

BRIDPORT TENNIS CLUB RULES
(UNINCORPORATED CLUB; NOT REGISTERED AS A COMMUNITY AMATEUR SPORTS CLUB)

1. Name

The Club, established in the early 1900's, is called Bridport 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 Dorset County Lawn Tennis Association;

"the Game" means the game of tennis;

"the Honorary Secretary" means the person elected from time to time to be the honorary secretary of the Club in accordance with Rule 9;

"the Honorary Treasurer" means the person elected from time to time to be the honorary treasurer of the Club in accordance with Rule 9;

"the LTA" means the LTA CLG and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time;

"the LTA Disciplinary Code" means the disciplinary code of the LTA in force from time to time;

"the LTA Rules" means the rules of the LTA as in force from time to time;

"the Management Committee" also referred to as "the Committee" means the committee elected under Rule 9 to manage the Club;

"the Officers" means those person appointed from time to time by the club Management Committee to perform specific duties on behalf of the Committee 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 Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3. Objectives and Mechanisms

3.1 *Primary Objectives*

The primary objectives of the Club are:

(a) to provide tennis, social and other activities and generally to encourage and facilitate

the playing of tennis;

- (b) to provide and maintain Club premises at Plottingham Playing Fields, Bridport;
- (c) to promote, improve, develop and support the interests of tennis in Bridport;
- (d) to make available such other benefits to its members as it shall think fit;

3.2 *Mechanisms*

The following mechanisms can be employed by the Management Committee whenever the Committee determines that they will assist in meeting the club's Primary Objectives:

- a) the Club can optionally and at the sole discretion of the Management Committee take and retain a membership of the CLTA (and by doing so become registered as an associate of the LTA) and, only whilst holding such membership, shall comply with and uphold the Rules and Regulations of the CLTA as amended from time to time, and the LTA Rules and the LTA Disciplinary Code.
- b) throughout this document, all references to the adherence and applicability of CLTA or LTA rules and disciplinary procedures and powers shall only ever be valid under the following conditions:-
 - i. that the Club is a member of the CLTA and thereby an Affiliate of the LTA, and
 - ii. either that the CLTA or LTA rule in question directly concerns Anti-Doping Rule Violations, any disciplinary matter which raises child protection issues, any disciplinary matter in respect of match fixing, financial speculation and betting, any allegation of a breach of the general conditions of the Association's coach licensing scheme
 - iii. or that the CLTA or LTA rule in question applies to any other issue and the Management Committee have not chosen to veto the CLTA/LTA's application of their rule/disciplinary process. Such a veto is at the sole discretion of the Management Committee and would be enacted by a majority vote of the committee at a quorate meeting.
- c) to acquire, establish, own, lease, 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;
- d) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members. If the Management Committee so decides, such rules and regulations may be subject to any applicable LTA Rules and the LTA Disciplinary Code and, when applicable, the LTA's wider jurisdiction.
- e) to discipline the Members where permitted by the Club's Rules/Regulations, and if deemed appropriate and applicable by the Management Committee, to refer its Members to be disciplined by the LTA or the CLTA (as appropriate) when subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction.
- f) to do all such other things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or to take such actions as are deemed conducive to the attainment of all or any of the primary objectives stated in this Rule 3.

4. Application of Surplus Funds

- 4.1 The Club is a non-profit-making organisation. Subject to Rule 26.3, the income and property of the Club shall be applied solely towards promoting the Club's facilities and in furtherance of the Club's objectives as set forth in these Rules no portion thereof shall be paid or transferred, directly or indirectly, to the Members 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 to apply for 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.
- 5.1.2 Persons below the age of 18 may be accepted as Junior Members without the right to hold office or vote at general meetings.
- 5.1.3 The number of Members is unlimited.

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, in its absolute discretion, decide whether to admit that candidate as a Member. A person shall not be entitled to any privileges of the Club until two days have passed since his application for membership was submitted and until his membership fees, as determined by the committee, have been paid in full, whether or not he is admitted as a Member before those two days have lapsed.

