

## RULES FOR ALDBOURNE LAWN TENNIS CLUB

August 2009

*Amended February 2021*

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### 1. Name

The Club, established in 1936, is called Aldbourn Lawn Tennis Club ("the Club").

### 2. Definitions

- 2.1 "the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;
- "the CLTA" means Wiltshire County Lawn Tennis Association;
- "the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;
- "the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;
- "the LTA" means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen's Club, West Kensington, London W14 9EG;
- "the Management Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Match Secretary" means the person elected from time to time to be the Match Secretary of the Club in accordance with Rule 9;
- "the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;
- "the Officers" means the Chairman, the Secretary, the Treasurer, the Match Secretary and the Welfare Officer;
- "the President" means the person elected from time to time to be the president of the Club in accordance with Rule 9;
- "the Vice-President" means the person or persons elected from time to time to be a vice-president of the Club in accordance with Rule 9;
- "the Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.
- "the Welfare Officer" means the person appointed by the club to be responsible for creating a safe and inclusive venue for everyone.
- 2.2. Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender;

### 3. Objects

The objects of the Club are:

- (a) Principally to provide facilities for lawn tennis and generally to promote, encourage and facilitate the playing of lawn tennis in the area of Aldbourn and amongst the community;
- (b) To provide and maintain Club premises at Castle Street, Aldbourn, Wiltshire and club-owned tennis equipment for the use of its members;
- (c) To provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability-qualified coaches, coaching courses, insurance, medical treatment, post match refreshments;
- (d) To sell or supply food or drink as a social adjunct to the sporting purposes of the Club;
- (e) To affiliate to the CLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the CLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- (f) To acquire, establish, own, operate and turn to account in any way for the members' benefit the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (g) To make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedure that may be taken against the Members;

- (h) To discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CLTA (as appropriate) where so required by the Rules and Regulations of the LTA or the CLTA (as the case may be);
- (i) To make donations or offer support to lawn tennis clubs that are charities or community amateur sports clubs;
- (j) To do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

#### 4. Application of Surplus Funds

- 4.1 The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for lawn tennis, to the LTA for use in community related lawn tennis initiatives, or to a charity, on winding-up or dissolution of the Club.
- 4.2 Nothing in Clause 4.1 shall prevent the Club from entering an agreement with a member for the supply by him to the Club of goods or services or for his employment by the Club, provided that such arrangements are approved by the Management Committee (without the member being present) and are agreed with the member on an arm's length basis.

#### 5. Membership

##### 5.1 Eligibility for membership

- 5.1.1 Persons of either sex are eligible for full membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, and political or other beliefs.
- 5.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold Office or vote at general meetings
- 5.1.3 The number of members is limited to 150 Adults & Juniors due to the available facilities.

##### 5.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

##### 5.3 Classes of Members

There shall be the following classes of members for the Club:

Membership Class	Description
Single Member	18 and over
Couple Member	18 and over Couple sharing an address
Family Member	Up to 2 Parents or Guardians plus dependent Children in full time education up to and including the age of 22
Mid-Week Member	Not eligible for Club Championships, Weekend Play or Club sessions or play after 6pm. (Membership Class closed for new applicants)
Student Member	16 – 18 or in full time education up to and including the age of 22. This membership includes the rights to a Club House Key.
Junior Member (Under 10)	
Junior Member (10 – 17)	

Other memberships may be offered by the Management Committee, at their discretion, in the interests of the Objects of the Club in accordance with Rule 2.

Full members are those members who are 18 or over and are Single, Couple or Family Members.

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

##### 5.4 Subscriptions

- 5.4.1 The entrance fee (if any) and annual subscription for each type of Member shall be proposed by the Management Committee and voted upon at the AGM. The Management Committee shall use its best endeavours to ensure that the fees set by it do not preclude membership of the Club.
- 5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the AGM.
- 5.4.3 The Club year runs from the 1<sup>st</sup> April to 31<sup>st</sup> March.

- 5.4.4 Annual Subscriptions are due on 1<sup>st</sup> April.
- 5.4.5 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the entrance fee (if any) and his first annual subscription.
- 5.4.6 Any Member, whose entrance fee or subscription is not paid by the 1<sup>st</sup> May shall be deemed to have resigned his membership of the Club.
- 5.4.7 The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

## 6. **Resignation**

A Member may withdraw from membership of the Club on 14 days clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

## 7. **Expulsion**

- 7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.
- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.
- 7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.
- 7.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

## 8. **Effect of Resignation or Expulsion**

Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

## 9. **The Management Committee**

- 9.1 The Club shall be managed by a Management Committee consisting of:
  - (a) The Chairman;
  - (b) The Secretary;
  - (c) The Treasurer;
  - (d) The Match Secretary;
  - (e) The Welfare Officer;
  - (f) A minimum of 4 other Members elected annually at the Annual General Meeting.
- 9.2 The Management Committee shall decide in its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly.
- 9.3 Any person nominated as a member of the Management Committee must be a Full Member or pay a notional £5 Non-Playing Committee Members fee.
- 9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot
- 9.5 The whole Management Committee shall be elected at the annual general meeting, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).
- 9.6 The Officers will be individually elected at the AGM.
- 9.7 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to 3 further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.

