

Constitution and Rules of Bovingdon and Flaunden Tennis Club

NAME

The Club shall be named "Bovingdon & Flaunden Tennis Club" and shall have for its objects:

- The provision of tennis facilities that are safe, clean and maintained in a good condition
- To offer Members opportunities for social, social/competitive and competitive tennis
- To be financially sustainable

NON-PROFIT-MAKING CLUB

The Club is constituted by these rules as a non-profit-making Members Club.

Application of Surplus Funds

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 the Members on winding-up or dissolution of the Club upon which any arrears or loans to the club shall be paid first with any surplus thereafter being distributed evenly to all who hold membership at the time of dissolution.

Nothing in this Constitution and Rules shall be construed as preventing the Club from entering an agreement with a Member for the supply by them to the Club of goods or services or for their 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.

AFFILIATION

The Club is affiliated to the Lawn Tennis Association through the Hertfordshire County Lawn Tennis Association and shall adopt and conform to the Rules of these organisations in so far as they can apply.

DEFINED TERMS

In the rules, unless the context requires otherwise:

- "Disciplinary Code" means the disciplinary code of the LTA in force from time to time;
- "Rules" means the rules of the LTA as in force from time to time;

MEMBERSHIP

Eligibility for membership

Any person shall be 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, political or other beliefs.

Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

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, at its absolute discretion, decide whether to admit that candidate as a Member.

Classes of Member

A range of Adult, Senior and Junior memberships shall be provided and such range shall be decided upon and advertised by the Club. Full Members must be persons over the age of 18 years.



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.

Conditions of membership

Each Member agrees as a condition of membership:

- o to be bound by and subject to these and such other rules of the club, as in force from time to time; including but not limited to:
 - Health and Safety
 - Safeguarding, Diversity and Inclusion provisions
 - Code of Conduct
 - All other Club policies, procedures
 - the Rules and the Disciplinary Code of the LTA.

Rule [2(1)] (of the LTA Rules) confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by [the LTA] by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the Members do not intend that any term of these rules, apart from rule [2(1)], should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

Subscriptions

- The annual subscription for each type of Member shall be determined from time to time by the Management Committee.
- Members shall pay the appropriate Subscription for the playing season from 1st April to the 31st March as agreed at the AGM last held prior to the commencement of the playing season. Members joining mid-season may pay a reduced subscription at the discretion of the Treasurer. If subscription fees have not been received by the 30th April their membership may be terminated.
- Membership of the Club shall be deemed to constitute consent to the holding of membership details by the Club as personal data for the purposes of the General Data Protection Regulations 2018

Resignation

A Member may withdraw from membership of the Club on sending a letter, email or other form of written communication to the Management Committee; no notice is required 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.

Suspension

At the sole discretion of the Treasurer, Membership may be suspended and a portion of the annual Subscription refunded to a Member who is injured, absent or otherwise unable to play at the Club for a period of no less than 3 months of the membership year.

Disciplinary process

By implication on joining the Club every Member undertakes to comply with these Rules and any refusal or neglect to do so or any conduct which, in the opinion of the Management Committee is either unworthy of a member or otherwise injurious to the character and interest of the Club, shall render a member liable to expulsion or other such sanction as the Management Committee may see fit.

The Management Committee shall have the power to expel a Member when, in its opinion, it would not be in the

interests of the Club for them to remain a Member. A Member shall not be expelled unless they are given 14 days' written notice of a meeting of the Management Committee at which their expulsion shall be considered and written details of the complaint made against them.

The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting may 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 2/3 of the Management Committee then present vote in favour of their expulsion. The Management Committee may exclude the Member from the Club's premises until the meeting considering their expulsion has been held.

MANAGEMENT

The management of the Club shall be under the control of the Management Committee. The structure of the Committee shall comprise a minimum of five Members including the following three officers and such other officers as may be decided upon at an AGM or EGM following a vote of the membership.

- Chair
- Honorary Treasurer
- Member for Safeguarding and Welfare

An Honorary President may be elected at an Annual General Meeting in recognition of services to the Club. This person may also serve in another capacity on the Management Committee.

The Club Officers, other Members and the Committee and Club Auditors shall be elected at the Annual General Meeting from amongst the Members of the Club entitled to vote by a simple majority and shall hold office until the end of the next annual General Meeting.

