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# **CONSTITUTION OF THE GHANA TENNIS CLUB**

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## **Preamble**

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We, the members of the Ghana Tennis Club, in the pursuit of our shared love for tennis and our commitment to fostering its growth and development, hereby establish this Constitution to govern our organization

We are dedicated to promoting the principles of sportsmanship, fair play, and excellence in tennis.

## **Article I.**

### **Name**

Section 1.01        The name of this organization shall be the "Ghana Tennis Club" (hereinafter referred to as the "Club").

## **Article II.        Definitions**

- Section 2.01        Full Member: refers to an individual member who has fully paid the prescribed membership fees with full voting rights and rights to hold office.
- Section 2.02        Family Member: means a couple and up to two (2) children who should not be above eighteen (18) years of age and has one voting right and can hold office.
- Section 2.03        Junior Member: means a member who is between ten (10) and eighteen (18) years of age on 1st January of the current year with no voting rights and no rights to hold office.
- Section 2.04        Corporate Member: means a corporate institution registered under the Company Act of Ghana and has one voting right and can hold office.
- Section 2.05        Student Member: means a member who is over the age of eighteen (18), is engaged in full-time education and has no voting rights and rights to hold office.
- Section 2.06        Honorary Member: Refers to an individual or organization in recognition of their exceptional contributions to the Club, tennis development in Ghana, brand or strategic association as determined by a majority vote of the Executive Committee.
- Section 2.07        Chairperson: means the person elected from time to time to be the Chairperson of the Club
- Section 2.08        Vice Chairperson: means the person elected from time to time to be the vice Chairperson of the Club
- Section 2.09        Captain: means the person elected from time to time to be the captain of the club
- Section 2.10        Secretary: means the person elected from time to time to be the secretary of the club.
- Section 2.11        Treasurer: means the person elected from time to time to be the treasurer of the Club
- Section 2.12        Officers: means the Chairperson, Vice Chairperson, Captain, Secretary and Treasurer.

## **Article III.        Objectives**

- Section 3.01        Promotion of Tennis: The Club aims to promote and develop the sport of tennis in Ghana by organizing events, tournaments, coaching programs, and other initiatives aimed at increasing tennis participation and excellence.

- Section 3.02      Inclusive Participation: To provide opportunities for individuals of all ages and skill levels to engage in tennis activities, fostering inclusivity and equal access.
- Section 3.03      Tournament Organization: To organize and conduct tennis tournaments and events for Club members and the wider community, with a commitment to fairness, competitiveness, and sportsmanship.
- Section 3.04      Sportsmanship and Camaraderie: To foster a culture of sportsmanship, fair play, and camaraderie among members, emphasizing respect for opponents, the rules of the game, and ethical conduct on and off the court.
- Section 3.05      Community Outreach: To engage in community outreach programs aimed at promoting tennis, healthy living, and social responsibility, thereby contributing positively to the community.

#### **Article IV.      Membership**

- Section 4.01      Eligibility for membership in the Club is open to all individuals, without discrimination based on age, gender, race, religion, or nationality, who share an interest in tennis.
- Section 4.02      There shall be six (6) classes of membership namely:
- (a) Full Members
  - (b) Family Members
  - (c) Corporate Members
  - (d) Junior Members
  - (e) Student Members
  - (f) Honorary Members
- Section 4.03      Except otherwise provided in this Constitution a person shall be admitted to membership of the Club after his application has been accepted by the Executive Committee and has subsequently paid the applicable registration fee and any other applicable fees as may be prescribed by the Executive Committee and approved by members at a General Meeting.
- Section 4.04      Application for membership of the Club shall be made to the Secretary of the Club in a form prescribed by the Executive Committee.

#### **Article V.      Monthly Subscriptions, Dues & Levies**

- Section 5.01      Membership Fees
- (a) Regular Membership Fee: The Executive Committee shall determine the annual membership fee for regular members. This fee shall be payable upon joining the Club and annually thereafter.
  - (b) Junior Membership Fee: The Executive Committee shall determine the annual membership fee for junior members. This fee shall be payable upon joining the Club and annually thereafter.

- (c) Honorary Membership: Honorary members shall not be required to pay membership fees.
- (d) Temporary members shall pay the fees prescribed by the Executive Committee for a maximum period of three months.
- (e) The Executive of the Club may with the approval of members at a general meeting impose such levies as may be required for the development of and or as shall be in the interest of the Club and the period within which such levies shall be payable.
- (f) A member who is in arrears in the settlement of any of his financial obligations to the Club for a period exceeding three months shall be suspended from the Club. If after the subsequent three (3) months, the member has not settled his arrears, he should then consider himself expelled.
- (g) Other Fees: The Club may impose additional fees for participation in specific events, tournaments, or programs. These fees shall be communicated to members in advance and shall be payable as specified.