5.3 Conditions of membership

- 5.3.1 Each member (of each class) agrees as a condition of membership:
- (A) to be bound by and subject to these Club rules
 - (B) to be bound by the rules and regulations (as in force from time to time) of the relevant CLTA, and to be bound by and subject to the LTA Rules and the LTA Disciplinary Code, but only in as much as the conditions of rules 3.2 a) and b) are met.
- 5.3.2 Rule 5.3.1 confers a benefit on the LTA and, subject to the conditions of rules 3.2 a) and b), 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 5.3, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to these rules.
- 5.3.3 The Management Committee may, subject to Clause 7, terminate the membership of any person, or impose any other sanction it determines to be appropriate, in connection with the breach of any condition of membership set out in this rule.

5.4 Classes of Members

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

Full Member

Intermediate Member (i.e. members in full time education or who are age 18-20 at the time of joining/renewal)

Junior Member (i.e. under 18 at the time of joining/renewal)

Honorary Member (i.e. a member whose membership status is for a predefined and specified duration and agreed in advance with the club Chairman. Such a member has no voting or other management-related rights). This membership category should only be used on an exceptional basis and not routinely.

5.4.2 Only Full and Intermediate Members shall be entitled to receive notice of, and vote at general meetings. A Member other than a Full or Intermediate Member shall be entitled to all the other privileges of membership relevant to this class of membership but shall not have the right to receive notice of or vote at general meetings.

5.5 *Subscriptions*

5.5.1 The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee.

5.5.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.

5.5.3 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.

5.5.4 Any Member whose entrance fee or subscription is not paid by such date as the Management Committee shall decide each year, or is more than two months in arrears for any payment owed to the club, shall be deemed to have resigned his membership of the Club.

5.5.5 On a case by case basis, the Management Committee shall have discretion to reduce the annual subscription or to waive the subscription in exceptional circumstances.

6. **Resignation**

A Member may withdraw from membership of the Club with immediate effect by providing written notice to the Management Committee. 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. If the member had previously committed a breach of rules sufficient to invoke the expulsion process, then the resignation of a Member does not preclude the possibility of the member being subsequently expelled (i.e. attaining the status of an "expelled" member, with the associated consequences such as unable to ever be invited as a guest, etc).

7. **Expulsion**

7.1 Subject to the remaining provisions of this rule, the Management Committee shall have power to refuse membership or expel a Member if it, in its sole discretion, determines that it would be in the interests of the Game or of the Club to do so.

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 appear before the Management Committee to

answer complaints made against him. The member must not be expelled unless the committee meeting has a quorum (see rule 9) and the majority 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 Honorary Secretary
- (c) the Honorary Treasurer
- (d) no more than 6 other Members elected annually at the annual general meeting. The members of the Management Committee may exercise all of the powers of the Club for the purposes of the management of the Club.

- 9.2 To be considered quorate, any meeting of the Management Committee must be attended by a quorum of at least 5 members. Only in a quorate meeting can the Committee make a binding decision that requires a vote.

9.3 Rules applicable to the Management Committee

9.3.1 The Club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these Club rules.

9.3.2 Unless overridden by a Management Committee veto (which would be enacted by a Management Committee meeting and carried by a majority vote), and subject to the Club being a member of the CLTA (and thereby a registered associate of the LTA), Management Committee members are also subject to the rules and regulations of the relevant CLTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies.

- 9.4 The members of the Management Committee may delegate any of the powers that are conferred on them by these rules to such person, or committee, by such means (including power of attorney), to such extent, in relation to such matters and on such terms and conditions as they think fit. If the members of the Management Committee specify, any such delegation may authorize further delegation of members' powers. The members of the Management Committee may revoke any delegation or alter its terms and conditions.
- 9.5 The Management Committee shall decide at its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly.
- 9.6 The Management Committee can from time to time and at its discretion appoint Officers to perform specific duties on behalf of the management Committee. Such an appointment would require a quorate meeting of the committee and a majority vote in favour of the appointment.

- 9.7 If there is only one candidate nominated to fill any particular Management Committee 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.
- 9.8 The Management Committee shall be elected at the annual general meeting in each year and, except upon the 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).
- 9.9 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.
- 9.10 Retiring members of the Management Committee may be re-elected.
- 9.11 A member of the Management Committee shall be deemed to have vacated office if he is requested to resign by not less than two-thirds of the other Management Committee members acting together.
- 9.12 Any person accepting election or nomination to the Management Committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from Management Committee membership. The Management Committee has the right to veto such an election if, in its opinion, it is not in the best interests of the Club.

