

# CHOBHAM & DISTRICT LAWN TENNIS CLUB CONSTITUTION

## 1. The Name of the Club and its Objects

- 1.1. The Club, founded in 1981, shall be named CHOBHAM & DISTRICT LAWN TENNIS CLUB (hereinafter called "the Club").
- 1.2. The objects of the Club are:
  - (a) the promotion, encouragement and provision of facilities for playing the game of tennis in and around the ancient parish of Chobham and Valley End, in the county of Surrey;
  - (b) the provision of social activities and other facilities for its Members;
  - (c) to sell or supply food or drink as a social adjunct to the sporting purposes of the Club;
  - (d) to do all such other things as the Committee thinks fit to further the interests of the Club.

## 2. Constitution

- 2.1. The Club is constituted by these Rules as a non-profit making members' club.
- 2.2. All surplus income is reinvested in the Club.
- 2.3. No surpluses or assets will be distributed to Members. (Nothing in this clause shall prevent the Club from entering into an agreement with a Member for the supply by him or her to the Club of goods or services or for his or her employment by the Club, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed with the Member on an arm's length basis.)

## 3. Lawn Tennis Association ("LTA")

- 3.1. At the Committee's discretion, the Club may be admitted to the LTA's register of British Tennis venues or any equivalent successor scheme.

## 4. Eligibility for Membership

- 4.1. All persons are eligible for membership of the Club. 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.
- 4.2. Members' children under the age of eighteen may become Junior Members of the Club without entitlement to hold office, receive notice of, attend or vote at general meetings. Members are responsible for the behaviour and conduct of their children at all times.
- 4.3. The Committee shall have powers to limit the number of Members to reflect available facilities.

## 5. Classes of Members, Voting and Other Rights

- 5.1. There shall be the following classes of memberships:
  - (a) Full Member ("Full");
  - (b) Off-Peak Member ("Off-Peak");
  - (c) Junior Member ("Junior");
  - (d) Guest Member ("Guest");
  - (e) Other Member ("Other").

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- 5.2. Details of the privileges, benefits and subscriptions enjoyed by and within each class of membership are published by the Committee.
- 5.3. All Members, other than Guests Members, Junior Members and Other Members, are entitled to hold office, receive notice of, attend and speak at general meetings. ("Eligible Members") Only Full and Off Peak Members, over the age of eighteen, are entitled to vote at general meetings.
- 5.4. Members, over the age of nine, may enter the Club's Wimbledon Ticket Ballot. A Parent/Guardian Member may not enter the Club's Wimbledon Ticket Ballot but may attend Wimbledon in the company of their child.

## 6. Life Membership

- 6.1. The Committee shall be empowered to offer Honorary playing or non-playing Life Membership.

## 7. Admission of Members and Standards of Play

- 7.1. Applications for membership shall be submitted to the Membership Secretary on the forms provided.
- 7.2. Unless the Club is full (see Rule 4.3), membership is open to all without discrimination.
- 7.3. Off-Peak, Junior and Other memberships are automatically granted upon receipt by the Membership Secretary of a completed application form together with the appropriate subscription.
- 7.4. Before acceptance as a Full Member, the standard of play of any applicant must be considered by two or more members of the Committee ("playing-in"), and unless the standard of play reaches that required by the Club the applicant will not be accepted as a Full Member.

The Membership Secretary will advise the applicant of the class of membership granted by the Club and the level of subscription. The appropriate subscription then becomes due.

## 8. Conditions of Membership

- 8.1. Each Member agrees, as a condition of membership, to be bound by and subject to these Rules.

## 9. Resignation

- 9.1. A Member may withdraw from membership of the Club on giving four weeks' clear written 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.

## 10. Expulsion

- 10.1. Subject to the remaining provisions of this rule, the Committee shall have power to refuse membership, expel or suspend a Member only for good and sufficient cause, such as conduct or character likely to be prejudicial to the interests of the Club.

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102. A Member shall not be expelled or suspended unless given 14 days' written notice of the meeting of the Committee at which his expulsion or suspension shall be considered as well as written details of the complaint made against him or her.
103. The Member shall be given an opportunity to appear before the Committee to answer the complaint. The Member must not be expelled or suspended unless at least two-thirds of the Committee then present vote in favour of expulsion or suspension.
104. The Committee may exclude the Member from the Club's premises until the meeting considering expulsion or suspension has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting only for the purpose of making representations directly relevant to the complaint.
105. The Member may appeal against the Committee's decision by notifying the Committee who shall put the matter to the Club's Members at an extraordinary general meeting. The outcome of the extraordinary general meeting will be final.

