

ZAMBIA TENNIS ASSOCIATION

CONSTITUTION

(As approved 3rd April 1999, amended clause 6.9, 2009)

CHAPTER ONE.

NAME:

- 1.0 The Association shall be called "ZAMBIA TENNIS ASSOCIATION" (Herein after called the "Association")

HEADQUARTERS:

- 2.0 The headquarters of the Association shall be in the town the President resides.

CHAPTER TWO.

PRINCIPLES AND OBJECTIVES:

- 3.0 The objectives of the Association shall be:
- a) To advance and safeguard the interests of the game of tennis (herein after called the "game") in Zambia;
 - b) To promote and encourage the development and organisation of tennis at all levels in Zambia;
 - c) To do and perform such other things as may be conducive to the development, promotion and regulation of the game;
 - d) To employ funds of the Association in such a manner as shall be deemed for the best interest of the game;
 - e) To invest any such funds as shall not be required immediately for the said purpose and objectives in such a manner as may be commercially prudent;
 - f) To make, alter, maintain and enforce rules and regulations for the control and governance of the game in Zambia;
 - g) To uphold and maintain the laws and regulations of the International Tennis Federation (ITF) except in so far as they may be modified to suite local conditions;

- h) To promote all National, Provincial and Junior competitions and championships and to regulate and manage or delegate management of all matches in connection therein; and
- i) To sanction the holding of National and Provincial and Open Tournaments in Zambia and to approve and regulate the dates, format and arrangements for the same.

CHAPTER THREE.

AFFILIATIONS:

- 4.0 The Zambia Tennis Association shall be affiliated to the International Tennis Federation (ITF), National Sports Council of Zambia, the Zambia Olympic, Commonwealth Games, Confederation of African Tennis (CAT) and to such other national sports bodies as shall be deemed necessary in order to promote the interest of the game.

CHAPTER FOUR.

MEMBERSHIP:

- 5.0 Membership of the Association shall be open to recognized Tennis Clubs as shall be affiliated to, and subject to the rules of the Zambia Tennis Association.

CHAPTER FIVE.

MEETINGS OF THE ASSOCIATION:

(Conditions for holding meetings, delegates to meetings, voting etc.)

6.0 THE ANNUAL GENERAL MEETING.

- 6.1 There shall be an Annual General Meeting (AGM) of members and shall be held in mid December every year at a place agreed to by the Council.
- 6.2 The Annual General Meeting of members shall be the main policy making body of the Association.
- 6.3 At the Annual General Meeting, the report by the President of the Association on the activities of the foregoing year and the Audited Financial Report for the past year shall be presented for approval and adoption. Copies of the said reports shall be circulated to all affiliated Clubs and the National Sports Council of Zambia.

- 6.4 The Annual General Meeting shall conduct elections for members to compose the Executive Council once every two years.
 - 6.5 Any person is eligible for election at the Annual General Meeting, provided that he/she is a member of an affiliated club.
 - 6.6 Nominations for election at the Annual General Meeting shall be sent to the General Secretary of the Association at least 21 days before the meeting. Nominations may also be received from the floor at the Annual General Meeting.
 - 6.7 Any person from an affiliated club, though not present at the Annual General Meeting, is eligible for election, provided that such a person has signified acceptance to hold office in writing.
 - 6.8 Affiliated clubs shall be entitled to send to the AGM one representative and each club represented shall have one vote.
 - 6.9 All members of the Executive Council *and Sub Councils* shall be entitled to attend the AGM. Such Council members shall also be entitled to vote. Only clubs whose affiliation fees are not in arrears will be represented.
 - 6.10 Notices convening the meeting and containing the agenda as approved by the Executive Council, shall be sent to the Vice Secretary of each region for distribution to affiliated clubs, at least 21 days before the AGM.
 - 6.11 The President of the Association shall preside at all Annual General Meetings of members and shall have a casting vote at all meetings.
 - 6.12 The quorum for the AGM shall be at least the attendance of one-third of the members entitled to attend.
- 7.0 EXTRAORDINARY GENERAL MEETING.
- 7.1 An Extraordinary General Meeting (EGM) of the Association for any special purpose including the alteration of these rules, may be called at any time by the Executive Council, or at the written request of any two clubs affiliated to the Association, and addressed to the General Secretary. Such a request must specify the purpose of the meeting called. Meeting shall be as for AGM.

CHAPTER SIX.

MANAGEMENT OF THE ASSOCIATION:

(Executive Council, Responsibilities of members, etc.)

8.0 EXECUTIVE COUNCIL.

- 8.1 There shall be an Executive Council of the Association who shall be responsible for the management of the affairs of the Association and ensuring the implementation of the resolutions and decisions of the AGM and EGM of the association.
- 8.2 The Executive Council shall meet at least 4 times a year, or more regularly depending on business at hand as shall be agreed upon each meeting.
- 8.3 At Council meetings, a quorum shall be formed by at least 50% of the council members, and provided that the President or, in his place, the Senior Vice President and one of the Vice Presidents are present.
- 8.4 The Executive Council shall have power on any interim disciplinary measure, including suspension from office, against any official of the council or sub council whom action will need ratification of such measures by the Association at its AGM or EGM.
- 8.5 The Executive Council shall consist of the following officials who shall be elected at the appropriate AGM or EGM and shall hold office for a period of two years.

