

1. The Club, established in 1926, shall be known as 'Claygate Lawn Tennis Club'.
2. The objects of the Club are to provide facilities for, and promote participation in, tennis in Claygate.
3. The Club is constituted as a non-profit-making unincorporated Members' Club and is registered as a Community Amateur Sports Club. All surplus income or profit shall be reinvested in the Club. In no circumstances during the continuance of the Club shall any assets or surplus funds be distributed to any member or other person or to any organisation which is not itself either constituted as a Community Amateur Sports Club or a charity.
4. There shall be a Chairman, Trustees, Hon Secretary and Hon Treasurer, and the Club shall be governed by a Committee.
5. The officers of the Club shall be the Chairman, Hon Secretary and Hon Treasurer.
6. **Trustees**  
The number of Trustees shall not be less than three and any property of the Club shall be vested in not less than three of them. They shall deal with the property as directed by resolution of the Committee (of which an entry in the minutes book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the Club property. Trustees may only be appointed or removed by a majority vote at a General Meeting.
7. **The Committee**
  - a) The Committee shall consist of the Chairman, Hon Secretary, Hon Treasurer, Men's Captain, Ladies' Captain, Membership Secretary and up to six other elected members, all of whom must be fully paid-up adult playing members.  
They will be elected by the members at a General Meeting. Five members, one of whom is an officer, shall form a quorum. The members of the Committee and the Officers shall retire annually and be eligible for re-election except as provided by rule 7c.
  - b) Each member of the Committee must meet HMRC's fit and proper test and will be required, as a condition of election or appointment, to agree to be bound by these Rules and the Rules and Disciplinary Code of The Lawn Tennis Association (LTA).
  - c) Each year at the Annual General Meeting one member of the Committee (other than an Officer) shall not be eligible for re-election until the following Annual General Meeting. If there is no such member voluntarily not seeking re-election then the member not eligible for re-election shall be the most senior one, seniority being determined by length of service on the Committee or, in case of equal length of service, by drawing lots.
  - d) In the event of a vacancy occurring during the year the Committee shall have power to appoint any fully paid-up adult playing member of the Club to fill such vacancy. Such a person may be involved in all committee decisions except those pertaining to the purchase and supply of liquor.
  - e) Minutes shall be taken of all proceedings of the Committee and shall be open to inspection by any member of the Club applying to the Secretary therefor.
  - f) Decisions of the committee will be made by a simple majority.
  - g) The Committee has the power to co-opt additional members and may from time to time appoint sub-committees and delegate to them such of the powers and duties of the Committee as the Committee may determine. Such sub-committees shall conduct their business in accordance with the directions of the Committee. Co-opted committee members shall not have a vote.

**8. Rules and Regulations**

A copy of these Rules and of the Club Regulations shall be displayed at all times on the Club notice board. The Rules shall not be amended or added to except at a General Meeting of the Club. The Committee shall have the power to make, repeal and amend the Club Regulations as they consider necessary and to decide any matters not covered by current Rules and Regulations.

**9. Membership and Subscriptions**

- a) Membership will not be denied on the grounds of ethnicity, nationality, sexual orientation, religion, sex or disability except as a necessary consequence of the requirements for the playing of tennis.
- b) Subscription rates and joining fees, if any, shall be determined each year by the members in a General Meeting.
- c) The Club subscription year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. Any subscription not paid by 30<sup>th</sup> April will, at the discretion of the Committee, render the member defaulting liable to suspension until such subscription is paid.
- d) No one under the age of 18 shall be admitted to full membership. Persons under the age of 18 may be admitted as junior members.
- e) Other categories of membership will be offered as deemed appropriate.
- f) A member's age on 1<sup>st</sup> April will determine all age-related categories.
- g) Each member agrees as a condition of membership to be bound by these Rules and the Rules and Disciplinary Code of the LTA.
- h) The 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 rule.

**10. Visitors**

Visitors may be introduced by members or shall be permitted to come on the Club's premises only on the following conditions:

- a) If the visitor is a member of a team from another tennis club playing a match against a team from the Club
- b) If the visitor is to play tennis with a member, in which case the appropriate visitor's fee must be paid by the member either online or to a committee member.
- h) Members introducing visitors must accompany their visitors at all times.
- i) All non-members using the facilities of the Club agree as a condition of such use to be bound by these Rules and the Rules and Disciplinary Code of the LTA.
- j) No individual may be introduced as a visitor to play tennis on more than five occasions during any one subscription year, even if introduced by different members.

**11. Liability**

The Club cannot accept responsibility for the loss of, or damage to, any property belonging to members or visitors howsoever caused or for injuries to persons on Club premises.

**12. Affiliation**

The Club shall seek affiliation to the Lawn Tennis Association through Surrey Lawn Tennis Association and shall adopt the rules of this organisation in relation to play.

**13. General Meetings**

- a) The Annual General Meeting of the Club shall be held on or before 31<sup>st</sup> March, the date to be fixed by the Committee
- k) The Committee may at any time, for any special reason, call an Extraordinary General Meeting and they shall do so forthwith upon the requisition in writing of any ten members stating the purpose for which the meeting is required.
- l) Notice of a General Meeting shall be sent to adult members not later than seven days before the date of the meeting.
- m) Every adult playing member who is present in person at the meeting shall have one vote.
- n) The committee may at its discretion accept votes by email for a specific resolution.

**14. Annual Accounts**

The accounts of the Club shall be closed on the last day of December in each year and audited by a person or persons (not being a member of the Committee) appointed annually by the members at the Annual General Meeting. The audited accounts shall be submitted to the Annual General Meeting.

**15. Borrowing Money**

If it becomes necessary for the Club to borrow money a General Meeting must pass a resolution to empower the Committee to do so. This resolution shall specify the amount and manner of the borrowing and the security involved. Thereupon 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.

**16. Guarantors**

Members of the Club who personally guarantee any loan or advance made to the Club shall, if called upon to satisfy such guarantee, be indemnified by the Club out of the Club property.

**17. Supply of intoxicating liquor**

- a) The purchase and supply of intoxicating liquor is in the absolute discretion of elected members of the Committee.
- o) The supply of intoxicating liquor is prohibited to any person under the age of 18 years.

**18. Notices**

The Club will make available to members notices, accounts or other information by email to the address notified by the recipient. Notices and information will also be made available on the Club's website and on notice boards in the clubhouse.

**19. Dissolution**

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of members present a special meeting must be held not less than one month thereafter at which not less than one half of the voting members shall be present. If at this second meeting the same resolution is passed by a majority of three quarters of the members present, the Committee shall be required to wind up the affairs of the Club. The meeting shall give directions as to the disposal of the Club's assets subject to the approval of the majority of the Trustees and with the condition that these assets shall not be distributed to any member or other person or organisation other than a Community Amateur Sports Club or registered charity or the Lawn Tennis Association.