The Management Committee shall have the power by simple majority to fill any vacancy occurring amongst the Officers of the Club or other Members of the Committee that may occur between AGMs.

The retiring Officers and other Members of the Management Committee shall be eligible for re-election.

The quorum for Management Committee Members shall be any four Members constituting the Committee from time to time

The Management Committee shall have the power to appoint sub-committees for such purposes as may from time to time be required and to delegate such of its powers as it may see fit. The main Committee will meet at least six times per year and dates for such meetings shall be published in advance.

The Management Committee shall make such rules and regulations, policies and procedures for the proper running of the Club as they see fit for the management of the Club and shall cause the same to be published prior to implementation. Such regulations shall remain in force until approved or set aside by a vote at a General Meeting of the Club

The Management Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this or any other rule.

Each Member of the Club will be required, as a condition of membership to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies, and that the LTA and the club can enforce any breach at its option and in its sole discretion.

MEETINGS

The Annual General Meeting of the Club shall be held in October (or as soon as reasonably practicable thereafter) to receive the annual reports, to adopt the Statement of Accounts for the previous year, to elect Officers, Committee Members and an Auditor if required and to agree the subscriptions for the upcoming year.

The Annual General Meeting shall be a meeting held in person unless in the judgement of the Management Committee extraordinary circumstances prevail, upon which the meeting may be held online utilising such media or software as the Management Committee may reasonably decide.

The AGM shall consider, and if thought fit, approve alterations to these Rules and to transact any other business which may be specified in the Notice convening the meeting.

At least twenty-one clear days' notice shall be given of the Annual General Meeting (AGM). The AGM agenda shall be as decided by the Management Committee. Written notice of propositions not on the agenda, and of Nominations for Officers, Committee Members and Auditors, together with names of the Proposers and seconders for such propositions or nominations must be delivered to the Chairman not less than seven clear days before the AGM.

Self-nominations may be made and must be seconded, and other Nominations must be accompanied by the Consent of the Nominee and seconded. In the event of the Chairman failing to receive written nominations in accordance with this rule, the chairman of the meeting shall accept nominations from the floor. The Quorum for the AGM shall be twenty Members entitled to vote personally present.

If an Auditor has been appointed, the annual Statement of the Club's Accounts shall be audited by the Auditors.

Extraordinary General Meetings (EGM) on any Club matter shall be called at twenty-one clear days' notice by a member of the Management Committee on a Resolution of the Management Committee or by request of not less than twenty Members or by not less than one fifth of the Members entitled to vote, whichever shall be the less. Such meeting shall be called by the Chairman within fourteen days of receipt of the written requisition. The Quorum for an EGM shall be the same as for an AGM.

NEW RULES, AMENDMENTS & ALTERATIONS

Notice of any proposed alteration to the Rules by a Member of the Club shall be given to the Chairman and seconded in writing at least 21 days before any General Meeting at which the same is to be brought forward and full particulars of any proposed alterations or additions shall be sent out seven days prior to the meeting.

All such proposed alterations or additions and any amendment to the Rules which may be proposed and seconded shall be put to the vote of the meeting. Provided that a majority of two thirds of the votes of those Members present (or counted in proxy) and entitled to vote shall be cast in favour, then the same shall be deemed to be carried.

VOTING

Each Member of the Club, other than a Junior Member, shall have one vote at any General meeting of the Club. In the case of a family membership only those people over 18 years of age will be entitled to vote.

At an AGM or EGM any Member entitled to vote who is unable to attend may cast a vote in advance in writing or other form of written communication or appoint another Member to vote for them by proxy at the meeting. For Members who vote in advance, written communication will take precedence over any vote in proxy given by another Member.

The Chairman of the Club shall preside at all general and Committee meetings unless they are absent, when any Officer or Member of the Committee may preside at the invitation of the majority of those present.

FINANCE

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. No sum shall be drawn from that account except by cheque or electronic transfer signed by two of up to five signatories who shall be nominated by the Committee and must include the Honorary Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion sees fit.

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.

The financial transactions of the Club shall be recorded in such manner as the Management Committee sees fit by the Honorary Treasurer. The Treasurer shall keep such proper books of accounts as will enable them to present at every General Meeting of the Club an accurate Report and Statement concerning the finances of the Club.

Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall, if appropriate, be duly audited by an independent person. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

BORROWING

The Management Committee may borrow a maximum total amount of £25,000 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.

The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

GENERAL

Coaches and players

The Club agrees that all coaches and so far as reasonably practicable, players and other persons using the facilities of the Club, will be required as a condition of such use, to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

It shall be the duty of the Management Committee to take into account the Rules and Regulations of the Club and generally manage its affairs, subject to the approval of the Club at its general Meetings and shall apply the funds of the Club to the objectives of the Club.

Members or Visitors leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage injury resulting from this or any other cause. Members are responsible for their own Personal Accident Insurance.

The Trustees of the Club shall be appointed by the Management Committee from time to time as necessary and made up of Members of the Management Committee. The Management Committee may appoint a Trustee who is not a Member of the Committee at their discretion. There shall be a minimum of four Trustees. The Trustees shall hold office during their term on the Management Committee or until death, resignation or removal from office by the Management Committee. Whereby reason of such death, resignation or removal it is necessary that a new Trustee or Trustees be appointed, the Management Committee shall nominate the person or persons to be appointed the new Trustee or Trustees.

The property of the Club, any lease or loan agreement, shall be vested in the Trustees and the property of the Club shall be vested in them to be dealt with by them as the Management Committee may from time to time direct by resolution (of which any entry in the minute book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property.

DISSOLUTION

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 3/4 of the Members present and voting.

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.

Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed among the Members equally.

PUBLIC AVAILABILITY OF COURTS

Courts 4 and 5 will be available for hire by Non-members via the website when not required by the Club. Other courts may be made available by discretion of the Committee.

REGULATIONS

The Management Committee shall have the power to make and alter the regulations of the Club. Current Regulations will be published.

CLUB PLAYING ETIQUETTE

1. Members are required to wear appropriate clothing. Players are not allowed on court unless wearing tennis shoes/trainers, black soled shoes/trainers are forbidden. During social tennis if playing singles and all other courts are being used for doubles games, the next two players waiting to play should be invited to make up a four.
2. When League matches are in progress vacant courts cannot be used until the last match (on those courts being used for the match) has finished.
3. No more than four players are permitted on a court at any one time except for coaching sessions.
4. In social playing times, games should be restricted to first to five games if there are other Members waiting. Players just arriving must wait their turn if other Members are already waiting to play.

COACHING

The Club encourage Members and Non-members, both senior and junior, to improve their skills and enjoyment of the game through coaching. Details of opportunities for group and individual coaching will be made available via the Club notice board and the Club Website.

NOTICE BOARD

The Management Committee reserves the right to remove any unauthorised literature from the Club notice board.

NO SMOKING

Smoking is not permitted in the Clubhouse

HEALTH & SAFETY

In addition to the Health and Safety Policy, the following requirements are applicable:

- Dogs not on a lead and supervised by their owner are banned from the Clubhouse and Club grounds.
- Prams or buggies of any kind are not permitted on or besides the courts.
- Any Health & Safety issue should be made known to the Member for Safeguarding and Welfare without delay. Their details will be published and shown on the notice board.

SPECTATORS

Spectators are respectfully requested to avoid, as far as possible, noise and continuous movement whilst play is in progress, particularly when matches are taking place.

VEHICLES

All vehicles will be restricted to the car park. All bicycles to be placed in bike rack, when provided.

NEW MEMBERS

Enquiries for membership are welcome and should be directed to the Membership Secretary or Chairman in the first instance. Every candidate for membership shall be considered by the Management Committee, which shall, at its absolute discretion, decide whether to admit that candidate as a Member.

VISITORS

Members may bring visitors to the Club as governed by the Visitor Policy as may be in force at the time. Any fees applicable will be set out in the Visitor Policy.

TENNIS BALLS

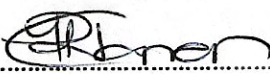
Members must provide their own balls for ordinary play but balls will be provided for matches and other club sanctioned tournaments and matches.

SAFEGUARDING

The Club takes all aspects of safeguarding very seriously. Any concerns in this regard should immediately be reported to the Member for Safeguarding and Welfare whose contact details will be shown on the notice board.

This amended constitution was adopted at the Annual General Meeting of the Club on 18th October 2022.

Signed By the Chair

Signed.....

Date.....24/10/2022.....

NameJuan Comen.....