

NORTH DEVON LAWN TENNIS ASSOCIATION - CONSTITUTION

1. **NAME.** The name of the Association shall be the North Devon Lawn Tennis Association (hereafter called "the Association")
2. **TERRITORY.** The territorial limits of the Association shall be the local government districts of the North Devon and Torrridge Councils. Any club from outside this territory may take part by invitation and approval at a General Meeting
3. **PURPOSE.** The purpose of the Association shall be to organise competitive tennis for all clubs within its territorial limits
4. **MEMBERSHIP.** Membership shall be open to all clubs within the Association's territorial limits, and shall be automatic on payment of the appropriate affiliation fee determined within the rules and ratified at the Association's Annual General Meeting
5. **MANAGEMENT COMMITTEE.** The Association shall be administered by a Management Committee (hereafter called "the Committee") consisting of (i) a Chairman, (ii) a Vice-Chairman, (iii) a Secretary, (iv) a Treasurer, (v) a Fixtures Secretary plus up to 3 additional Committee Members - all of whom are elected annually at the Annual General Meeting.

The Committee shall have the power to co-opt additional members should matters arise where additional skills are required
6. **GENERAL MEETINGS.** The Secretary shall give not less than 14 days' clear notice of all General Meetings to the Secretaries of the Member Clubs. All clubs are required to send a representative to each General Meeting: non-representation will incur a fine (set within the League Rules). Clubs may send additional representatives but they will not be entitled to vote. The Quorum for each General Meeting will be 60% of member clubs.
 - (i) **ANNUAL GENERAL MEETING.** The Annual General Meeting will be held in November each year. Items for the agenda must be received by the Secretary in writing by 30 September for inclusion on the agenda
 - (ii) **PRE-SEASON GENERAL MEETING.** The Pre-Season General Meeting will be held in March each year. This meeting will determine the number of teams playing in the League and the organisation of the divisions. It will also determine the teams playing in the competitions and any other business required by the Association for the coming tennis season.
 - (iii) **EXTRAORDINARY GENERAL MEETING.** An Extraordinary General Meeting may be called either by the Chairman personally, or by the Secretary on receipt of a written request to do so signed by 60% of committee members or by 60% of club members of the Association. The purpose for calling the meeting shall also be specified, and this shall be the sole business of the meeting.
 - (iv) **VOTING.** Voting at General Meetings shall be one vote per club. Decisions are made by a majority of votes cast: in the event of an equal number of votes being cast on either side the Chairman shall have the casting vote
7. **EMERGENCY COMMITTEE MEETINGS.** If necessary, emergency business may be conducted by the Chairman and not less than two of the Vice-Chairman,

- Secretary and Treasurer in consultation. Any decision reached must be notified to all committee members within 7 days
8. DEVON COUNTY LAWN TENNIS ASSOCIATION. Two representatives of the Association will be elected at the Annual General Meeting to attend meetings of the Devon County Lawn Tennis Association
 9. CHAIRMAN. Should the Chairman resign at any time during his or her term of office, the Vice-Chairman shall automatically assume the role of Chairman for the remainder of that term. The Committee shall appoint a new Vice-Chairman from amongst its members
 10. CONSTITUTION. Any proposed changes to this constitution must be received in writing by the Secretary not later than 30 September in any year, to be placed on the agenda of the Annual General Meeting later that year. The constitution may only be changed by resolution of the Annual General Meeting
 11. DISSOLUTION.
 - (a) A resolution to dissolve the Association shall only be proposed at an Extraordinary General Meeting and shall only be passed if carried by a majority of two-thirds of the club members present (and entitled to vote)
 - (b) The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the Association
 - (c) Any property remaining after the discharge of debts and liabilities shall be donated to a registered charitable organisation benefiting tennis