Captain, Junior CoOrdinator, 2 Ordinary Members and a Child Protection Officer. The Executive Committee shall include no fewer than 3 females and 3 males. The officers of The

Club shall be the Chairperson, ViceChairperson, Joint Honorary Treasurers, the Honorary Secretary and Membership Secretary.

26. No person can be nominated to the Executive Committee unless they be present, or if absent, that the proposer has the necessary consent in writing.

27. No person, who has not been a member of The Club for six months or more, is eligible for election as an officer.

28. No member may serve more than 4 consecutive years as an officer, and no more than 3 consecutive years in any one position on the Executive Committee.

29. Where an executive position is equally shared by two individuals, only a single Executive Vote will be allowed. Executive Meetings may be attended by either individual, but not both. The individual in attendance shall be deemed representative of the shared position and as such their vote will be applied.

30. Before members at AGM are asked to vote for any officer the Chairperson should confirm that the nominee is eligible for election.

31. Where any of the twelve (12) positions are not filled at the Annual General Meeting, then the elected Executive members are empowered to co-opt additional members to fill any of the vacant positions.

32. The Executive Committee shall have power to co-opt members to fill casual vacancies as they arise. No person who has served 4 consecutive years as an officer, or 5 consecutive years as an ordinary member on the Executive Committee in the previous two years will be eligible for cooption.

33. The Executive Committee shall meet not fewer than six times each year. The meetings shall be summoned in such manner and shall be held at such date, time and place as may be determined from time to time by the Committee. A resolution signed or otherwise assented to by all the members of the Executive Committee with the right of attendance shall be deemed to be a meeting.

34. Seven (7) members shall constitute a quorum for the transaction of business at any meeting of the Executive Committee. If within thirty minutes from the time appointed for the commencement of the meeting there is not a quorum, the meeting shall stand adjourned and a provision for the holding of the adjourned meeting and the giving of notice thereof shall be decided by the Executive Committee.

35. The office of member of the Executive Committee shall be vacated, and such member shall be deemed to have vacated their office if the member:

- a) is absent from three consecutive meetings of the Executive Committee; OR
- b) resigns their office by notice in writing to the Executive Committee;
- c) acts in a manner that is contrary to any part of the constitution, Bye-Laws OR Rules of The Club.

Such member shall not be eligible for reappointment to the Executive Committee for a period of two years from the date of vacating office.

36. A member of the Executive Committee may be removed from office in accordance with Article 27 by the decision of not less than seven (7) members of the Executive Committee voting at a meeting at which the matter is discussed, provided that no member shall be removed from office unless they have been given reasonable notice and opportunity to be represented and heard. Notice of such removal shall be given to such member signed by the

Honorary Secretary.

37. Sub-committees, as may be decided upon from time to time, may be appointed by the Executive Committee for a period to be decided upon by the Executive Committee. Such sub-committees shall consist of an even number of members. While sub-committees will act within reasonable limits on their own initiative in discharging their duties, they shall be subject to the authority of the executive committee. At least one member of the executive committee is obliged to sit on all sub-committees. Consideration should be given to ensure gender balance on all sub-committees where feasible.

38. The Club shall appoint each year two members, one male and one female, who will have a remit for Child Protection. Their duties will include attending relevant training courses, liaising with relevant agencies when necessary, and bringing to the attention of the Executive Committee any incidents or information deemed appropriate. At least one of these Children's Officers must sit on the Executive Committee.

39. The Executive Committee shall have the general control, direction and management of the affairs, funds and records of The Club, and shall determine the policies to be pursued in attainment of the objectives for which The Club is formed, with the following proviso viz The Executive shall not spend in excess of €10,000 on any one item of capital expenditure without the approval of the membership at a Special General Meeting or Annual General Meeting.

40. The Executive Committee and the Trustees are empowered to borrow monies to fund Capital expenditure subject to the approval of the membership at a Special General Meeting or Annual General Meeting.

41. The Executive is empowered to limit membership numbers, introduce Bye-Laws, programmes, and additional regulations as need arises, and to reserve certain tennis courts for tournaments, coaching or other purposes.

42. All recommendations, criticisms and advice desired by the members to be discussed by the Executive shall be furnished to the Secretary in writing.

43. The Officers of The Club, every member of the Committee, the Honorary Auditors and each of the Trustees of The Club for the time being, its executors or administrators, shall be entitled to be indemnified out of the assets of The Club from and against all actions, claims, demands, costs, losses, damages and expenses, which they shall or may incur or sustain by reason or on account of any obligations undertaken by them on behalf of The Club in their capacity as such Officer, Committee Member, Honorary Auditor or Trustee, provided always in the case of a liability incurred in their capacity as an Officer, Committee Member, Honorary Auditor or Trustee and that such liability was not incurred through his own fraud or wilful default, libel or slander.