Section 5.02

Due Date:

- (a) All membership fees and other applicable dues shall be due and payable on or before the specified due date.
- (b) Members who fail to pay their fees and dues by the due date may be subject to suspension or other penalties, as determined by the Executive Committee.

**Article VI. Rights and Responsibilities of Members**

Section 6.01

All members shall have the right to:

- (a) Participate in Club activities and events.
- (b) Vote in Club elections and referendums, if eligible.
- (c) Attend Club meetings and voice their opinions responsibly and
- (d) respectfully, not disrupting the meeting.
- (e) All members shall have the responsibility to:
- (f) Uphold the values of sportsmanship and fair play.
- (g) Abide by the Club's rules and regulations and
- (h) Pay their membership dues and fees on time, as outlined in Article

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**Article VII. Executive Committee**

Section 7.01

The executive committee shall consist of the following members:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Captain
- (d) Secretary

- (e) Treasurer
- Section 7.02 The executive committee shall be elected by the Club's members through a democratic voting process at the annual general meeting.
- Section 7.03 The term of office for an executive committee member shall be two years, with the possibility of one (1) re-election for the same position.
- Section 7.04 The executive committee shall be responsible for the overall management and administration of the Club, including but not limited to the following responsibilities:
- (a) Chairperson:
    - (i) Preside over Club meetings and executive committee meetings.
    - (ii) Provide leadership and guidance to the executive committee.
    - (iii) Represent the Club in official capacities and external relations.
  - (b) Vice Chairperson:
    - (i) Assist the Chairperson in fulfilling their duties.
    - (ii) Assume the responsibilities of the Chairperson in their absence or incapacity.
  - (c) Captain:
    - (i) Oversee the organization of tennis activities, events, and tournaments.
    - (ii) Coordinate with other clubs and organizations for inter-club matches.
    - (iii) Promote teamwork and sportsmanship among members.
  - (d) Secretary:
    - (i) Keep records of Club meetings and executive committee meetings.
    - (ii) Maintain membership records and communicate with members.
    - (iii) Handle Club correspondence and maintain official Club documents.
  - (e) Treasurer:
    - (i) Manage the Club's finances, including budgeting and financial reporting.
    - (ii) Collect membership fees and other dues.
    - (iii) Maintain accurate financial records and provide financial updates to the executive committee.

## **Article VIII. Committees**

- Section 8.01 The Club shall establish the following committees to assist in its operation:
- Section 8.02 Constitutional Committee:

- (a) The Constitutional Committee shall be responsible for reviewing and amending the Club's constitution and bylaws as necessary.
  - (b) The committee shall consist of an executive and at least two members appointed by the executive committee.
- Section 8.03 Welfare Committee:
  - (a) The Welfare Committee shall oversee the welfare and well-being of Club members.
  - (b) The committee shall organize social events, handle member grievances, and promote a friendly and inclusive environment.
  - (c) The committee shall consist of an executive and at least two members appointed by the executive committee.
- Section 8.04 Grounds and Tournament Committee:
  - (a) The Grounds and Tournament Committee shall be responsible for maintaining and managing the Club's tennis facilities and organizing tournaments
  - (b) The committee shall coordinate court reservations, ensure proper maintenance of the courts, and plan and execute Club tournaments.
  - (c) The committee shall consist of an executive and at least two members appointed by the executive committee.
- Section 8.05 Disciplinary Committee:
  - (a) The Disciplinary Committee shall address disciplinary matters brought before it by the Executive Committee acting through the Captain for violations of Club rules and regulations.
  - (b) The committee shall conduct investigations, hold disciplinary hearings, and recommend appropriate actions or sanctions.
  - (c) The committee shall consist of an executive and at least two members appointed by the executive committee.
- Section 8.06 Development Committee:
  - (a) The Development Committee shall focus on the long-term development and growth of the Club.
  - (b) The committee shall explore opportunities for sponsorships, fundraising, and strategic partnerships.
  - (c) The committee shall consist of a Chairperson and at least two members appointed by the executive committee.
- Section 8.07 The executive committee shall appoint members to these committees, considering their expertise, experience, and willingness to serve.

## **Article IX. Patrons**

- Section 9.01 The Club may appoint as Patrons individuals who have rendered outstanding service to the Club or to the game of tennis in Ghana, or whose affiliation with the Club is considered to be of significant benefit.

