



BARTON LAWN TENNIS CLUB

Rules

1. Defined Terms

- a) 'These Rules' mean the provisions of this document.
- b) 'LTA' means the Lawn tennis Association and its subsidiaries, or such successor entity or entities as become the governing body of the game of lawn tennis from time to time.
- c) 'Disciplinary Code' means the disciplinary code of the LTA in force from time to time.
- d) 'LTA Rules' means the rules of the LTA as in force from time to time.

2. Name

The Club shall be called 'Barton Lawn Tennis Club', hereinafter referred to as 'The Club'.

3. Object

The object of The Club shall be to promote the game of tennis in Barton under Needwood in a sporting and social atmosphere in accordance with the LTA Rules of Tennis and in particular to:

- a) Encourage participation by families;
- b) Coach and develop young talents; and
- c) Welcome disabled persons.

4. Membership

- a) The membership categories and charges of the Club shall be at the absolute discretion of the Club's Management Committee, hereinafter referred to as 'The Committee' but always in accordance with the Club's objects set out in Clause 3.
- b) In the event of over-subscription, priority of membership will be given to residents of Barton under Needwood.
- c) As a condition of membership each member shall be bound by and subject to
 - i. These Rules as in force from time to time;
 - ii. Any bye-laws brought into effect by the Committee;
 - iii. The LTA Rules and Disciplinary Code.
- d) Membership confers a benefit on the LTA and, subject to the other provisions of this clause, shall be enforceable by the LTA under the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, no other clause of these Rules shall be enforceable under the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.
- e) For the purposes of this Clause, all coaches appointed by the Club shall be considered members of the Club.
- f) The Committee may accept or reject membership applications at its absolute discretion but shall not reject applications without providing valid written reasons to the applicant.

- g) In accordance with the Club's disciplinary procedure, the Committee may terminate the membership, or impose other appropriate sanction, of any member in breach of these Rules or who has brought the Club into disrepute.

5. Administration

- a) The management of the Club shall be the responsibility of the Committee that shall consist of duly elected Officers of the Club together with holders of other roles.
- b) The Officers of the Club shall consist of the following positions:
 - i. The Chairman;
 - ii. The Vice Chairman;
 - iii. The Secretary; and
 - iv. The Treasurer.
- c) The other roles eligible for membership of the Committee shall be at the discretion of the Committee but shall typically include:
 - i. Fixture Secretary;
 - ii. Social secretary;
 - iii. Captains of league teams;
 - iv. Welfare officer;
 - v. Chairs of sub-committees established by the Committee;
 - vi. Members co-opted by the Committee to undertake responsibility for specific tasks.
- d) The Chairman shall convene the Committee to meet as required but not less frequently than once per quarter. The quorum of meetings shall be five. Decisions shall be made by simple majority. The Chairman shall have casting vote where a vote is tied.
- e) The Secretary must maintain minutes of each committee meeting.
- f) The Chairman, wherever possible in consultation with other members of the Committee, may make executive decisions on matters of urgent business. Such decisions must be formally notified to, and ratified by, the Committee at the next Committee meeting. The matters listed below are not eligible for executive decision and must in all cases be decided by the Committee:
 - i. Acceptance of the annual budget and expenditure of any sums not included in the budget;
 - ii. Setting membership categories and subscription fees;
 - iii. Agreement of contracts with, and payment of expenses to, Committee members;
 - iv. Co-opting members to the Committee;
 - v. Establishment of sub-committees;
 - vi. Establishment of byelaws;
 - vii. Sanction of members for disciplinary offences.

- g) In the event that a majority of the Committee is unwilling to ratify an executive action taken by the Chairman, the Committee shall automatically move to vote on a resolution of 'no confidence' in the Chairman who shall be required to resign in the event of that resolution obtaining a majority of the Committee. In such cases the Vice-chairman shall assume the role of Chairman or, if unwilling to do so, the Committee shall call an EGM to elect a new Chairman and may also elect by majority a member of the Committee to act as Chairman until the EGM has taken place.
- h) A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a perception may arise of conflict between his or her duty to act solely in the interests of the Club and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter. A Committee member absent for these purposes shall not count towards the quorum of the meeting.
- i) The Committee may from time to time make, vary and revoke bye-laws for the internal regulation of the club and the conduct of the members. Bye-laws shall be binding on all members.

6. Accounts

The Treasurer shall maintain proper records of all expenditure and receipts of The Club, and shall prepare a suitable Income and Expenditure Account for the year for presentation to the Annual General Meeting. At the discretion of the Committee the accounts shall be examined by a suitably qualified person.

7. Finance

The Committee may raise money for the operation and/or development of The Club by any suitable means including, but not limited to, application for donations and grants, organisation of fund-raising events and the procurement of commercial The Committee may discharge any debt or obligation of The Club in such manner as may be thought fit.

8. Election of Officers and Other Roles

- a) The Officers of the Club shall be elected at the Annual General Meeting ('AGM') each year by a simple majority of eligible members attending.
- b) At the discretion of the Committee, elections may also be held for other Committee roles.
- c) Nomination as Officers or other roles shall only be open to all members aged 18 or over and shall be proposed and seconded by two eligible members in writing to the Club Secretary at least 14 days before the advertised date of each AGM.
- d) Where no nominations are received for particular positions, the Committee may co-opt a suitably qualified person to assume the duties of that position.
- e) Any person holding a Committee position shall immediately relinquish that position if for any reason they cease to be a member of the Club.

