

LEEDS TENNIS LEAGUE

CONSTITUTION

Agreed at AGM March 2006

Amended / Updated Draft - Graham Bond, v2.1 gb ji, 16 October 2013

1. TITLE AND TYPE OF ORGANISATION

The League shall be known as the Leeds Tennis League.

It is an umbrella co-ordinating organisation with no legal status, consisting of volunteers drawn from the Clubs and players participating in the various League competitions.

2. OBJECTIVES

To plan, organise and co-ordinate tennis competitions for participating Clubs and players in Leeds and the wider Leeds' district.

To ensure the framework of Fair Play and good conduct is adhered to at any League match.

3. MEMBERSHIP AND PARTICIPATION IN LEAGUES

- i. Tennis Clubs and players located in the vicinity of Leeds shall be eligible to apply for consideration for participation in the various leagues. Normally, Clubs must be affiliated to the Yorkshire Lawn Tennis Association.
- ii. A Member with full voting rights shall only be a Club having been admitted to participate in the League.
The Club continues to be a Member until such time as either:-
 - a. It withdraws from the Competition leagues and has no participation remaining.
 - OR b. It does not make application by the time of the Annual General Meeting to participate in the League for the forthcoming Summer season or any other date specified for a particular competition.
 - OR c. Its application to participate in the League in either the forthcoming season is rejected by a General Meeting or Annual General Meeting.
- iii. Any Club which participates only in the Junior Division shall have the same rights as all other clubs, except that it shall not be permitted to vote on any issues save those exclusively pertaining to the Junior Divisions.

4. COMMITTEE

The League shall be administered by a Committee comprising of

- i. 5 Officers, namely Chair, Immediate Past Chair, Vice-Chair, Secretary, and Treasurer and; and
- ii. Other Committee members, undertaking such roles as Section co-ordinator, Fixtures Planner or IT co-ordinator.

The Committee shall be responsible for the management of the various Leagues between General Meetings and may take such decisions within the Constitution, League Rules and Fair Play Charter as they deem to be appropriate.

The Committee Officers and other Committee members shall be elected or re-elected annually at the Annual General Meeting ("AGM").

Wherever possible, all Officer roles shall remain in place for a minimum of a year until the next AGM of the League.

The Committee may appoint another person to undertake the administration of the League, who will be known as the League Administrator. In this case the office of League Secretary may be left vacant.

All Clubs are expected to participate regularly in proposing suitable candidates for the various roles required.

A Club rota system may also be introduced by the Officers for ensuring suitable resource is identified and nominated by their Club for roles on the League's Committee. Wherever possible the Officers will give at least 12 months notice to a Club(s) that they will have to nominate a suitable person from their Club for the role(s) to be filled.

If some Clubs are subsequently found to be never putting forward volunteers to become an Officer or Committee member, then the current Officers can bring this to the attention of all Clubs and after considering further the circumstances at each Club that is not proposing volunteers, the Officers may propose at a General Meeting that those Club(s) is (are) suspended from being a Member of the League and that as a result no Adult teams from that Club are allowed to play competitive matches in the League whilst the situation continues. Failure to have at least:

- i. 2 out of the 3 of the Chair, Immediate Past Chair and Vice Chair; and,
- ii. 1 out of 2 of the Secretary and Treasurer,

shall deem the League in-operative and 'at risk', due to insufficient resource to co-ordinate and oversee the other members of the League's Committee and the use of the various IT systems. In this situation the Officers shall inform all Member Clubs and give notice that the activities and competitions of the League will be suspended.

If this situation continues for a further 3 months, the Officers can then call a Special General Meeting ("SGM") of all Clubs, with a view to discussing further and to potentially move towards proposing that the League be permanently stopped and dissolved. This should then be voted upon by the Club representatives at that SGM or at the next AGM if sooner. A minimum 75% vote for dissolution at such a Meeting must be achieved before any actions can be taken by the Officers to wind-up the League.

If the decision is made to move to full winding-up, then the Officers will proceed to do this in an orderly fashion and will ensure all outstanding liabilities and commitments are met wherever possible and all outstanding fees due to the League from Clubs and individual players have been collected.

At the end of this winding-up exercise:

- i) If there should be any funds remaining, then these funds will be distributed back to the Member Clubs, with each Club receiving any funds in the proportion of One divided by the number of Member Clubs at the date and time of the voting decision of Member Clubs to wind-up the League.
- ii) If a Club should still have outstanding fees due to the League at the time of funds being distributed back to Clubs, then the Officers shall deduct these outstanding amounts from that Club's amount to be distributed back to them.

5. GENERAL MEETINGS ("GM")

- i. **Attendance at GM shall be as follows:-**

- Members may be represented at GM by one person for each team that participated in the League in the current season and has made application to enter in the coming season.
 - In addition, the Meeting may permit Observers, who may only contribute to a debate when specifically invited to do so by the Chair.
 - Officers may attend General Meetings in their own right.
 - The Chair shall normally preside, and in his/her absence the Vice-Chair or Immediate Past Chair. Otherwise the meeting shall appoint a Chair from those present.
- ii. **Voting at GM**
- A Member Club shall be entitled to one vote at GM, irrespective of the number of representatives present on behalf of that club. Observer status does not confer voting rights.
 - In the case of equality the Chair of the meeting shall have a casting vote. Except in the case of equality, the Officers may not vote in their own right, but may vote on behalf of their Club if they also hold this mandate.
 - A person may only exercise one vote, except in the case of the Chair, as indicated above.
- iii. **Notice of GM**
- Notice shall be given by the Secretary, (or League Administrator if appointed) of all GM to all Member Clubs. A minimum of 14 days notice shall be required to have been given.
- iv. **Quorum at GM**
- To be quorate, a meeting must be attended by at least 50% of Member Clubs. An inquorate meeting may consider all business except Changes to the Constitution and Amendments to the League Rules.

6. **ANNUAL GENERAL MEETING (“AGM”)**

- i. The AGM shall be held in March or April each year.
- ii. At the AGM, the following items shall be considered:-
 - a. Report of previous season.
 - b. Financial report and stipulation of participation fees.
 - c. Consideration of proposed Amendments to the Constitution and League Rules, of which the appropriate notice has been given.
 - d. Consideration of applications for membership, and formation of divisions for the forthcoming season.
 - e. Election of Officers and committee members.
 - f. Other matters of which prior notice has been served.

7. **SPECIAL GENERAL MEETINGS (“SGM”)**

A SGM may be convened whenever the Committee deem it to be appropriate, or at the request of at least 50% of the Member Clubs.

8. **FINANCE**

The Committee shall be responsible for controlling the finance of the League.

An equal participation fee shall be levied on each team or player taking part in the senior competitions, at a level to be set by the AGM, or a SGM.

The participation fee for teams or players taking part in Junior or Friendly competitions may be at a different level from that for the senior competitions.

9. CHANGES TO THE CONSTITUTION AND AMENDMENTS TO THE LEAGUE RULES

Changes to the Constitution and Amendments to the League Rules can only be considered at the AGM, or at a SGM convened specifically for their consideration.

The proposals must have been notified to all the Member Clubs at least 7 days prior to such a meeting. It is the responsibility of the proposer to ensure this occurs, which may be by forwarding the information to the League Secretary (or League Administrator if appointed) at least 21 days prior to the date of the meeting, for inclusion on the Agenda, or by other means.

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