

## CONSTITUTION AND RULES

### OF

## THE ST.VINCENT AND THE GRENADINES TENNIS ASSOCIATION

### 1. NAME AND AFFILIATIONS

The name of the association shall be "THE ST. VINCENT AND THE GRENADINES TENNIS ASSOCIATION" (SVGTA) (hereinafter referred to as "the Association") and is the duly constituted entity governing the sport of Tennis in St. Vincent and the Grenadines (SVG). The headquarters shall be the National Tennis Center, Villa, St. Vincent and the Grenadines.

The Association is an affiliate to the International Tennis Federation (ITF).

The Association is a charter member of the St. Vincent and the Grenadines Olympic Committee (SVGNOC).

### 2. OBJECTIVES

The objectives for which the Association is established are: -

To promote the game of Tennis (hereinafter referred to as "the Game") and in this regard: -

- (a) To uphold the laws of the Game as are at present adopted by the International Tennis Federation together with such alterations and additions thereto as may from time to time be made.
- (b) To regulate arrange and manage all tournaments and matches for cup competitions and any other competitions which may be promoted by the Association.
- (c) To fix and regulate the dates of the holding of Championship and Open Tennis Meetings in St. Vincent and The Grenadines.
- (d) To decide on all doubtful and disputed points in connection with the Game and the Laws and Regulations governing the Game.
- (e) To further the objectives of the Association by every means, and in particular:
  - (i) by stimulating interest in the Game and promote friendship and goodwill nationally, regionally and internationally.
  - (ii) by the collection from official and other sources of information useful to the Association and its members and by conducting surveys and enquiries, keeping records, and publishing reports relative to any aspect of the game.
- (f) To promote, organize, assist, participate in, subscribe to, guarantee and defray the expenses of exhibitions entertainments, conferences and meetings of all descriptions, tending directly or indirectly to further any of the objects of the Association.

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- (g) To maintain offices for answering enquiries and disseminating information and to print, publish, sell, circulate and distribute gratuitously or otherwise handbooks, guidebooks and publications of all descriptions calculated to be useful to members, visitors or others or to promote directly or indirectly any of the objects of the Association.
- (h) To engage in, undertake, encourage and support every form of publicity and advertising calculated to promote directly or indirectly any of the objects of the Association.
- (i) To carry on any negotiations with any authorities, national, local or municipal or otherwise or any corporation or persons calculated directly or indirectly to promote any of the objects of the Association and to take all necessary or proper steps legislative or otherwise for any of the purposes aforesaid and to oppose any steps taken by any other authority, corporation, firm or person which may be considered likely directly or indirectly to prejudice any of the objects of the Association.
- (j) To form a fund for the purpose of carrying out the objects of the Association and to receive subscriptions thereto from persons whether members of the Association or not subscribing or guaranteeing sums of money or credits for the purpose of carrying out the objects of the Association or any of them and defraying the expenses incurred in carrying out the objects of the Association on any terms which the Association may think fit and either subject or not subject to repayment on any contingency.
- (k) To invest any part of such funds as shall not be required immediately for the said purposes and objects in such manner as may be considered advisable from time to time and charge any or all such investments to secure the repayment of any temporary advance of money made to the Association for such purposes and objects.
- (l) To use, or to let on lease or otherwise, or to permit the use and occupation of all or any part of the property of the Association for the purposes of the Association, or such other purposes as may be considered advisable.
- (m) To purchase, take on lease or in exchange, hire or otherwise acquire whether in SVG or elsewhere any real or personal property and any rights or privileges necessary or convenient for the purposes of the Association.
- (n) To subscribe to, become a member of and co-operate with any other Association, whether incorporated or not, whose objects are, altogether or in part, similar to those of this Association and to procure from and communicate to any such Association such information as may be likely to promote the objects of the Association.
- (o) To undertake and execute any trusts which may be conducive to any of the objects of the Association.
- (p) To elect as Honorary Life Members any persons whose co-operation and assistance have advanced or may be thought to be likely to advance any of the objects of the Association.
- (q) To operate without discrimination on any grounds.
- (r) To do all such other lawful matters and things as are incidental or conducive to the attainment of the above objects or any of them.

### 3. MEMBERSHIP

The Association shall consist of

- (i) Affiliated Members, being an Association, Club, Society, Tennis School or Academy, Company or Committee, having objects altogether or in parts similar to the Association
- (ii) Individual Members.