- 9.8 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.9 Retiring members of the Management Committee may be re-elected.
- 9.10 A member of the Management Committee shall be deemed to have vacated office if:
- a) he is, or may be, suffering from mental disorder; or
  - (b) he resigns his office by notice to the Club; or
  - (c) he shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
  - (f) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the CLTA or the LTA; or
  - (g) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

## **10. Proceedings of the Management Committee**

- 10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 8 meetings each year. The quorum for such meetings shall be 4. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 7 days' notice of a meeting.
- 10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within fifteen minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.
- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 10.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.6 The Trustees of the Club shall be appointed from time to time as necessary by the Club in general meeting from among the Members who are willing to be so appointed. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the Management Committee or until a resolution removing him from office shall be passed at a general meeting by a majority comprising two-thirds of the Members present and voting.
- 10.7 All property of the Club including land and investments shall be held by the Trustees for the time being in their own names so far as necessary and practicable for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Management Committee shall take steps to procure the appointment by the Club in general meeting of a new Trustee in his place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after the said appointment. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions. But no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 10.8 The number of Trustees shall not be more than four or less than two.
- 10.9 The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

## **11. Annual general meeting**

- 11.1 The annual general meeting of the Club shall be held within 3 months of the end of the financial year at such time as the Management Committee shall decide to transact the following business:
- (a) Receive the Chairman's report of the activities of the Club during the previous year;
  - (b) Receive and consider the accounts of the Club for the previous year, the auditor's

report on the accounts and the Treasurer's report as to the financial position of the Club. The Club Financial year will run from the 1<sup>st</sup> January to the 31<sup>st</sup> December;

- (c) Remove and elect the auditor or confirm that he remain in office;
- (d) Elect the officers and members of the Management Committee;
- (e) Decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
- (f) Deal with any special matters which the Management Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 21 days before the meeting.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

## **12. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by 30 or the number equal to one fifth of total voting membership (if lower than 30) Members stating the purposes for which the meeting is required and the resolutions proposed.

## **13. Procedures at the annual and extraordinary general meetings**

13.1 The Secretary shall send to each Member at his last known home or email address written notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 10 Members.

13.3 Annual and extraordinary general meetings must be held within a 1 mile of the Club premises and must start between 7 & 8 pm on a weekday.

13.4 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present and entitled to vote may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present and entitled to vote may choose one of their number to be chairman of the meeting.

13.5 Each Full Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.

13.6 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

13.7 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

## **14. Guests**

14.1 Any Member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

14.2 The Member introducing a guest must book the court through the Club's website and enter the name and address of the guest together with his own name in the booking.

14.3 No one may be admitted as a guest on more than four occasions in any calendar year. A junior member's guest may only be admitted on three occasions.

14.4 The member introducing the guest is responsible for collecting any guest fee set by the Management Committee and passing said fee to the treasurer or placing it in the Visitor's Fees box, which is located either inside or outside the clubhouse.

14.5 A Junior member may only bring one guest at a time, and each guest can only make three visits.

## **15. Opening of Club premises**

The Club is open between 7am and 9.30pm on each day or at such other times or for such other periods as the Management Committee shall decide.

## **16. Alteration of the rules**

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

## **17. Regulations and Standing Orders**

The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such

regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

## **18. Finance**

- 18.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. This may be by cheque, cash or bank transfer. No sum shall be drawn from that account except by cheque signed by two of the four signatories who shall be the Treasurer and three other members of the Management Committee. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 18.2 Subject to Rule 21.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 18.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 18.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.
- 18.5 Full accounts of the financial affairs of the Club shall be prepared each year. An auditor or an independent person shall prepare a report on these accounts. The accounts must be made available to every Member at the annual general meeting.

## **19. Borrowing**

- 19.1 The Management Committee may borrow a maximum total amount of £50,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.
- 19.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and in particular by mortgage of, or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club
- 19.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed
- 19.4 The Trustees shall, at the discretion of the Management Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Management Committee may deem proper for giving security for such moneys and the interest payable thereon.

## **20. Property**

- 20.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by resolution of the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 20.2 The Trustees shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

## **21. Dissolution**

- 21.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the total number of members eligible to vote.
- 21.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 21.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to the LTA for use in community related tennis initiatives, another community amateur sports club for lawn tennis or a charity.

## **22. Miscellaneous**

- 22.1 For safety reasons, juniors 11 years and under must not use the courts unless accompanied by an adult.
- 22.2 On Club Sessions, shorts sets will be played when members are waiting to play.
- 22.3 Only members aged 15 years and over may attend Club Sessions. Junior Members may be invited to at the discretion of the Management Committee.
- 22.4 Mid- Week members may NOT attend Club Sessions during the week or at weekends.
- 22.5 Floodlights cannot be used after 9.30pm, at which time they will automatically switch off.
- 22.6 Floodlights can only be used Monday to Friday, i.e. not at the weekends.