



# Westbury Park Tennis Club – CIO Experience

## Our Constitution

- Last amended in 2005; largely unchanged since the 1950's
- No longer suitable for modern requirements, especially:
  - Communication with members
  - Communication between management committee members
- Not compatible with CIO (Charitable Incorporated Organisation) requirements

## Decision Process

- Personal liability protected as a CIO
- Loans & grants may be more accessible as a CIO
- Rather than amend the outdated document, we decided to replace it entirely
- Resolution presented at the March AGM, including:
  - Reasons for the change
  - Pros and cons

## CIO Constitution Template

- Two Standard CIO templates available online:
  - Association Model (Committee manage the club)
  - Foundation Model (Trustees manage the club & appoint Committee)
- We chose the Association version.
- 31 pages long, but mostly standard text.
- Only minimal personalisation required (mainly names and basic details), but allow time to read & understand the content. Existing Committee involved in that process.

## CIO Application Form

- 18-page online form.
- Majority of questions are straightforward (address, names, bank details, etc.).
- Some required more consideration (eg how subscription fees were judged reasonable).
- Additional documents included, such as accounts.
- Overall, relatively simple to complete.

## Progress Update

- Application submitted in early October.
- We've been advised that a response is expected before Christmas.



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