

# LEEDS UNIVERSITY TENNIS SOCIETY

## CONSTITUTION

### 1. NAME AND OBJECT

- The society shall be called “Leeds University Tennis Society” also known as ‘LUUTENNIS’ in short.
- The aims and objectives of the above shall be to promote participation and performance of tennis amongst the students of the university.
- The society will provide weekly social tennis and squad training sessions as well as a weekly social event.

### 2. OPPORTUNITIES

- The society shall at all times remain open to any student attending Leeds University.
- No judgement will be made upon age, race, gender, disability, nationality, personal sexual preference, financial status or background. Each member will be treated equally and fairly.

### 3. MEMBERSHIP

- Members of the society shall be those who pay the Annual Subscription at the appropriate rate (£30 social, £97.50 squad as of 2011/12) as determined by the Committee with all subscriptions being payable in advance. There will be no refunds on membership fees.

### 4. LUUTENNIS WEBSITE – [www.luutennis.com](http://www.luutennis.com)

- The website will be used as the main form of communication to all LUUTENNIS members as well as a dedicated Facebook group for club events and news.
- Any photos and videos taken during social sessions, training, matches and social events can be used on the website for promotional purposes. Any request to remove a photo or video must be made in writing to [secretary@luutennis.com](mailto:secretary@luutennis.com)
- The content of [luutennis.com](http://luutennis.com) does not reflect the views of the University of Leeds or Leeds University Union. Any material on this site should not be interpreted as doing so. With regards to any links on the site, [luutennis.com](http://luutennis.com) is not responsible for the content of external internet sites.

### 5. COMMITTEE

- Only the present members of the Society shall be eligible for committee positions (in addition to members from the previous academic year who have taken a year out from university due to work placement).
- Candidates wishing to stand for a Committee position should email the president AND secretary at least a week in advance to the AGM (or fill in the form on the luutennis website) Nominations for the posts will close 24 hours before the election. These positions shall be elected at the Annual General Meeting. The Committee may put forward any views which they hold regarding the suitability of the candidates and the group shall then vote taking these views into account.
- Each candidate is only eligible to stand for one position. If there is an open position on the night of the AGM, members may stand for the position unless it is a position which had previously been re-opened for nomination. The names of the elected

managers shall be recorded in the minutes of the Annual General Meeting. All other Committee Members are to be voted in by the respective ensembles. All elections must be run anonymously on paper.

- In exceptional circumstances, the Treasurer and/or Secretary may instruct elections by other means should the Society so wish.
- The quorum for the AGM shall be 50% of its members including two Executive Officers.
- The Members of the Committee shall be: President, Treasurer, Secretary [Executive Officers], Sponsorship Secretary, Social Secretary, 1<sup>st</sup> team captain (Team Captain), 2<sup>nd</sup> team Captain, 3<sup>rd</sup> Team Captain, etc based on number of competing teams.
- Committee Members are expected to assist at all Society events and are to help all members whenever necessary.
- Should re-election of Committee members become necessary for whatever reason, then the post will be advertised in the society. All members wishing to stand must fill in an application form (usually made available on the luutennis website) and email it to the president and secretary; [president@luutennis.com](mailto:president@luutennis.com) secretary@luutennis.com. Nominations will close 24 hours before the election.
- New candidates must be approved by the Committee and must be appointed by the standard election procedure.

## 6. FINANCIAL PROCEDURE

- The society shall be a constituent part of Leeds University Union and as such its finances and bank account should be under ultimate control of Leeds University Union Council. The treasurer shall present a statement of accounts for the year to the Society's Annual General Meeting.
- The Society shall have a bank account within the Union from which monies can only be drawn on production of a form signed by the claimant and an Executive officer [Either the President, Secretary/Team Captain or Treasurer]. This form will then entitle the claimant to a cheque signed by the Student Activities Manager or Societies Executive officer and the cashier.  
The treasurer shall present up to date accounts for the Union's Financial Affairs Secretary during the final week of each term, or as directed by the Financial Affairs Secretary. Receipts for all payments and an indication of any outstanding bills must also be presented at such times.

## 7. ANNUAL GENERAL MEETING

- There will be an Annual General Meeting held in the last four weeks of the second term at which reports from the President and treasurer shall be read. Notice of the meeting, together with the agenda, shall be posted seven days before the Annual General Meeting is due to be held.

## 8. SPECIAL/EMERGENCY GENERAL MEETING

- Special/Emergency General Meetings can be called by a 2/3 majority of the Committee and members.
- The Secretary shall publish notice of the meeting, with the agenda, within two working days of the meeting being called and the meeting shall be held four working days from the date of publication. Saturdays and Sundays shall not be counted as working days. The quorum shall be 30% of ordinary members of the Society.
- If a member of the Committee or a conductor is not felt to be sufficiently committed to their position they may be asked to justify this to a Special General Meeting where a resignation may be requested.

## 9. NOTICE OF MEETINGS

- Notice of meetings and other Society functions may be written in any language the Society wishes, provided that an English translation is available. Committee meetings with representatives from all ensembles and activities will be held once a month with an agenda sent out a week prior to that meeting.
- The minutes of these meetings made available to the society within a week of a meeting being held.

## 10. CHANGES TO THE CONSTITUTION

- Constitutional changes can be approved by executive officers (President and Secretary).
- Major issues concerning the welfare of the society shall be discussed by the executive committee and shall be raised at the AGM if deemed necessary.

## 11. DISSOLUTION AND ABOLITION

- In the event of dissolution of the Society, the assets of the society shall revert to the Union.

## 12. RECOGNITION

- Recognition of the Society shall be given for one year at a time. A Society wishing to be re-recognised for the following session must submit, during the second term, the documents listed below:
  1. A completed re-recognition form which will be circulated to Societies previously.
  2. A copy of the Society's Constitution with any amendments made at the Annual General Meeting.
  3. A copy of the Secretary's or President's report to the Annual General Meeting.
  4. A current inventory of equipment, if any, and where it is normally stored.
  5. A short article for the Union Handbook and a photograph if possible.

## 13. DAMAGE

- The Society shall be answerable to the University, through the Union, for any damage done to University property during use by the Society.

## 14. USE OF FACULTIES

- Decisions on the use of facilities and premises shall rest with the Committee.
- Use of any Society equipment is subject to Committee approval and a change may be made at the Committee's discretion. If equipment is loaned, the borrowers are to accept full responsibility should any problems arise. If the borrowers are not members of the Society, this responsibility must be acknowledged in writing.

Date: October 2011

We the undersigned agree to uphold the constitution

President	Name	LUKE GALLEN	Signature	
Secretary	Name	WILL BROWNING	Signature	
Treasurer	Name	HONSOIN FLORIAN	Signature	

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