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 3 meetings each year. The quorum for such meetings shall be as specified in rule 9.2. The Chairman and the Honorary Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club.
- 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 ten minutes after the time appointed for the meeting, the Honorary Secretary shall preside. If there is no Honorary Secretary or if he is unwilling to preside, or if he is not present within ten 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. The conditions regarding a quorum and voting must still be applied.
- 10.3 Except where specifically stated otherwise in these rules, 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. Management Committee decisions shall be recorded in minutes which are subject to distribution and approval by the attendees.
- 10.4 The Management Committee may from time to time appoint (or disband) 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

10.6.1 The Trustees of the Club shall be appointed from time to time as necessary by the Management Committee 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.

10.6.2 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, and for the use and benefit of the Club. From time to time, when there are less than the maximum number of serving Trustees, the Management Committee may take steps to appoint a new Trustee; 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.

10.7 The number of Trustees shall not be more than four or less than two.

10.8 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 at such time as the Management Committee shall decide each year to transact the following business:

- (a) to receive the Chairman's report of the activities of the Club during the previous year;
- (b) to receive and consider the independently examined accounts of the Club for the previous year and the Honorary Treasurer's report as to the financial position of the Club;
- (c) to elect the members of the Management Committee;
- (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
- (e) to deal with any other 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 Honorary Secretary not less than 28 days before the meeting.

11.3 The Annual General Meeting will be held before 31-March each year.

12. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 14 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than 6 Full and/or Intermediate Members stating the purposes for which the meeting is required and the resolutions proposed. If an extraordinary general meeting is called

after receipt of a Members' requisition the only business to be transacted at that meeting shall be the resolutions proposed in the requisition. If a Members' requisitioned meeting is not called before the expiry of a period of 14 days commencing on the date of the receipt of the Members' request by the Honorary Secretary, the Members requisitioning the meeting may call the meeting at any time before the expiry of two months commencing on the date of that request.

13. Procedures at the annual and extraordinary general meetings

- 13.1 The Honorary Secretary shall send to each Full and Intermediate Member, either to his email address or to his last known postal address, written notice of the date, time and place of the general meeting together with the resolutions to be proposed and, in the case of an annual general meeting, and when known, the names of the persons proposed to be elected as members of the Management Committee for the ensuing year at least 28 days before the meeting. The accidental failure to give notice to any person entitled to notice, or the accidental omission of any such details in any notice, shall not invalidate the proceedings at the meeting.
- 13.2 The quorum for the annual and extraordinary general meetings shall be 12 voting Members (not Junior or Honorary Members). No business other than the appointment of the chairman of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum.
- 13.3 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 voting Members present and entitled to vote may choose one of their number to be chairman of the meeting.
- 13.4 If the voting Members attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an annual or extraordinary general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Management Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the Management Committee must give at least 7 days notice to the persons to whom notice of the meeting is required to be given in accordance with rule 13.1. No business can be transacted at the resumption meeting of an adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 13.5 Members of the Management Committee may attend and speak at annual or extraordinary general meetings, whether or not they are Members. The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- 13.6 Each Full or Intermediate 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.
- 13.7 No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chairman of the meeting.
- 13.8 The Honorary Secretary or his appointee, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

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

14. Supply of liquor

The supplying of intoxicating liquor is not allowed at the Club.

15. Purchase of liquor

The purchasing of intoxicating liquor is not allowed at the Club.

16. Guests

16.1 Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, 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.

16.2 The Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 16.1 must enter the name and address of the guest together with the name of the introducer in a book which must be kept on the Club's premises.

16.3 No one may be admitted as a guest on more than 3 occasions in any calendar year.

16.4 Guest Fees shall be established and published by the Management Committee. All Guest Fees must be passed to the Honorary Treasurer in accordance with rule 18.6

17. Opening of Club premises

The Club is open between daybreak and 22:00 on each day or at such other times or for such other periods as the Management Committee shall decide.

18. Competitions, Events and Publicity

18.1 The captains of the seasonal Club teams to participate in inter-club competitions are appointed by the club Chairman from time to time. Each season, the number of teams, their category and type are also determined by the Chairman.