PRESIDENT
SENIOR VICE PRESIDENT
VICE PRESIDENTS - NORTH AND SOUTH (TWO)
GENERAL SECRETARY
OFFICIATING COORDINATOR
TREASURER
JUNIOR PROGRAMS AND DEVELOPMENT COORDINATOR
VETERANS COORDINATOR
FUND RAISING COORDINATOR
WOMEN TENNIS COORDINATOR

The responsibilities of each member of the Executive Council shall, in the main, be as follows:

8.5.1 THE PRESIDENT

The president shall be the head of the Association and Council. He shall canvass for funds, sponsorship of national and international tournaments consistence with the aims and objectives of the Association.

He shall preside over all meetings of the Council and Annual and Extraordinary General Meetings of members of the Association.

He represents the Association in all functions of a ceremonial nature provided that such functions promote the interests and objectives of the Association.

8.5.2 SENIOR VICE PRESIDENT

He shall act as President of the Association in the absence of the substantive holder.

He shall coordinate the regions for the smooth and effective operations of the Association.

He shall be chair of the business of the International tournaments sub-committees.

He will oversee Association's tournaments and liaise with International bodies on matters related to tennis development; and to carry out any other duties assigned by the President.

8.5.3 GENERAL SECRETARY

He shall be secretary to Council meetings; will be custodian of minutes for all council, General and Emergency meetings of the Association.

He shall be head of the ZTA "Secretariat".

He shall maintain an up to date register of all tennis players in conjunction with League Secretaries of each region.

Will deal with matters of correspondence on behalf of the Association.

He shall be involved in all ZTA activities and be conversant with the constitution of the Association.
He shall arrange all Press advertisement and releases in the interest of development of tennis.

8.5.4 TREASURER

He will manage and control finances of the Association.

He will cause proper records of receipts and expenses.

He shall prepare and present to Council an annual financial report that shall include the balance sheet, receipts and expenditure account, and will arrange and ensure that the accounts of the Association are audited by appointed Auditors.

He shall, whenever necessary, recommend to Council financial regulations for implementation.

He shall present to the Annual General Meeting Financial and Audited reports of the year.

8.5.5 VICE PRESIDENT (REGIONS)

There shall be one Vice President representing each region of the Association who:

Shall chair regional council meetings with affiliated clubs.

Will, on behalf of the Executive Council, implement all programs agreed upon in their respective regions.

Will make arrangements for sponsorship of all Closed tournaments and where possible act on behalf of the Association on Open tournaments.

Will, in liaison with the Senior Vice President, harmonise tennis development activities in respective regions.

8.5.6 OFFICIATING COORDINATOR

Shall be chairperson of all local tournaments sub-committees.

Shall be responsible for implementing programs aimed at the development of tennis.

Shall chair the seeding committee and carry out any other duties assigned by the Senior Vice President.

8.5.7 SPONSORSHIP COORDINATOR

He will source for funds through:

Tournament sponsorship

Fund Raising tournaments

Business ventures, and any other as arranged by Council from time to time.

Any other business assigned by the President.

8.5.8 VETERAN'S COORDINATOR

He will coordinate veterans' tennis local and promote participation in international veteran tennis tournaments.

He will arrange with clubs the coaching of "madalas" for the continuation of the game.

He will ensure that monies collected from "madala" tournaments are sent to the Treasurer in each region.

8.5.9 JUNIOR PROGRAMS AND DEVELOPMENT COORDINATOR

Will handle all administrative matters concerning junior tennis in the country.

Will advise Council on all junior tournaments, local and international in which juniors take part.

In liaison with all persons involved in junior tennis programs, he shall arrange for coaching clinics and selections for tournaments.

To plan and implement tennis programs for schools in conjunction with Ministry of Education.

Scout for talented juniors throughout the country and set up development programs for their advancement.

To oversee coaching, and in conjunction with existing coaches, to ensure uniformity in coaching, especially at beginners level.

Any other duties assigned by the Senior Vice President.

8.5.10 WOMEN TENNIS COORDINATOR.

To be responsible specifically for development of women tennis programs in the Association.

To liaise with Junior Programs and Development Coordinator in the promotion of women in junior programs.

To carry out any other duties assigned by the Senior Vice President.

CHAPTER SEVEN.

9.0 MANAGEMENT OF SUB-COUNCILS OF THE ASSOCIATION.

There shall be Sub-councils at established regions. For the purpose of this constitution until amended, there shall be Northern and Southern Regions. Other regions may be added or defined as necessary by the Association.