Individual Members shall be further categorised as follows:-

#### (a) Ordinary Members

Persons who are resident in SVG and who are entitled to all rights and privileges of the Association.

#### (b) Honorary Life Members

Persons so elected by a General Meeting who shall be entitled to all the rights and privileges of the Association except the right to vote at meetings and hold office. Nominations for Honorary Life Membership may be made by only the Executive Committee.

#### (c) Junior Members

Persons under the age of 18 years who are resident in SVG and who are entitled to all the rights and privileges of the Association except that they shall not vote at any general meetings of the Association and shall not be eligible to serve on the Executive Committee except in the capacity as Junior Representative.

### 4. REGISTERED PLAYERS

A person resident in SVG who is not a Member of the Association may, on paying the prescribed fee, become a Registered Player. If at any time the Executive Committee shall be of the opinion that the conduct of a Registered Player is injurious to the character and interest of the Association, they may terminate the registration of such player for the current year and may refuse to register such player for such period as the Executive Committee determines.

### 5. RIGHTS OF MEMBERS AND REGISTERED PLAYERS

- (a) Individual Members shall be eligible to serve on the Executive Committee except where expressly prohibited in these Rules Provided However that a Junior Member may only serve on the Executive Committee in the capacity as Junior Representative.
- (b) Individual Members shall be eligible to play in all tournaments and competitions sponsored or sanctioned by the Association but shall be required to pay the prescribed fee for such tournaments and competitions.
- (c) Registered Players shall be entitled to play in all tournaments and competitions sponsored or sanctioned by the Association but shall be required to pay the prescribed fee for such tournaments and competitions; Registered Players may be sanctioned to play in all ITF tournaments and competitions.

- (d) Only persons who are Members of the Association or who are Registered Players may play in individual tournaments or competitions sponsored or sanctioned by the Association Provided that the Executive Committee shall have the right in its discretion to invite players who are members of Affiliated Members and/or any other players both resident in SVG and from overseas to play in Open Tournaments sponsored by the Association from time to time.
- (e) The rights set out in clauses (b) (c) and (d) of this clause do not extend to tournaments sponsored by Affiliated Members of the Association and which are held under the auspices of the Association.
- (f) Members of Affiliated Members may play in inter-club tournaments sponsored by the Association where they represent an Affiliated Member in such tournament but they may not play in individual tournaments or competitions sponsored by the Association unless they are Members of the Association or Registered Players In their individual capacity.
- (g) No right of a Member shall be in any way transferable but all rights and privileges shall cease upon such Member ceasing to be such, whether by death, retirement, expulsion or otherwise.

6. EXPULSION

If at any time the Executive Committee shall be of the opinion that the conduct of any Individual Member or Affiliated Member is injurious to the character and interest of the Association it may by letter invite such member to resign from the Association within a time specified in such letter. In default of the resignation of the member, the question of expulsion shall be submitted to an Extraordinary General Meeting to be held within three weeks after the date specified in such letter as the date before which the member shall have been invited to resign. The member whose expulsion is sought shall have notice of such meeting and of the grounds on which expulsion is sought. At such meeting, the member shall be allowed to offer an explanation for his conduct verbally or in writing and if two thirds of the members present and eligible to vote shall vote for his expulsion, the member shall thereupon cease to be a member of the Association Provided that the voting at such meeting shall be by ballot.

Any member whose subscriptions are in arrears by three (3) months may be removed from the membership roll at the discretion of the Executive Committee.

7. MANAGEMENT

(a) Composition

The Association shall be managed by an Executive Committee consisting of not less than seven (7) and not more than nine (9) persons as follows:-

A President, a Vice-President, a Secretary General and a Treasurer who shall be the Executive Officers of the Association, together with not less than three and not more than five Ex-Oficio Officers of the Executive Committee, one of whom shall be a Public Relations Officer. The members of such Executive Committee shall have equal voting rights and four shall constitute a quorum.

The members of the Executive Council shall be elected by the members of the Association at an Annual General Meeting and shall hold office for two years, except in the case of death, resignation, or removal from office, and they may serve for multiple terms, whether successive or not. Removal of office shall take place at an Extraordinary General Meeting by a two-thirds majority of the members of the Association present and eligible to vote. If by reason of any such death, resignation or removal it shall appear necessary to the members of the Association that a new Officer or Officers be elected or if it shall likewise be deemed expedient that an additional Officer or additional Officers be elected then the members of the Association in General Meeting shall forthwith elect such new or additional Officer or Officers.