Trustees

44. A General Meeting shall have the power to elect Trustees of The Club. A proposed Trustee may only be nominated for election by the Executive Committee and the name of such nominee shall be circulated to Club members with the notice of the proposed General Meeting as prescribed in Articles 18 and 19. The election of a Trustee at a General Meeting must be by a two-thirds majority of members present, entitled to vote and voting.

45. Trustees so elected shall have power to enter into and execute any necessary legal Agreement(s) provided these have been approved by the Executive Committee. At all times, the Trustees shall act in the best interests of The Club and shall be advised by the Executive Committee. All acts done by the Trustees must first be approved by a majority of the Executive Committee. If this majority is not forthcoming, the Trustees may refer the matter to a General

Meeting of The Club. A two-thirds majority of the members entitled to vote and voting at the General Meeting will be required to override the Executive Committee's decision in the matter.

46. Trustees so elected shall hold office until their death or resignation. They can only otherwise be removed from office on the proposal of the Executive Committee, duly approved by a two-thirds majority of those entitled to vote and voting at a General Meeting called for this purpose. A Trustee shall be entitled to all rights of membership while he or she so acts.

47. The Trustees shall be indemnified by Club members against any liabilities of The Club. The Trustees are not liable for the assets or liabilities of The Club, their role is to hold them in trust only.

Finance

48. The Club shall be financed by annual subscription and by such other methods as may be decided from time to time by the members in General Meeting or by the Executive Committee, or sub-committee appointed for that purpose. Correct accounts and books showing the financial affairs, receipts and disbursements of The Club shall be kept by the Honorary Treasurers.

49. The financial year of The Club shall end on the last day of December in each year, commencing on 31st December 2012.

50. There shall be an Annual Membership Fee and Membership Fee longer in term than one year to be recommended by the Executive Committee and ratified by members at an Annual General Meeting. At the time of issue, the number of new long-term memberships, plus the number of existing long-term memberships shall not exceed ten percent (10%) of the total membership of The Club on the previous 1st January.

51. There shall be Playing Fees for Non-Members to be determined by the Executive.

52. The annual subscriptions fall due on 1st April each year, and any person who fails to renew before 1st May in accordance with the re-enrolment regulations issued each year by the Membership Secretary, will be considered to have resigned.

53. The income and property of The Club shall be applied solely towards the promotion of the objective as set forth in this Constitution. No portion of The Club'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 Club. No Officer shall be appointed to any office of The Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from The Club. However, nothing shall prevent any payment in good faith by The Club of:

- a) reasonable and proper remuneration to any member or servant of The Club (not being an Officer) for any services rendered to The Club;
- 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 Club to The Club;
- c) reasonable and proper rent for premises demised and let by any member of The Club (including any Officer) to The Club;
- d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting The Club;

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.

54. If, upon the winding up or dissolution of The Club, 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 Club. Instead, such property shall be given or transferred to some other institution or institutions having objects similar to the objects of The Club. 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 Club under or by virtue of the Income & Property clause hereof. Members of The Club 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.

55. No addition, alteration or amendment shall be made to the provisions of the objects 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. Annual audited accounts shall be kept and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the accounts will be audited.

Tournaments

56. The Executive Committee decide the details and scope of the programme for the year and have authority to levy competition fees and similar requirements from time to time throughout the year.

57. The Club championships shall be open to all playing members, except where specified by the Executive Committee.

58. Perpetual trophies shall be held by the winners for the time being and must be returned by the holders to the Honorary Secretary on or before the beginning of the tournament in the succeeding year. The perpetual trophies shall not become the property of any holder who shall however, be responsible for any trophy in his or her possession.

59. The Executive Committee shall appoint a tournament referee, whose decisions shall be binding on all matters concerning the running of the tournament.

Child Protection

60. The Club will adopt and implement the Code of Ethics and Good Practice for Children's Sport in Ireland as an integral part of its policy on children in The Club.

61. The Club will have its constitution approved and adopted by club members at an Annual General Meeting or Special General Meeting.

62. The Club will ensure that children's voices be heard in the running of their junior sections. 63. The Club will ensure that The Club's Executive Committee is elected or endorsed by registered club members at each Annual General Meeting.

64. The Club will adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.

65. The Club will clearly define the role of the Committee Members, all Sports Leaders and parents/guardians.

66. The Club must appoint two gender specific children's officers – one male and one female officer. The Children's Officers should be made known to all club members and photographs of each Officer should be posted on the wall of The Club. Both Children's Officers should have completed relevant courses, as set out by Tennis Ireland.

67. The Club will ensure that child protection is an item on the agenda of every executive meeting.

68. One of the Children's Officers / Designated Person must sit on The Club's Executive Committee to report on Child Protection issues.