The Northern Region shall be the area comprising the portion of Zambia North and exclusive of Kapiri Mposhi, while the Southern Region shall be the area comprising the portion of Zambia South but inclusive of Kapiri Mposhi. Each region shall be headed by a Vice President who will be mandated to act on behalf of the Association and shall be responsible for the implementation of Association's policies.

A Committee comprising the Vice President, Vice Secretary, Vice Treasurer, Vice Junior Programs and Development Coordinator, and Chairmen of affiliated Clubs in the respective regions shall administer each region.

Meetings of the Sub-councils shall take place at a venue convenient to majority of the clubs as often as is considered necessary by the Vice President, but shall not meet less than four times in a year.

CHAPTER EIGHT.

10.0 ASSOCIATION FINANCES.

- a) The financial year shall end on 30th September each year.
- b) Each affiliated club shall pay by 31st March each year to the Association, affiliation fees as shall be determined by the Annual General Meeting.
- c) Any club failing to pay affiliation fees by the 1st April shall be liable to punishment as shall be determined by the Council, in addition to not being allowed to vote at the Association's Annual General Meeting.
- d) Entry fees of all Association's tournaments shall be shared between the hosting Club and the Association at a ratio of 60% and 40% respectively.

CHAPTER NINE.

11.0 POWERS OF THE ASSOCIATION.

The Association shall have powers to:

- a) Decide the make of tennis balls to be used in all matches, tournaments, championships and competitions held under its auspices.
- b) Hold the sole authority of sanctioning open tennis tournaments and public competitions in Zambia and to prohibit or cause prohibition of unauthorised such competitions.
- c) Prohibit any act or practice by clubs or persons, which in the opinion of the Executive Council is detrimental to the interest of tennis and to deal with any clubs or persons disregarding such prohibitions in such manner as it may think appropriate.
- d) Inflict penalties on clubs and persons for any infringement of the laws of the game or of the Rules and Regulations of the Association with the right of appeal to the appropriate committee of the National Sports Council of Zambia.
- e) To consider and deal with all applications for affiliations.

- f) Hold a bank account or accounts in the name of the Association and to business including negotiable instruments, having due regard to the funds at hand and accruing. Such bank business shall be signed by the transact all banking business in the name of the Association, such President, Treasurer or/and a designated member of the Executive Council. The designated member shall be agreed upon by, at a Council meeting and notice to that effect communicated to the relevant Bank.
- g) Invest and deal with any monies of the Association not immediately required for the purpose of the Association in Government, Municipal or any other securities or fixed deposit accounts at recognized banks and other financial institutions, and from time to time to vary or release such investments and to all things necessary to carry out the objectives of the Association as set in this document.
- h) Clubs, on behalf of the Association shall take disciplinary measures on any person for infringement of Club rules and regulations, with the right to appeal to the appropriate regional Executive and the mother body.

CHAPTER TEN.

12.0 DEFINITIONS.

12.1 MATCH

For the purpose of these rules, a MATCH is any game of tennis, other than a game on a private ground, in respect of which no advertisement is written, displayed, issued or otherwise publicised, to which the public has no access either on payment or otherwise, and at which no charge for admission or monetary payment for viewing is made in any form whatsoever.

12.2 TOURNAMENT

An open tournament shall be any tournament at which cups, prizes or rewards are competed for on level terms with the following exceptions:

- a) Any tournament the entries of which are restricted to playing members of a particular club.
- b) Any tournament promoted by any affiliated club, the entries for which are restricted to its members or invited members of other affiliated clubs.

12.3 DRESS.

Dress for a match shall be worn in a conventional manner and to consist only of bona fide tennis apparel, having due regard for the laws of tennis and consistent with ruling regulations of the International Tennis Federation or such bodies to which the Association is an affiliate and which is responsible for regulating international tennis dress codes.

CHAPTER ELEVEN.

13.0 PROHIBITIONS.

- a) No player shall take part in any open tournament held or promoted by an affiliated Club or committee or in any tournament prohibited by the Association. Any player infringing this rule shall be suspended from taking part in events organized by the Association. Any Club or Committee, which shall knowingly accept the entry of such suspended players at an open tournament, shall be liable to disciplinary action.

Prohibitions will be issued at least 48 hours in order to be deemed effective.

- b) No player or players, unless they are members of an affiliated club shall be allowed to take part in any of the competitions or tournaments held under the auspices of the Association, unless sanction has been obtained from the Association. For open international tournaments, participants shall produce evidence of clearance or nominations from their National Associations.

CHAPTER TWELVE.

14.0 ALTERATIONS.

No alterations or amendments to these rules nor regulations or tournaments shall be made except at an Annual or Extraordinary General Meeting by a resolution carried by a two-third majority. Notice of any such proposed alteration or amendment or addition to such rules shall be sent in writing to the General Secretary so as to reach him/her twenty-one days before the date of the meeting at which they will be considered. The agenda of the meeting shall contain the full text of such proposed alteration, amendment or addition. The General Secretary shall send to each affiliated club a copy of the agenda as stipulated in these clauses.