## 11. Effect of Resignation or Expulsion

- 11.1. Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and has no right to the return of any part of his or her subscription

## 12. Subscriptions

121. Subscription rates shall be decided upon at an annual general meeting.
122. Annual membership shall commence on 1 April.
123. Members eligible to participate in the Club's Wimbledon Ticket Ballot paying after 14 April will be excluded from the ballot.
124. All Members who fail to pay their renewal subscription by 31 May will be deemed to have left the Club.

## 13. Committee

131. The Club shall be managed by a Committee consisting of Chairman, Club Secretary, Membership Secretary, Treasurer, Social Secretary and Junior Secretary, two nominees from Chobham Parish Council, and up to four other Members, with the Committee having the power to add or fill any vacancy that may occur.  
  
The members of the Committee may exercise all of the powers of the Club for the purposes of the management of the Club.
132. The Committee may delegate any of the powers that are conferred on them by these Rules to such person, or committee, on such terms and conditions as they think fit. The Committee may revoke any delegation or alter its terms and conditions.
133. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
134. Members of the Committee shall retire annually and be eligible for re- election.

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135. Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than four meetings each year. The quorum for such meetings shall be at least six Committee members. The Chairman and the Club Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Club Secretary shall give all the members of the Committee not less than seven days' notice of a meeting.
136. The Chairman shall be the chairman of the Committee. 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 Committee present may appoint one of their number to be chairman of the meeting.
137. The Club Secretary, or in his or her absence a member of the Committee, shall take minutes of the meeting. Minutes will be freely available to the Club's membership.
138. Every member of the Committee, employee or agent of the Club shall be indemnified by the Club and the Committee shall pay all costs, losses and expenses which any such member of the Committee, employee or agent 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 member of the Committee, employee or agent in accordance with the instructions of the Committee or of a general meeting of the Club or otherwise in the discharge of his or her duties. The Committee may give to any member of the Committee, employee or agent of the Club 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.
139. Notwithstanding Rule 13.4, a member of the Committee shall be deemed to have vacated office if:
  - (a) he or she resigns his or her office by notice to the Club; or
  - (b) he or she shall without sufficient reason for more than three consecutive meetings of the Committee have been absent without permission of the Committee and the Committee resolves that his office be vacated; or
  - (c) he or she is requested to resign by not less than two-thirds of the other Committee members acting together.

## 14. Election of the Committee, Ladies and Men's Club Captains

- 14.1. The election of the Committee and Club Captains shall take place in the following manner :
  - (a) any two Members shall be at liberty to nominate a Member for any position, having previously received the assent of such Member.
  - (b) the name of each Member nominated shall be sent in writing, together with names of nominator and seconder, to the Club Secretary at least one week before the annual general meeting.
  - (c) each voting Member shall have as many votes as there are vacancies to be filled on the Committee, but shall not have more than one vote for any one candidate.
  - (d) should there be an equality of votes for any position, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.
  - (e) Team Captains shall be appointed by the Ladies' and Men's Club Captains.

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## 15. Trustees

- 15.1. The Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Committee or by a resolution duly passed at a general meeting. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or the Committee in good faith be conclusive evidence of the fact so stated.
- 15.2. The number of Trustees shall not be more than four or less than two.
- 15.3. 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 Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 15.4. When authorised by the Committee, the Trustees may enter into agreements, contracts and leases for and on behalf of the Members.
- 15.5. The Trustees shall be indemnified by the Club and the 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 Committee or of a general meeting of the Club or otherwise in the discharge of his or their duties. The 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.

## 16. Annual General Meeting

- 16.1. The annual general meeting of the Club shall be held at such time as the Committee shall decide each year (normally February) to transact the following business:
  - (a) to confirm the minutes of the previous annual general or extraordinary general meeting(s);
  - (b) to receive the Chairman's report of the activities of the Club during the previous year;
  - (c) to receive and consider the accounts of the Club for the previous year and Treasurer's report as to the financial position of the Club;
  - (d) to remove and elect the independent checker of the Club's accounts or confirm that he/she remain in place;
  - (e) to elect the members of the Committee, Ladies' and Men's Club Captains;
  - (f) to deal with and decide upon any other matters which the Committee desires to bring before the membership;
  - (g) to deal with any matters raised by Members under "Any Other Business".

