

Bylaw 001 (amended Nov 2019)

Committee Structure

The Committee

1. The Committee is elected by the members at the Annual General Meeting and is responsible for the management of the club.
2. The elected Committee members shall organise themselves into sub-committees for the purpose of running the club.
3. The Committee will meet at least 3 times during a year to review progress, agree exceptional project expenditure and to discuss feedback from members.
4. The Committee will aim to identify potential new committee members prior to the Annual General Meeting so that the composition of the Committee is not fixed but remains reflective of the club membership.
5. Minutes of meetings of The Committee should be circulated to all members of The Committee and made available on the club web site.
6. The Committee shall not commit to any item of expenditure in excess of £5,000 without first obtaining at least one and preferably two alternative quotations.
7. The Committee delegates the day to day running of the club, including the implementation of matters decided by The Committee, to The Management Committee.

The Management Committee

8. The 'Management Committee' of the club shall be responsible for the day to day running of the Club, including the implementation of matters decided by The Committee, and shall consist of:
 - the Chairman
 - the Honorary Secretary
 - the Honorary Treasurer
 - the Assistant Secretaries
 - the Welfare Officer

9. The Management Committee may delegate responsibilities and duties to a number of sub-committees.
10. A member of The Committee appointed to the role of Assistant Secretary should, where possible, have been an active member of the appropriate sub-committee prior to their appointment.
11. An Assistant Secretary should be prepared to perform their role for between three and five years so that there is a balance between the introduction of new ideas and the consistency needed to run the club.
12. Under normal circumstances an outgoing Assistant Secretary shall remain responsible for their sub committee until the Committee has appointed a successor.
13. The Management Committee meets as often as required to coordinate the activities of the sub-committees.
14. The Management Committee may invite other members of The Committee or ordinary club members to attend Management Committee meetings.
15. Minutes of meetings of The Management Committee meetings should be circulated to all members of The Committee and made available on the Club web site.
16. The Management Committee shall not commit to any item of non-routine expenditure in excess of £5,000 without the approval of The Committee.
17. **Sub-Committees**
18. Each of the Assistant Secretaries shall be the chairman of a sub-committee responsible for the running of one of the following areas of the Club's affairs:
 - senior membership, including marketing and management of the club's web site and IT systems
 - junior activities, including junior membership
 - grounds
 - matches and tournaments, including court bookings
 - social, bar and clubhouse

Further sub-committees may be established from time to time by The Committee (ref clause 10.4 of the club rules).
19. Each sub-committee shall comprise the chairman of the sub-committee and ordinary members of The Committee, together with the Honorary Secretary as an ex-officio member of each sub-committee.
20. Sub-committees shall have the power to co-opt additional club members should they consider this to be desirable.

21. Sub-committees shall have the authority to incur expenditure of up to £2,000 to manage the day to day operations of their respective areas of the Club. Amounts in excess of £2,000 require the approval of The Management Committee.
22. Minutes of sub-committee meetings should be circulated to all members of The Committee.

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