



CONSTITUTION OF THE ESSEX TENNIS PARENTS AND FRIENDS ASSOCIATION

(ETPFA)

- **Association name in full:** Essex Tennis Parents And Friends Association (ETPFA)
- **Address:** Essex Tennis, Redbridge Sports Centre, Forest Rd, Essex, IG6 3HD
- **The Committee:** The ETPFA Committee will consist of the Chair, and two further persons. The committee may appoint further members as they deem appropriate. They will meet twice yearly – a quorum will consist of two persons. They will instigate such rules as they think appropriate which will be confirmed at the next AGM.
- **Purposes/Objects:**
 - 1) It shall be constituted as a 'not for profit organisation' or a registered charity.
 - 2) It shall advance and safeguard the interests of all aspects of the game of Tennis (and derivatives thereof) in the County of Essex and will uphold the Rules, Regulations and Disciplinary Code of the Lawn Tennis Association (LTA).
 - 3) It will employ the funds of ETPFA in line with their Constitution and Objects taking account of their best interests.
 - 4) It will support, encourage and raise funds for Junior Tennis. As well as look after the interest of all Junior Players.
 - 5) Developing effective relationships between, Coaches, Staff, Parents and Junior players.
- **Powers:** The committee members/trustees have the following powers, which may be exercised only in promoting the charity's purpose ('objects'):
 - 1) The funds and assets of the ETPFA shall belong solely to them.
 - 2) It will deal with such matters as may be referred to it by Essex Tennis or the LTA or registered Essex Tennis Organisations.
 - 3) Publish or distribute information
 - 4) To co-operate with other bodies
 - 5) To raise funds (but not by means of permanent trading)
 - 6) To hire property of any kind for Event purposes
 - 7) To make grants or loans of money and to give guarantees
 - 8) To set aside funds for special purposes or as reserves against future expenditure
 - 9) To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)

- 10) To take out public liability insurance and personal accident insurance to cover association meetings, activities, committee members, to insure the associations property, against any foreseeable risk and take out other insurance policies to protect the association where required
- 11) To employ paid or unpaid agents, staff or advisers
- 12) To enter into contracts to provide services to or on behalf of other bodies
- 13) To pay the costs of forming the association
- 14) To obtain and pay for goods and services as are necessary for carrying out the work of the charity
- 15) To consult parents on their views
- 16) To open and operate bank and other accounts as the committee members/trustees consider necessary
- 17) To do anything else within the law that promotes the objects

- **Membership:** This shall be open and available to any person or organisation that has an interest in Essex Tennis and Junior Activities. Membership shall be available online and the application process will be managed by the Committee of the ETPFA.

- **General Meetings:** (Annual and Extraordinary) The ETPFA will hold an AGM annually in the first 6 months of each year. The location must be in the County of Essex. The accounts must be presented for adoption. At this AGM the Constitution, Objects and Rules will/may be reviewed and amended, no change may be made without 75% of those present agreeing. All members are entitled to attend any general meeting of the association. Meetings can be held physically or virtually. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums. All general meetings are called by giving 21 clear days written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda. There is a quorum at a general meeting when the total number of members present (including committee members/trustees) is at least twice the number of committee members/trustees in office at the start of the meeting. The only exception would be at a general meeting where the association is being dissolved. The Chair or (if the Chair is unable or unwilling to do so) some other committee member/trustee elected by those present is in charge of a general meeting. Except where otherwise provided in this constitution every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting. Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue. The association must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs. At an AGM the members

- 1) receive the accounts of the association for the previous financial year
- 2) receive the report of the committee members/trustees on the association's activities since the previous AGM

- 3) elect the committee members/trustees
 - 4) appoint an independent examiner or auditor for the association if this is needed
 - 5) may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of the association
 - 6) discuss and determine any issues of policy or deal with any other business put before them
- **Dissolution:** In the event of the dissolution/winding up of ETPFA the assets or funds after the repayment of all debts, shall be transferred to ESSEX TENNIS.