(b) Duties

The Officers shall deal with the property of the Association as directed by a resolution of the Executive Committee (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the property of the Association.

(c) Borrowing Powers

If at any time the Association in General Meeting shall pass a resolution authorising the Executive Committee to borrow money the Executive Committee shall thereupon be empowered to borrow for the purposes of the Association such amount of money either at one time or from time to time, at such rate of interest and in such manner and such security as shall be specified in such resolution, and thereupon the Executive Committee shall make all such dispositions of the Association's property or any part thereof and enter into such agreement in relation thereto as the Executive Committee may deem proper for giving security of such loans and interest.

All members of the Association, whether voting on such resolutions or not, and all persons becoming members of the Association after passing such resolution shall be deemed to have assented to the same if they had voted in favour of such resolution.

8. APPLICATION FOR AFFILIATION AND MEMBERS

Applications for affiliation and membership shall be made to the Secretary General and such applications shall be submitted to the first meeting of the Executive Committee after receipt for their full consideration.

9. ENTRANCE FEE AND SUBSCRIPTION

The entrance fee and annual subscription of Affiliated and Individual Members of the Association and the registration fee for Registered Players shall be as set out in an SVGTA Subscription Schedule which has been approved by the Executive Committee.

An applicant whose application has been approved by the Executive Committee shall upon payment of the appropriate entrance fee and the first annual subscription become a member of the Association provided that such payments are made within one calendar month of receipt of notice of the application having been approved.

Any member whose annual subscription remains unpaid for three calendar months after the first day of January of each year may be removed from the membership roll at the discretion of the Executive Committee.

10. ACCOUNTS

The financial year of the Association shall close on the thirtieth day of September of each year, and an annual Statement of all accounts shall be prepared by the Treasurer and audited by the 31<sup>st</sup> December thereafter and in time for the Annual General Meeting of the Association.

11. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held before the 31<sup>st</sup> day of January of each year, and the Executive Committee shall at this meeting present an audited statement of all accounts of the Association and a full report of all of the activities of the Association for the previous year. Minutes of the previous Annual General Meeting and all extraordinary general meetings during the past year shall be considered and, if thought fit, confirmed. The quorum at such annual general meetings shall be not less than forty percent (40%) of the Ordinary Members or representatives of Affiliated Members. All other meetings shall be extraordinary general meetings. The agenda of the Annual General Meeting may include, but shall not be limited to, the following:

1. President's Report.
2. Secretary's Report.
3. Treasurer's Report.
4. Audited Financial Statements
5. Other Business.

12. EXTRAORDINARY GENERAL MEETING

An extraordinary general meeting of the Association may be called at any time at the discretion of the Executive Committee, and shall also be summoned by the Secretary General within two (2) weeks after the receipt by him of a requisition in writing to the effect, given by five (5) or more Affiliated Members or Individual Members, providing that such requisition shall state the business for which the meeting is to be called, and it shall also be understood and agreed, that only such business shall be discussed at any extraordinary general meeting so summoned. The quorum at such extraordinary general meetings shall be not less than forty percent (40%) persons being Ordinary Members or representatives of Affiliated Members.

13. NOTICE OF GENERAL MEETING

Printed notices of every general meeting, stating the business to be transacted thereat, and accompanied in the case of the annual general meeting by a printed audited statement of accounts for the past year, shall be sent to the Secretaries of all Affiliated Members and Individual Members of the Association at least fourteen (14) days prior to the date fixed for such meeting, and the notice convening every such meeting may be advertised in any newspaper or newspapers, which the Executive Committee may think desirable.

Any two members desirous of proposing some motion or resolution to be included on the agenda for the annual general meeting shall submit same in writing to the Secretary General at least seven (7) days before the scheduled day of the meeting and who shall include such motion or resolution on the agenda.

Any notice, if served by post, shall be deemed to have been served two days after the time of posting and it shall be sufficient to prove that the notice was properly addressed and posted and that the postage was prepaid.

