

# CONGLETON LAWN TENNIS CLUB

## RULES

### 1. Name

The Club is a company limited by guarantee called Congleton Lawn Tennis Club (“the Club”).

### 2. Objectives

The objectives of the Club are:

2.1 To provide tennis, social and other activities for its members and generally to encourage and facilitate the playing of tennis;

2.2 To provide and maintain Club premises at Crescent Road, Congleton, Cheshire CW12 1JR;

2.3 To do all such things as the Committee of the Club thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of the objectives stated in rule 2.1 and 2.2

### 3. Application of Profit

The Club is a non-profit-making organisation. All profits and surpluses will be used to maintain or improve the Club’s facilities and in furtherance of the Club’s objectives.

### 4. Membership

#### 4.1 Eligibility for membership

4.1.1 All persons are eligible for full membership provided they are at least 18 years old.

4.1.2 Persons under the age of 18 years of age may become Junior members without the right to hold office or to vote at general meetings.

#### 4.2 Admission of members

4.2.1 Every candidate for membership must fill in a membership application form or fill in details on the club’s website. The membership secretary will approve applications for membership on behalf of the Club, seeking guidance from the full committee when necessary.

4.2.2 Until a candidate has been elected a member of the Club, he or she is not entitled to any privileges of the Club.

4.2.3 Members agree as a condition of membership to abide by any codes of conduct or other guidance on such matters as safeguarding, behaviour on court, whistleblowing that the club sees fit to introduce in the interests of furthering the aims of the club.

#### 4.3 Classes of members

4.3.1 Classes of membership will be decided by the committee as they see fit to further the aims of the club

4.3.2 All adult members shall be entitled to receive notice of, attend and vote at General Meetings.

#### 4.4 Subscriptions

4.4.1 Subscriptions shall be set by the Committee to ensure the financial viability of the Club taking into account the views of the membership at the Annual General Meeting of the Club.

4.4.2 The Members shall pay the membership fees set by the Committee.

4.4.3 No candidate who has been elected a member of the Club shall be entitled to the privileges of membership until he or she has paid their subscription.

4.4.4 Any member who has not paid his or her subscription by the end of June each year or has defaulted on three monthly payments shall be deemed to have resigned his or her membership. They will not be able to re-apply for membership of the Club until the defaulted payments have been made.

#### 4.5 Resignation

A Member may withdraw from membership at any time. 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.

#### 4.6 Expulsion

4.6.1 The Committee shall have the right to expel a member when, in the opinion of the Committee, it would not be in the interests of the Club for him or her to remain a member. This would include conviction for a criminal offence which the Club believes would adversely affect its business or other members.

4.6.2 A member shall not be expelled unless he or she is given 14 days' written notice of the meeting of the Committee at which his or her expulsion shall be considered and written details of the complaint against him or her.

4.6.3 The member shall be given an opportunity to make written representations and/or to appear before the Committee at any such meeting to answer complaints against him or her and must not be expelled unless at least two-thirds of the Committee then present vote in favour of his or her expulsion.

#### 4.7 Effect of Resignation or Expulsion

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

### **5. The Committee**

5.1 The Club shall be managed by a Committee consisting of:

The Officers of the Club:

The Honorary Chair.

The Honorary Secretary.

The Honorary Treasurer:

The Honorary Bar Secretary,

and no more than 12 other members of the Club.

5.2 The Committee shall serve as Directors of Congleton Lawn Tennis Club Ltd.

5.3 The Officers of the Club will be elected annually at the Annual General Meeting. Nominations for election must be proposed by at least two members of the Club at the Annual General Meeting. At their discretion, the committee may call for nominations to be made in writing 14 days before the AGM and publish a list of nominations 7 days before the AGM.

5.4 Other members of the Committee will be elected at the Annual General Meeting to serve for three years. Nominations for election must be proposed by at least two members of the Club at the Annual General Meeting. As far as is practicable, approximately one third of the other members should retire each year.

5.5 Retiring Officers and other Committee Members are eligible for re-election.

5.6 The Committee may appoint any member to fill a casual vacancy on the Committee until the next Annual General Meeting when that person retires but shall be eligible for re-election.

5.7 A member of the Committee may be requested to resign by two-thirds of the other Committee members acting together if in their opinion it would be against the interests of the Club for the Committee member to continue in office.

5.8 Proceedings of the Committee

5.8.1 Committee Meetings shall be held as often as the Committee thinks fit provided that there shall be at least four meetings each year. The quorum shall be seven members. The Honorary Chair and Honorary Secretary shall have discretion to call emergency meetings if they consider it to be in the interests of the Club.

5.8.2 The Honorary Secretary will give all the members of the Committee at least three days' notice of a meeting.

5.8.3 The Honorary Chair will act as chair of meetings of the Committee. In the Chair's absence, the other members of the Committee will appoint one of their number to act as chair.

5.8.4 Decisions of the Committee will be made by a simple majority and in the event of equality of votes the Honorary Chair shall have casting or additional vote. In the absence of the Honorary Chair, the acting chair would not have casting or additional vote, and the Honorary Chair would resolve the matter at a later date.