- Section 9.02 Patrons shall be nominated by the Executive Committee and approved by a simple majority of members at a General Meeting.
- Section 9.03 Patrons shall have the right to attend all Club events and functions and may be invited to address or preside over ceremonial or special occasions.
- Section 9.04 Patrons shall not be involved in the management or governance of the Club and shall have no voting rights unless they are also Full Members.

**Article X. Trustees**

- Section 10.01 There shall be not more than three (3) and not less than two (2) Trustees of the Club who shall be appointed by a two-thirds majority at a General Meeting.
- Section 10.02 Trustees must be Full Members of good standing and not current members of the Executive Committee.
- Section 10.03 Trustees shall hold office for a term of five (5) years and may be reappointed.
- Section 10.04 The Trustees shall hold in trust all immovable property and major fixed assets of the Club and shall act in accordance with the decisions of the Club made at a General Meeting.
- Section 10.05 No disposal or acquisition of immovable property shall be valid unless approved by a two-thirds majority of members present at a General Meeting and executed by the Trustees.
- Section 10.06 Trustees shall not be liable for any loss to the Club unless the same shall have been caused by their wilful neglect or default.

**Article XI. Finance:**

- Section 11.01 Funds of the club shall include the following,
- (a) All money accruing to the Club, by way of admission fees, monthly dues, development fees and other financial obligations imposed by the Executive Committee and approved by the Club at a general meeting
  - (b) Any loan granted to the club by any person or institution
  - (c) Interests and profits from money invested by the Club
  - (d) All donations accruing to the Club for general purposes from any other sources
- Section 11.02 All sums of money received on account of the Club, shall be paid into the Club's bank account by the Treasurer or a designated Executive Committee member, save however the Executive Committee may invest such funds as it deems for.
- Section 11.03 The Executive Committee may with the approval of the Club at a general meeting borrow money for the operations and activities of the Club.



- Section 11.04      The Executive Committee may charge the assets and revenue of the Club with the repayment of any money borrowed together with interest thereon.
- Section 11.05      The funds of the Club shall be applied by the Executive Committee towards the furtherance of the activities and operations of the Club
- Section 11.06      The Chairperson and the entire executive of the Club, shall be jointly and severally accountable to the Club for all money received on behalf of the Club

**Article XII.      Annual Report:**

- Section 12.01      The executive committee shall submit to a general meeting of the club to be termed Annual General Meeting, an Annual Report with the activities and operations of the Club within the year which shall without prejudice to the generality of the foregoing, include a copy of the audited accounts of the Club together with the auditor's report.

**Article XIII.      Elections and Tenure**

- Section 13.01      Elections:
- (a)    The Club shall hold biennial elections to elect members of the Executive Committee and other positions, through a democratic voting process.
  - (b)    The elections shall be conducted in a fair and transparent manner, allowing all eligible members to vote and stand for election.
  - (c)    The Executive Committee shall appoint an Election Committee responsible for overseeing the election process.
- Section 13.02      Tenure of Positions:
- (a)    A term of office shall be two years commencing on January 1 and ending on December 31 of the following year, with the possibility of one (1) re-election for the same role.
- Section 13.03      Eligibility:
- (a)    Any member seeking elections must at the time of filing their nominations;
  - (b)    Be a citizen of Ghana, resident in Accra
  - (c)    Not be in arrears of monthly dues and any levy.
  - (d)    Exhibit outstanding interpersonal skills.
  - (e)    Not been involved in any activity that negatively impacts the image of the club or the sport. Be willing to represent the club at events, regional and national forums and committees
  - (f)    For the positions of Chairperson, Secretary and Captain an applicant must have been a member with the club for a minimum period of three (3) years.

#### **Article XIV. Annual General Meeting**

- Section 14.01 The Annual General Meeting of the Club shall be held at such time as the Management Committee shall decide, but normally between 15th January and 29th February of each year, to transact the following business:
- (a) To approve the minutes of the previous year's AGM;
  - (b) to receive the Chairperson's report of the activities of the Club during the previous year;
  - (c) to receive and consider the accounts of the Club for the previous year and the Treasurer's report as to the financial position of the Club;
  - (d) to approve the new season's subscriptions as proposed by the Management Committee;
  - (e) to receive reports from other members of the Management Committee;
  - (f) to elect the Officers and other members of the Management Committee;
  - (g) to remove and elect the auditor or confirm that he remain in office;
  - (h) to deal with any other matters which the Management Committee or other Member of the Club desires to bring before the membership.
- Section 14.02 Every nomination must be proposed and seconded.
- Section 14.03 Candidates for office must be present at the time of election or have signified beforehand to the secretary their willingness to serve.
- Section 14.04 Amendment to the Rules may only be made at any General meeting provided notice in writing is given to the Secretary at least 21 days before the meeting.
- Section 14.05 Motions, not being amendments to the Rules, may be moved without prior notice but the Chairperson may refuse any motion for which 21 days notice has not been given if, in his opinion, the matter is of sufficient importance that it ought to have been included in the Agenda accompanying the notice of the meeting.
- Section 14.06 In all matters of interpretation of the Rules of Procedure the Chairperson of the Meeting's decision is final.