18.2 The match fees payable by participants of the club teams are determined by the Management Committee.

18.3 All Club competitions, their fees and other details (both Club-only and Open competitions) are subject to the approval of the Management Committee.

18.4 All social and fund-raising events which represent the Club to any extent are subject to Management Committee approval.

18.5 All publicity and public information (including Web pages, posters, signs, directory listings, etc) for the Club are subject to Management Committee approval.

18.6 The proceeds from all sources of club income (including subscriptions, match fees, competitions, floodlighting tokens, visitors' fees, guest fees, fund-raising, sponsorship, etc) must be forwarded to the Honorary Treasurer for inclusion in the club accounts as soon as is practicable, and no later than 1 month after the pertinent event.

19. 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 the Members present and voting at the general meeting, the notice of which contains particulars of the

proposed alteration or addition.

20. 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.

21. Use of Facilities

- 21.1 The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, non-Member players and other non-Members using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, and subject to the conditions in rules 3.2 a) and b), the rules and regulations of the relevant CLTA, the LTA Rules and the LTA 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 CLTA can enforce any breach at its option and in its sole discretion.
- 21.2 The general public are allowed to play tennis on the courts on days/times and on payment of a fee determined and published by the Management Committee.
- 21.3 The court schedules for club sessions, competitions, coaching, general public availability and all other categories of play are determined by the Management Committee.
- 21.4 The availability and cost of floodlight tokens is determined by the Management Committee. All proceeds from floodlighting tokens must be provided to the Honorary Treasurer for inclusion in the Club accounts.
- 21.5 Only players wearing non-damaging shoes suitable for tennis and the Club courts' surfaces are allowed on court.
- 21.6 All court users, including club members and members of the public are not allowed to use the courts for profit-making purposes (including coaching) without the prior permission of the management committee.
- 21.7 The Club provides conduct guidelines which are published, distributed to all members and also displayed prominently. Any persistent breach of the guidelines shall be considered to be a breach of the club rules and the offender will be subject to firstly a warning and subsequently disciplinary action as determined by the Management Committee.

22. Finance

- 22.1 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. All mandate and payment authorisation levels shall be decided by the management committee and updated from time to time consistent with the smooth operation of the finances of the club. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 22.2 Subject to Rule 26.3, the income and property of the Club shall be applied only in furtherance of the objectives of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member or Trustee.
- 22.3 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. The remuneration of a member of the Management Committee, Member or employee of the Club or other person may take any form and may include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death or sickness or disability benefits to, or in respect of,

that person.

- 22.4 The Club may pay any reasonable expenses that members of the Management Committee properly incur in connection with their attendance at meetings of the Management Committee or at annual or extraordinary general meetings of the Club or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.
- 22.5 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Honorary Treasurer.
- 22.6 Annual accounts summarising the financial affairs of the club shall be prepared each year, in a format approved by the committee. These accounts shall be examined by a competent person independent of the committee and presented to the members at the Annual General Meeting.

23. Borrowing

- 23.1 The Management Committee may borrow a maximum total amount of £3000 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.
- 23.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured (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) the grant of such security must be approved by the Club at a general meeting).
- 23.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
- 23.4 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.

24. Property

- 24.1 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.
- 24.2 The Trustees shall be indemnified by the Club and the Management Committee shall pay all costs, losses and expenses which any such Trustee may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith as such Trustee in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of his or their duties. The Management Committee may give to any Trustee, who has incurred or may be about to incur any liability, at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.

25. Notices

- 25.1 The Club can send, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting it to the intended recipient's usual address, by sending it or supplying it in electronic form to an address notified by the intended recipient to the Club or by making it available on a website and notifying the intended recipient of its availability in accordance with this rule.
- 25.2 If any notice or other information is left by the Club at the intended recipient's usual address, it is

treated as being received on the day it was left.

- 25.3 If any notice or other information is sent by the Club by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.
- 25.4 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.

26. Dissolution

- 26.1 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 Members present and voting.
- 26.2 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.
- 26.3 Any property remaining after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among members of the Club, but shall be given or transferred to another non-profit making club or voluntary organisation having objects similar to those of the Club or to a registered charity for lawn tennis or the LTA for use in community related tennis initiatives.