



Constitution & Rules

Approved AGM June 2016

Constitution

Objective

The objective of Sound Tennis Sussex (STS) is to organise Sound Tennis for people with a visual impairment in the Brighton and Hove Area and to work with partners to promote and develop the sport across the Sussex Area.

Sound Tennis Sussex is working as part of East Sussex Association of Blind and Partially Sighted people (ESAB) and will follow its policies and procedures.

Rules

Committee

1.1 Sound Tennis Sussex will be run by a committee who will be elected at the AGM.

1.2 The AGM will where possible elect a Chair, Secretary and Treasurer and other committee members up to a maximum of four. The meeting may agree on the recommendation of the Chair to elect the committee as a whole with roles allocated thereafter as necessary.

1.3 The committee will have the power to co-opt up to two additional members who will have full voting rights.

1.4 A minimum of 50% of committee members will be visually impaired. Wherever practical the role of chair will be held by a visually impaired member.

1.5 Committee meetings will be held at least quarterly.

1.6 One half of the committee or a total of three, whichever is the greater, must be present in order for a committee meeting to be valid.

1.7 Any decision reached at a committee meeting must meet with majority approval. In the event of a drawn vote the chair will have the casting vote.

1.8 Persons appointed as chair and treasurer plus any other members of the committee with relevant responsibilities will need to become ESAB volunteers and will require such checks and training as are required at the time

Annual General Meeting

2.1 The Annual General Meeting will be held within three months of the end of the financial year.

2.2 A minimum of four weeks notice will be provided to all members and volunteers.

2.3 Playing members who have not paid their subscriptions will not be entitled to vote.

2.4 All votes, including the election of the committee, will require a majority decision. In the event of a drawn vote, the chair will have the casting vote.

2.5 If the Chair is up for re-election they will hand over the running of the meeting to allow the elections to take place.

2.6 The Treasurer will present a report on the finances of the group to the meeting.

2.7 The committee may call a special general meeting at any time.

2.8 50% of paid up members or a minimum of 10, whichever is less, may call a special general meeting.

2.9 Three weeks notice will be required to call a special general meeting.

Membership

3.1 The club will make available membership to people with sight loss and to volunteers and coaches who participate in the running of the activity.

3.2 At any formal meeting of the club a majority of voting members should be visually impaired. If this is not the case the meeting may agree a formula to allow a vote to proceed.

3.3 The Constitution and any rules and policies will be available to all members in an appropriate format.

3.4 A member has the right to terminate his/her membership at any time.

3.5 The committee shall have the right to approve or reject application for membership.

3.6 The committee has the right to suspend or terminate the membership of anyone whose conduct is not in accordance with the group's policies and objectives.

3.7 In the case of 3.5 and 3.6 above, an appeal process will be made available if requested.

Finance

4.1 Annual subscription rates will be agreed by the committee and presented to the AGM for approval.

4.2 The subscription year will run from 1st April to 31st March.

4.3 Where donations are received for which an express purpose is stated, if the committee subsequently decide to use the money in a different way they will obtain consent from the donor before proceeding, or return the money.

4.4 Any expenditure made on behalf of Sound Tennis Sussex must be covered by approved budgets which must meet with committee approval.

4.5 Committee members, or individuals delegated by the committee, may claim for any reasonable out of pocket expenses incurred by them on behalf of the club. Claims must be accompanied by detailed receipts where possible, and must be submitted within three months of the date of expenditure.

4.6 At least two named committee members shall be cheque signatories. The bank mandate shall require two signatories on any cheque.

4.7 Sound Tennis Sussex will be run on a not for profit basis.

Miscellaneous

5.1 In the event of Sound Tennis Sussex being wound up, any money, after satisfying any debts or liabilities, shall be transferred to another organisation for people with a visual impairment. The committee will seek agreement from the ESAB CEO and approval from a Special General meeting.