#### **Article XV. Extraordinary General Meetings**

- Section 15.01 An extraordinary general meeting may be called at any time by the Executive Committee
- Section 15.02 A member in good standing can request for extraordinary general meeting in writing to the Executive Committee stating the purpose of the meeting and supported by not less than ten (10) members in good standing.

Section 15.03      Such meeting shall be called within twenty-one (21) days of receipt of a request by the Chairperson.

**Article XVI.    Procedures at Annual and Extraordinary General Meetings**

Section 16.01      The Secretary shall communicate to members notice of the date, time and place of the general meeting together with the agenda and or resolutions before the meeting. The failure to give notice to members shall invalidate the proceedings at the meeting.

Section 16.02      At all meetings resolution will be by simple majority.

Section 16.03      The quorum for a general meeting shall be 20% of the current Full Membership category.

Section 16.04      The Chairperson shall preside at all general meetings of the Club but if he/she is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Vice Chairperson shall lead the meeting.

Section 16.05      In the absence of the Chairperson or Vice Chairperson, members present and entitled to vote may choose one of the other members of the Executive Committee present to preside.

Section 16.06      Each member (individual, family or corporate) present, shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting.

Section 16.07      In the case of an equality of votes the Chairperson shall have a second or deciding vote.

Section 16.08      The Secretary, or in his absence a member of the Executive Committee, shall take minutes at annual and extraordinary general meetings.

Section 16.09      There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

**Article XVII.    Conflict Resolution**

Section 17.01      The Chairperson shall have the authority to resolve issues of misconduct and conflicts among members.

Section 17.02      If the Chairperson is involved in the conflict or cannot impartially resolve the issue, the Vice Chairperson shall assume this responsibility.

Section 17.03      The decision of the Chairperson or Vice Chairperson shall be final unless challenged through the Club's established grievance procedure, as outlined in the bylaws.

**Article XVIII.    Expulsion**

Section 18.01      Subject to the remaining provisions of this rule, the Executive Committee shall have power to refuse membership or expel a Member only for good and sufficient cause, such as conduct or character likely to bring the Club or the Game into disrepute.

- Section 18.02      A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Executive Committee at which his expulsion shall be considered and written details of the complaint made against him.
- Section 18.03      The Member shall be given an opportunity to make written representations and/or to appear before the Executive Committee and at any such meeting to be accompanied by a representative or friend who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Executive Committee then present vote in favour of his expulsion.
- Section 18.04      The Executive Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.
- Section 18.05      The Member may appeal against the Executive Committee's decision by notifying the Executive Committee who shall put the matter to the Club's members in general meeting and decided by a majority vote of members present and voting at such meeting.

#### **Article XIX.    Effect of Resignation or Expulsion**

- Section 19.01      Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription, although the Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

#### **Article XX.    Amendments**

- Section 20.01      Any amendment to the Constitution shall be proposed by a member in good standing at an Annual General Meeting.
- Section 20.02      Proposed amendments must be submitted in writing to the executive committee and communicated to all members at least thirty (30) days before the meeting.
- Section 20.03      This constitution may be amended by a two-thirds majority vote of the Club's members present at a general meeting.

#### **Article XXI.    Bylaws**

- Section 21.01      The executive committee shall develop and maintain bylaws to supplement this constitution.

Section 21.02      The bylaws shall outline specific rules and procedures governing the Club's operations, including membership categories, fees, elections, meeting procedures, and committee formation.

**Article XXII.    Dissolution**

Section 22.01      A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the Members present and voting.

Section 22.02      The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

Section 22.03      Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies

- (a)    the GTF for use in community related initiatives for the Game;
- (b)    another registered community amateur sports club for the Game;
- or
- (c)    a registered charitable organisation.

### **Article XXIII. Adoption**

This constitution shall take effect upon approval by a two-thirds majority vote of the Club's members present at a general meeting.

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of 1<sup>st</sup> Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of 2<sup>nd</sup> Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of 3<sup>rd</sup> Trustee: \_\_\_\_\_ Date: \_\_\_\_\_