14. NOMINATION AND ELECTION OF OFFICERS AND AUDITORS

The process for electing officers to the Executive Committee is as follows:

Nominations for any office on the Executive Committee may be made in writing by fax, email or any such media by any Ordinary Member or representative of any Affiliated Member, whose subscriptions have been paid for the current year. Such nominations supported by the candidate's written consent shall reach the Secretary General fourteen days (14) days before the Annual General Meeting is to take place. The nominations shall be circulated by the Secretary General to all members seven (7) days before the AGM.

All Officers for the next ensuing year, all of whom must be Individual Members, shall be elected for two (2) years at the Annual General Meeting. Auditors shall also be appointed at each annual general meeting.

15. RETIREMENT OF EXECUTIVE COMMITTEE

The Officers and Auditors shall continue to hold office until the conclusion of the annual general meeting at which their successors are elected, and shall themselves be eligible for re-election.

16. CASUAL VACANCIES AMONG OFFICERS

All casual vacancies occurring amongst Officers during their term of office may be filled by the Executive Committee at its discretion.

17. REPRESENTATION AND VOTES

Every paid up member shall be entitled to attend each and every general meeting and shall be entitled to one vote. Votes, whether on a show of hands or by ballot, may be given personally or by proxy. All Affiliated Members whose subscriptions are paid shall be entitled to send two representatives to attend each and every general meeting and each such representative shall be entitled to one vote. The names of such representatives shall be submitted to the Secretary General no less than three days prior to the date of each such general meeting and shall be in the prescribed form, viz:

(Name of Affiliated Member) being an Affiliated Member of the SVG Tennis Association hereby appoint (Name of first representative) of (Address of first representative) and (Name of second representative) of (Address of second representative) as its representatives to vote for it and on its behalf at the annual general meeting extraordinary general meeting of the SVG Tennis Association to be held on the (Date of meeting) or at any adjournment thereof.

Dated the day of .....

(Signature of Secretary or authorised officer of the Affiliated Member)  
for and on behalf of (Name of Affiliated Member)

Whether on a show of hands or on a ballot, in the case of an equality of votes, the chairman of the meeting shall have a second or casting vote.

18. PROXIES

An Individual Member who is unable to attend a general meeting and who is eligible to vote thereat may appoint a proxy. The instrument appointing a proxy shall be in writing under the hand of the appointer and shall be in the following form, viz:

I, (Name of Member) of (Address of Member) being an Ordinary/Life Member of the SVG Tennis Association hereby appoint (Name of Proxy) of (Address of Proxy) or failing him/her (Name of

alternate Proxy) of (Address of alternate Proxy) as my proxy to vote for me and on my behalf at the annual general meeting/extraordinary general meeting of the SVG Tennis Association to be held on the (Date of meeting) or at any adjournment thereof.

Dated the day of .....  
(Signature of Member)

The instrument appointing a proxy shall be deposited with the Secretary General before the commencement of the meeting or adjourned meeting at which the person named in the instrument proposes to vote and in default, the proxy shall not be treated as valid.

19. CHAIRMAN

The President, or in his absence, the Vice-President, or in the absence of both of them, the Secretary General, shall preside as chairman at every general meeting of the Association.

If the President, Vice-President and the Secretary General are not present at the time of holding a meeting, the Members present shall choose one of their number to be chairman of such meeting Provided Always that a quorum must be present.

20. ADJOURNMENT

The chairman may, with the consent of the meeting, adjourn any meeting from time to time and from place to place but no business shall be discussed at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

21. RESOLUTIONS

At any general meeting, unless a ballot is demanded by at least three.(3) members, a declaration by the chairman that a resolution has been carried or lost and an entry to that effect in the minute book shall be conclusive evidence of the fact. If a ballot is demanded in manner aforesaid the same shall be taken at such time and place and in such manner as the chairman directs, and the result of such ballot shall be deemed to be the resolution of the Association in general meeting, save that a ballot demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. The demand for a ballot may be withdrawn.

22. MEETINGS OF EXECUTIVE COMMITTEE

The Executive Committee may meet at least once every two months. Seven (7) days notice of every Executive Committee meeting shall be given to each member of the Executive Committee in writing, but the President or the Secretary General shall have power within their discretion, to summon a meeting at shorter notice. The quorum at all meetings of the Executive Committee shall be four (4).