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

## 17. Extraordinary General Meetings

- 17.1. An extraordinary general meeting may be called at any time by the Committee giving 14 days' notice to Eligible Members, and must be so called within 21 days of receipt by the Club Secretary of a request in writing signed by not less than ten Members.
- 17.2. The purpose(s) for which the meeting is required and the resolution(s) proposed shall be clearly stated. Only the purpose(s) for which the meeting is required and the resolution(s) proposed can be discussed at the meeting.

## 18. Procedures at the annual and extraordinary general meetings

- 18.1. The Club Secretary shall send Eligible Members notice of the date, time and place of the general meeting together with the resolutions to be proposed.
- 18.2. The quorum for the annual and extraordinary general meetings shall be the greater of twenty or twenty percent of Members entitled to vote. 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.
- 18.3. The Chairman shall preside at all meetings of the Club but if he or she is not present within fifteen minutes after the time appointed for the meeting or has signified his or her inability to be present at the meeting, the Members present may choose one of the other Members of the Committee present to preside and if no other member of the Committee is present or willing to preside the Members present may choose one of their number to be chairman of the meeting.
- 18.4. If the persons 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.
- 18.5. All Eligible Members are entitled to speak at general meetings. Only Full and Off-Peak Members, over the age of eighteen, are entitled to vote at general meetings.
- 18.6. The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- 18.7. Each 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.
- 18.8. The Club Secretary, or in his or her absence a member of the Committee, shall take minutes at annual and extraordinary general meetings. Minutes will be freely available to the Club's membership within twenty-eight days of the meeting.
- 18.9. At an annual general meeting, Members may vote in person at the meeting only. There shall be no right for a Member to appoint another Member as their proxy, or to vote by post or email.

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- 18.10. At an extraordinary general meeting, Members may vote in person at the meeting, or by appointing another Member as their proxy, or by post or email, as administered by the Club Secretary. All post or email votes, and all notifications of proxy appointment, must be received at least 24 hours prior to the meeting.

## 19. Alteration of the Rules

- 19.1. 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 voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

## 20. Dissolution

- 20.1. 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 voting at the meeting, the notice of which contains particulars of the proposed resolution.
- 20.2. The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 20.3. Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the Members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies: (i) the LTA for use in community related initiatives for tennis; (ii) another registered community amateur sports club for tennis or (iii) a registered charitable organisation.

## 21. Accountancy and Finance

- 21.1. The Club's Financial Year shall run from 1st January to 31st December and the accounts, submitted to the annual general meeting, shall be prepared and independently checked.
- 21.2. All monies belonging to the Club shall be deposited in bank accounts in the name of the Club. All cheques drawn shall be signed by two members of the Committee. All payments from a bank account will be carried out by someone duly authorised by two members of the Committee and designated in the Club's bank mandate(s).
- 21.3. The Committee shall have power to authorise the payment of remuneration and expenses to any member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 21.4. The Committee may borrow a maximum total amount of £15,000 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.
- 21.5. When so borrowing the 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.

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

## 22. Complaints

- 22.1. Any complaints must be made in writing to the Club Secretary. The Club Secretary will respond in writing to the complainant within twenty-eight days of receipt.

## 23. Members Under 12 Years Old

- 23.1. Members and guests under 12 years old shall not be permitted on Club premises unless accompanied by a parent, guardian or responsible adult.

## 24. Guests

- 24.1. Members may introduce no more than two guests on any one day. Their names shall be entered on the guest list in the Club Room before playing.
- 24.2. Guests may be introduced on the payment of a fee per day; to be fixed annually by the Committee. No guest shall play more than four times in any one year.
- 24.3. Members may not introduce guests whose application for membership has been declined or who have been expelled from the Club.

## 25. Animals and Pets

- 25.1. Dogs and other animals are not allowed on Club premises.

## 26. Damage to Club Property

- 26.1. Any Member breaking or otherwise damaging the property of the Club shall make good such damage at the discretion of the Committee.

## 27. Personal Injury and Loss or Damage to Property

- 27.1. 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 or injury resulting from this or any other cause.

## 28. Dress Code

- 28.1. Members shall wear appropriate tennis clothing and flat rubber soled non marking tennis shoes.

## 29. Arrangements for Play

- 29.1. To be organised and published by the Committee.

## 30. Data Protection

- 30.1. Members' personal data/information is used solely for the administration of the Club. No data will be knowingly disclosed to any third party without the express written consent of the individual.