9. Annual General Meeting

- a) The Club shall hold an Annual General Meeting ('AGM') not more than two months after the end of the Club's financial year end. The Committee shall determine the time and location of the AGM.
- b) The Secretary shall give at least 21 days' notice of the AGM. Notice shall be given by email to members. The accidental omission to give notice of a meeting to no more than 10% of members at the time or the non-receipt by any member entitled to receive notice shall not invalidate any resolution passed at an AGM.
- c) All members may attend AGM's in person. The Chairman or, in his or in her absence, another member elected by those attending shall preside.
- d) Voting at the AGM shall be restricted to members over the age of 16 excepting members whose membership is restricted to coaching.
- e) At each AGM the following normal business will be transacted:
 - i. Officers and other Committee roles will be elected to serve until the next AGM;
 - ii. The Treasurer will produce accounts of the Club for the most recent financial year examined as resolved by general meeting;
 - iii. The Chairman will present a report on the Club's activities since the previous AGM;
- f) Notice of special business to be raised at AGM's must be notified to the Secretary at least 14 days prior to the date of the AGM. The Secretary will issue notice of special business to members at least 7 days prior to the AGM.

10. Extraordinary General Meeting

- a) An Extraordinary General Meeting ('EGM') may be convened at any time within 21 days of the receipt by the Secretary of a written request from one fifth of the members of the club for the time being, or 10 members, whichever is less. Such a request must include the text of the resolution to be addressed at the meeting.
- b) The organisation and voting of an EGM shall be the same as for an AGM.
- c) If the EGM is requested to resolve a lack of confidence in the Officers, the provisions for the election of new officers shall be the same as for the AGM.

11. Disciplinary, Grievance and Appeals Procedure

- a) The Committee shall have the authority to expel, suspend and/or fine any member who breaches the Club's Rules, bye-laws or other regulations or whose conduct in the opinion of the Committee brings the Club into disrepute or renders the member unfit for membership.
- b) Allegations of disciplinary offences shall be communicated in writing to the respondent.
- c) Club members are entitled to request investigation of grievances by written notice to the chairman.
- d) The Club chairman shall appoint a panel of three Committee members to investigate disciplinary allegations and grievances. One of the panel members will be appointed as panel chairman to assume the role of investigator. Each panel will be constituted independently for each case.
- e) The panel will conduct an investigation and reach a decision by majority vote. The nature of and duration of the investigation shall depend upon the seriousness of the matter and the extent to which any facts are disputed. In all cases the panel shall provide reasonable opportunity for complainants and respondents to present their cases. All decisions of the panel shall be explained and communicated in writing to relevant parties.
- f) Decisions of panels may be appealed on one of three grounds: unfair procedure; failure to consider all evidence; or perversity of the decision. Appeals must be addressed in writing to the Club chairman no later than 14 days after issue of the original decision and must include the grounds for appeal.
- g) The chairman will determine whether grounds for the appeal are sufficient and may require the appellant to pay a charge to be refunded only in the event of a successful appeal. In the event that an appeal is allowed, the chairman will appoint an appeals panel of three Committee members none of whom will be members of the original panel. The appeals panel will conduct a hearing to examine the original investigation and may confirm that decision, order a new investigation to be held or vary or revoke the original decision.

12. Application of the Income and Property

- a) The income and property of the Club shall be applied solely towards the promotion of the objectives.
- b) An Officer may pay out of, or be reimbursed from, the property of the Club reasonable expenses properly incurred by him or her when acting on behalf of the Club with the approval of the Committee
- c) None of the income or property of the Club may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Club. This does not prevent:
 - i. a member who is not also an Officer from receiving reasonable and proper remuneration for any goods or services supplied to the Club;
 - ii. an Officer from buying goods or services from the Club upon the same terms as other members or members of the public or from receiving a benefit from the Club in the capacity of a beneficiary of the Club, provided that the Committee complies with other provisions of this clause, or as a member of the Club and upon the same terms as other members;
 - iii. the purchase of indemnity insurance for the Officers against any liability that by virtue of any rule of law would otherwise attach to an Officer or other Committee member in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Club but excluding fines levied; or costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of the Officer or other Committee member or liabilities to the Club that result from conduct that the Officer or other Committee member knew or ought to have known was not in the best interests of the Club.
 - iv. No Officer may be paid or receive any other benefit for being an Officer.
 - v. An Officer may sell goods or services to, or purchase goods or services from, the Club provided that such transactions are authorised in advance by the Committee and are not in breach of other requirements of this clause.
 - vi. Any matter in which a Committee member has an interest must be decided by the remaining Committee members exclusively on the best interests of the Club on an arms-length commercial basis. All such decisions must be justified and recorded in the minutes.
 - vii. Any failure by the Committee to follow the requirements of this clause shall render the relevant transaction voidable by a general meeting of the Club and the Committee member shall be bound to repay to the Club the value of any benefit received as a consequence of the transaction.

13. Dissolution Clause

- a) The Club may be dissolved at a general meeting by agreement of at least two thirds of members present and voting. In the event of dissolution, members of the Committee shall be responsible for the winding up of the affairs of the group.
- b) After settling all liabilities of the club, the Committee shall give or transfer any remaining assets to another club with similar structure and objectives, a registered charity or the LTA for use by that body in relation to the promotion of tennis in the environs of Barton under Needwood.

14. The Rules

No modification or addition to these Rules shall be made except by a resolution carried by two thirds majority of members at a general meeting. Written notice must be given to the members of any proposed modification or additions to this constitution 14 days before the general meeting called for that purpose. The Committee shall be the sole authority for the interpretation of these rules and of the bye-laws and regulations made from time to time by the Committee, and the decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by these Rules or by other bye-laws or regulations shall be final and binding on the members.