23. POWERS OF EXECUTIVE COMMITTEE

- (a) To promote, regulate, organize and manage all Tournaments or any other competitions which may be sponsored by the Association from time to time.
- (b) To prohibit any act or practice by clubs or players which in the opinion of the Executive Committee is detrimental to the interest of the Game, and to deal with any club or player, disregarding such prohibition in such manner as the Executive Committee may think proper.
- (c) To enforce penalties on clubs or players for any infringement of the laws of the Game, or of the Rules and Regulations of the Association.

- (d) To take such disciplinary action as it may deem necessary in cases of misconduct, or any other undesirable behavior of any player or member, at any such competitions or tournaments as may be sponsored or sanctioned by the Association.
- (e) To decide all doubtful and disputed points in connection with the Game, the laws thereof and the Rules and Regulations of the Association.
- (f) To consider and deal with all applications for Affiliation and Membership, and to decide on all questions as to the right of representation at general meetings of any Affiliated Member, or the right of members to attend such general meetings.
- (g) To do all such other things in the interest of the game and the Association as it may deem expedient, including the purchasing, leasing or selling of land as set out in the Objects of the Association and to raise such funds as may be necessary from time to time by raffle or other games of chance or by the holding of any social or entertainment functions or otherwise as the Executive Committee shall in its discretion decide to further the objects of the Association.
- (h) To delegate all or any of its powers to its duly appointed sub-committees.
- (i) To issue annual Official Ranking Lists.

24. PROHIBITIONS

No player shall play in any Open Meeting prohibited by the Executive Committee of the Association, and any player infringing this Rule shall be liable to be prohibited by the Executive Committee from playing in any Open Meeting sponsored by the Association, and any Affiliated Member who shall knowingly accept entry of such prohibited player at any Open Meeting shall be liable to being expelled from the affiliation of the Association. No player shall play in any competition to which the public is admitted, unless such competition had been sanctioned by the Association.

Applications for sanction to hold Open Meetings shall be made to the Secretary General, The SVG Tennis Association together with a fee of \$25.00 at least thirty (30) days before the date of the proposed Meeting, and for the purpose of this Article, an Open Meeting shall be one which includes a competition on level terms, open to all Amateur Tennis Players.

25. BYE -LAWS

The Executive Committee shall from time to time make, repeal and amend all Bye-Laws and Regulations (not inconsistent with these Rules) as it shall deem expedient for the general well being of the Association. All such Bye-Laws and Regulations shall be binding upon the Members subject to their negative approval, which may be exercised by an amending or repealing resolution at a general meeting by a simple majority of the members present and eligible to vote.

26. DISSOLUTION

If at any general meeting a resolution on the agenda thereof for the dissolution of the Association shall be passed by a majority of the members present and if such resolution shall at an extraordinary general meeting held not less than one (1) calendar month thereafter, at which not less than forty (40%) of the Ordinary Members shall be present, be confirmed by a resolution passed by a majority of two thirds of the Ordinary Members present, then the Executive Committee shall thereupon or at such future date as shall be specified in such resolution, proceed to realise the property of the Association and after the discharge of all liabilities shall devote the

net proceeds to interests similar to those of the Association or to some other charitable purpose and upon the completion of such division the Association shall be dissolved.

27. AMENDMENTS TO RULES

These Rules may be added to, repealed or amended by a resolution on the agenda at any annual or extraordinary general meeting provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the Ordinary and Life Members present.

28. CESSATION OF MEMBERSHIP

(a) Any member may withdraw from membership of the Association by giving thirty (30) days notice in writing to the Secretary General of his/her or its intention to do so and upon expiration of such notice he/she or it shall cease to be a member but shall remain liable for his/her or its subscription for the then current year.

(b) An Individual Member who has been adjudicated bankrupt shall ipso facto cease to be a member provided that it shall be in the discretion of the Executive Committee to reinstate him/her as a member if it shall think fit.

29. QUORUMS

The quorums hereinbefore specified shall apply.

If after the expiration of thirty (30) minutes from the time appointed for any general meeting a quorum shall not be formed, the meeting shall stand adjourned until the next week at the same place and same hour when the members present and entitled to vote shall form a quorum

30. ANTI-DOPING PROVISIONS

The Association expressly adopts the provisions of the ITF Tennis Anti-Doping Programme as may be in effect and administer from time to time.

31. ADOPTION OF LAWS,ETC

The present laws and regulations of the ITF with such alterations as may from time to time be made shall be adopted by all players, affiliates and members.

These amended Rules were passed at the Extraordinary General Meeting of the Members of the Association held on the     day of                     2010.