5.8.5 The Committee may from time to time appoint from amongst its number such sub-committees as it considers necessary and may delegate to them such powers and duties of the Committee as the

Committee sees fit. Other members of the Club may be appointed to such sub-committees if they have relevant skills or experience. Sub-committees shall periodically report their proceedings to the Committee and will conduct their business in accordance with the directions of the Committee.

5.8.6 The Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all the Members.

5.8.7 The members of the 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 Club.

5.8.8 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 rules, 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, and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

5.8.9 The committee will devise and make available to members any codes of conduct or other guidance on such matters as safeguarding, behaviour on court, whistleblowing that the club sees fit to introduce in the interests of furthering the aims of the club.

## **6. Annual General Meeting**

6.1 The Annual General Meeting of the Club shall be held at such time as the Committee shall decide each year to transact the following business:

To receive the Honorary Secretary's Report of the activities of the Club in the previous year;

To receive and consider the accounts for the previous year;

To elect the auditor;

To elect the Officers and other members of the Committee as may be necessary;

To guide the Committee on the subscription fees for the coming year;

To decide on any resolution that may be duly submitted in writing to the Honorary Secretary not less than twenty-eight days before the meeting.

To deal with any special matters which the Committee wishes to bring before the membership.

6.2 No period of greater than fifteen months shall elapse between one Annual General Meeting and the next.

## **7. Extra-ordinary General Meetings**

An extra-ordinary general meeting may be called at any time by the Committee and shall be called within 28 days of receipt by the Honorary Secretary of a request in writing signed by not less than 20 or a number not less than 15% of the voting membership, which ever is the smaller number.

## **8. Procedures at the Annual and Extra-ordinary General Meetings**

8.1 The Honorary Secretary shall inform each Member of the date of the general meeting together with resolutions to be proposed at least twenty-one days before the meeting.

8.2 The quorum for the annual and extra-ordinary meetings shall be 20 Members.

8.3 The Chair shall preside at all general meetings of the Club. If the Chair is unable to attend, then he or she shall designate another member of the Committee to preside.

8.4 Each eligible Full Member present as defined in rule 4.3.2 shall have one vote and resolutions shall be passed by a simple majority.

8.5 There shall be no right to vote by proxy.

## **9. Purchase and Supply of Liquor**

9.1 Purchase for the Club and supply by the Club of intoxicating liquor must be at the absolute discretion of a sub-committee of not less than four members being Members of the Committee appointed for that purpose, one of whom shall be the Honorary Bar Secretary.

9.2 If any member of the sub-committee for any reason ceases to be a member of the Committee, he or she automatically ceases to be a member of sub-committee and another member of the Committee must be appointed.

9.3 The sub-committee must not be in any way restricted in freedom of purchase.

### **9.4 Commission**

9.4.1 No one may at any time receive at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

9.4.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

### **9.5 Sale of Intoxicating Liquor to Non-Members**

People, other than Members and their guests, that are attending events at the Club may be admitted to the Club's premises and, subject to any conditions attached to the registration certificate for the Club premises, intoxicating liquor may be sold to those persons by or on behalf of the Club for consumption on the premises and not elsewhere.

## **10. Guests**

10.1 Any member may introduce guests to the Club, 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.

10.2 The Member introducing a guest must enter the name and address of the guest together with his own name in a book that must be kept on the Club's premises.

## **11. Opening of Club premises**

The Club is open from 9.00am to 10.00pm each day or at such other times or for other periods as the Committee shall decide.

## **12. Permitted hours**

The permitted hours for the supply of intoxicating liquor will be 12 noon to 12 midnight every day.

## **13. Alteration of Rules**

13.1 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 present and voting.

13.2 As soon as possible and in any case within 28 days after making any alteration to these rules the Honorary Secretary must give written notice of the alteration or addition to the chief officer of police and to the proper officer of local authority in which the Club is situated.

## **14. Regulations and Standing Orders**

The Committee shall have the power to make, repeal and amend such regulations and standing orders as it may from time to time consider for the necessary well-being of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Committee.

## **15. Finance**

15.1 All moneys payable to the Club shall be received by persons authorised by the 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 on the authority of the Honorary Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion sees fit.

15.2 The income and property of the Club shall be applied only in furtherance of the Objectives of the Club and no part shall be paid by way of bonus, dividend or profit to any Member.

15.3 The Committee shall have power to authorise 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.

15.4 The financial transactions of the Club shall be recorded by the Honorary Treasurer in such a manner as the Committee sees fit.

15.5 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts will be duly audited by auditor or auditors elected at the Annual General Meeting. The accounts shall be available to every member when notice concerning the Annual General Meeting is given.

## **16. Borrowing**

16.1 The Committee may borrow a maximum of £100,000 (one hundred thousand pounds sterling) 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 for any borrowing above that sum.

16.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise or 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 issue of debentures charged upon all or any part of the property of the Club.

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

## **17. Property**

The property of the Club shall be vested in Congleton Lawn Tennis Club Ltd. The Committee acting as Directors of Congleton Lawn Tennis Club Ltd shall deal with the property of the Club as directed in the Articles of Association of the Company.

## **18. Dissolution**

The Dissolution of the Club shall only be enacted as directed in the Articles of Association of the Company.