69. The Club must appoint a Designated Person for The Club. This person will be the reporting officer in the case of a serious offence committed by a club member. Reports will be submitted to the officer on duty in the HSE /Social Services or to the Guards/PSNI in the case of an emergency.

70. It is recommended and noted as best practice that the Designated Person be someone ideally in a senior position in The Club. If the Chairperson/President is unable to perform this role for any reason, then it should be held by another senior person in The Club in good standing.

71. The Designated Liaison Person should not be one of the children's officers, however, in the event that this position cannot be filled by anyone else, then one of the children's officers may take on the role.

72. The Club will ensure best practice throughout The Club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within The Club to all its members. The Club's code of conduct should be posted in all facilities used by The Club.

73. The Club will have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader or any other member of The Club. Regulations should stipulate that a Sports Leader who is the subject of an allegation, which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. They should be invited to resume full duties immediately if they are vindicated.

74. The Club will ensure that relevant Sports Leaders report to The Club's Executive Committee on a regular basis.

75. The Club will encourage regular turnover of committee membership while ensuring continuity and experience.

76. The Club will have effective procedures for responding to and recording accidents.

77. The Club will ensure that any unusual activity (high rate of drop-out, transfers etc.) is checked out and reported by The Club Chairperson to the Governing Body of Sport.

General

78. The Club will ensure that all minutes of all meetings (Annual General Meetings, Special General Meetings and Committee Meetings) are recorded and safely filed by honorary secretary.

79. The Club will not be responsible for any personal injury or any personal property lost, stolen or damaged on The Club grounds.

80. The Executive Committee has power to expel or suspend members, provided that the motion for suspension is supported by two-thirds of the Executive, where such action is considered by it to be desirable in the best interests of The Club; any offending members may be summoned before a meeting of the Executive Committee.

81. Should a member infringe any of the rules of The Club, or should the conduct of a member, either in or outside The Club, be, in the opinion of the Executive Committee, injurious to the best interests of The Club, the Executive Committee shall take immediate cognisance thereof, and may request the member to resign. Upon failing to resign within seven days of receipt of a letter from the Honorary Secretary, such member shall cease to be a member.

82. Following a request to resign, a member may appeal to the members in General Meeting who may uphold or reverse the decision of the Executive Committee.

83. The Executive Committee shall take out such insurance as shall protect the property of The Club including all owned by The Club and any trophies held for the time being by The Club, and shall protect The Club against claims arising from accidents involving members, employees and others.

84. The Club may not affiliate to, amalgamate with, associate with or join any organization, association, or body unless approval is given by the members present at a General Meeting.

85. This Constitution may not be altered, abrogated, or added to except at the Annual General Meeting or at such General Meeting present at which there must be at least thirty (30) members eligible to vote and voting by vote of two-thirds of those members present. Notice shall be given as prescribed in Articles 18 and 19. No addition, alteration, or amendment shall be made to or in the provision of this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

86. In the absence of a resolution from a General Meeting of The Club, all interpretations of this Constitution or of any Bye-Laws, by the Executive shall be binding, and the Executive shall have the power to deal with and determine all matters and questions not otherwise expressly provided for in this Constitution.

87. All members will have access to the relevant Code of Conduct, The Club's Child Protection Statement, and the Constitution.

88. This Constitution shall come into effect on the conclusion of the meeting of the members at which they are adopted.

Shankill Tennis Club Trustees

Name Signed Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Amendments to The Constitution

1. Article 1

The name of The Club shall be "The Shankill Tennis Club" herein after referred to as "The Club". The address of The Club shall be Quinn's Road, Shankill, Co. Dublin.

Replaced by:

The name of The Club shall be "The Shankill Tennis Club" herein after referred to as "The Club". The address of The Club shall be Quinn's Road, Shankill, Co. Dublin. The name of this document shall be the "Shankill Tennis Club Constitution & Trust Deed" hereinafter referred to as "The Constitution"

Date Amended; January 2025 SGM

2. Article 40

The Executive Committee is empowered to borrow monies to fund Capital expenditure subject to the approval of the membership at a Special General Meeting or Annual General Meeting.

Replaced by:

The Executive Committee and the Trustees are empowered to borrow monies to fund Capital expenditure subject to the approval of the membership at a Special General Meeting or Annual General Meeting.

Date Amended; January 2025 SGM

3. Article 47

The Trustees shall be indemnified by Club members against any liabilities of The Club.

Replaced by:

The Trustees shall be indemnified by Club members against any liabilities of The Club. The

Trustees are not liable for the assets or liabilities of The Club, their role is to hold them in trust only.

Date Amended; January 2025 SGM

4. Signature page

Addition of a signature page for the Trustees

Shankill Tennis Club Trustees

Name Signed Date

_____ Date Amended; January 2025 SGM