

APPENDIX 2 – KENT TENNIS CHARITABLE INCORPORATED

ORGANISATION CONSTITUTION CHANGE

The resolution, proposed by the Kent Tennis CIO Board of Trustees, is detailed below. The background is that Kent Tennis has identified anomalies within the timescales cited for when Trustees standing for election and re-election have to be circulated and when nominations for Trustees have to be received; namely 21 days and 14 days respectively. The same anomalies exist regarding Resolutions.

Kent Tennis CIO Board of Trustees proposes the following changes to the Kent Tennis CIO timescales and Constitution:

1. Kent Tennis to publish the date of the proposed Annual General Meeting (AGM) by the end of the financial year (i.e. by 31 December at present).
2. Nominations for Trustees to be submitted by 28 February.
3. Proposed resolutions to be discussed at the AGM to be received by 28 February.
4. Formal notice of the AGM, with the Agenda, Resolutions and Trustee nominations to be sent out to members 21 days in advance of the AGM date.
5. Remove the requirement for Trustee nominations and Resolutions to require both a Proposer and Seconder; a Proposer only will be sufficient.
6. Persons nominated for Trustees will need to sign to say they are willing and eligible to be appointed by 28 February or their nomination will not be included.

The changes to the constitution to enable this are documented below, **amending Clauses 11a, first paragraph, 11a (iii) and 11a (iv):**

EXISTING WORDING (any wording being amended is in red):

Point 11 a):

(a) Types of general meeting and proceedings of general meetings

There must be an annual general meeting (AGM) of the members of Kent Tennis. The first AGM must be held within 18 months of the registration of Kent Tennis, and subsequent AGMs must be held within 4 months of the financial year end which is 31 December.

At each annual general meeting the following business will be transacted:

- (i) To approve the minutes of the previous AGM and consider matters arising, followed by the Chair's address and a report from the treasurer.
- (ii) To receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report.
- (iii) To elect officers and charity trustees as required under clause 13. Nominations for the posts of officers or charity trustees shall be in writing, proposed **and seconded** by members of Kent Tennis and must be signed by the person being proposed to show their

willingness to be appointed. Nominations must be received by the Secretary **at least fourteen clear days before the date fixed for the annual general meeting.**

(iv) To consider any resolutions included on the agenda. Resolutions must be proposed **and seconded** by members of Kent Tennis, submitted in writing and received by the Secretary **at least fourteen clear days before the date fixed for the AGM.**

(v) To transact any other business.

NEW WORDING (wording amended is in red):

11. General meetings of members

(a) Types of general meeting and proceedings of general meetings

There must be an annual general meeting (AGM) of the members of Kent Tennis. The first AGM must be held within 18 months of the registration of Kent Tennis, and subsequent AGMs must be held within 4 months of the financial year end which is 31 December. **The date of the AGM will be published by the financial year end.**

At each annual general meeting the following business will be transacted:

(i) To approve the minutes of the previous AGM and consider matters arising, followed by the Chair's address and a report from the treasurer.

(ii) To receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report.

(iii) To elect officers and charity trustees as required under clause 13. Nominations for the posts of officers or charity trustees shall be in writing, proposed by **a Trustee, member club, venue and /or organisation** of Kent Tennis and must be signed by the person being proposed to show their willingness to be appointed. Nominations must be received by the Secretary **by 28 February. Nominations received after 28 February will not be considered.**

(iv) To consider any resolutions included on the agenda. Resolutions must be proposed by **a Trustee, member club, venue and /organisation** of Kent Tennis, submitted in writing and received by the Secretary **by 28 February.**