# The Constitution and rules of Frampton on Severn Tennis Club 

## 1. Name

The Club, established in 2004, is called Frampton on Severn Tennis Club ("the Club").

## 2. Definitions

2.1 "the Chair" means the person elected from time to time to be the Chair of the Club in accordance with Rule 9;
"the CLTA" means the Gloucestershire 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 Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and the Isle of Man) of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ 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 Officers" means the Chair, the Vice-Chair, the Honorary Secretary and the Honorary Treasurer;
"the Management Committee" means the committee appointed under Rule 9 to manage the Club;
"the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5; and
"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. Objects

The objects of the Club are:
(a) to provide tennis, social and other activities and generally to encourage and facilitate the playing of tennis in the area of Frampton on Severn and amongst the community;
(b) to provide and maintain Club premises at Frampton on Severn and club owned tennis equipment for the use of its members;
(c) to promote, improve, develop and support the interests of tennis;
(d) to deliver such other benefits to its members as it shall think fit;
(e) to take and retain a membership of the CLTA (and by doing so become and remain registered as an associate of the LTA) and to 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 and the rules and regulations of any body to which the LTA is registered or affiliated;
(f) to acquire, establish, own, 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;
(g) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, 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;
(h) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CLTA (as appropriate);
(i) to make donations or offer support to lawn tennis clubs which are charities or community amateur sports clubs;
(j) 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 as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this

## 4. Application of Surplus Funds

4.1 The Club is a non-profit-making organisation. Subject to Rule 23.3, the income and property of the Club shall be applied solely towards promoting the Club's facilities and in furtherance of the Club's objects 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 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.
5. Membership
5.1 Eligibility for membership
5.1.1 Persons of either sex are 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.
5.1.2 Persons below the age of 18 may be elected 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.

### 5.4 Classes of Members

5.4.1 There shall be a range of membership classes, to fit the requirements of the club, determined, from time to time, by the Management Committee.
5.4.2 Only Full Members, aged 18 years or over, shall be entitled to receive notice of, attend and vote at general meetings. This excludes any social, temporary, junior or guest memberships. A Member other than a Full 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, attend and 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 they have paid the entrance fee (if any) and their first annual subscription.
5.5.4 Any Member whose entrance fee or subscription is more than three months in arrears shall be deemed to have resigned their membership of the Club.
5.5.5 Guests. Members may introduce visitors at rates determined by the Management Committee for periods of one day. No guest may make more than 3 visits per year without becoming a Member of the club except for the purposes of playing organised matches.
5.5.6 Match Fees

Match fees, as set by the Management Committee, shall be paid by all team members representing the club in matches home and away.

## 6. Resignation

6.1 A Member may withdraw from membership of the Club on one clear calendar months' 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.
6.2 Any member who enters into an agreement with the club to pay their fees by direct debit is expected to meet all monthly payments and complete the total payment.

## 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 they are given 14 days' written notice of the meeting of
the Management Committee at which their expulsion shall be considered and written details of the complaint made against them.
7.3 The Member shall be given an opportunity to appear before the Management Committee to answer complaints made against them. The member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of their expulsion.
7.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering their expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making their representations.
7.5 The Member may appeal against the Management Committee's decision by notifying the Management Committee who shall put the matter to the Club's members in general meeting and decided by a majority vote of members present and voting at such meeting.
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 they have no right to the return of any part of their 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 Chair;
(b) the Vice-Chair;
(c) the Honorary Secretary;
(d) the Honorary Treasurer;
(e) at least 3 (and up to a number felt appropriate for the running of the club) 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 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.
9.3 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.
9.4 The Management Committee shall decide in its discretion how Members may be nominated to be members of the Management Committee and shall notify the Members accordingly. The Management Committee shall elect Officers from the members of the management Committee.
9.5 Any person nominated as a member of the Management Committee must be a Full Member aged 18 years or over. This excludes any social, temporary, junior or guest member.
9.6 If there is only one candidate nominated to fill any particular 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.
9.7 The Management Committee shall be elected at the annual general meeting in each year, and subject to 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).
9.8 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to 5 further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
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:
(a) they become bankrupt or makes any arrangement or composition with their creditors generally; or
(b) a registered medical practitioner who is treating that person gives a written opinion to the Management Committee stating that that person has become physically or mentally incapable of acting as a member of the Management Committee and may remain so for more than three months; or
(c) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or
(d) they resign their office by notice to the Club; or
(e) they shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that their office be vacated; or
(f) they are suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the CLTA or the LTA; or
(g) they are 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 four meetings each year. The quorum for such meetings shall be four. The Chair 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. The Honorary Secretary shall give all the members of the Management Committee not less than three days' notice of a meeting.
10.2 The Chair shall be the Chair of the Management Committee. Unless they are unwilling to do so, the Chair shall preside at every meeting of the Management Committee at which they are present. But if there is no person holding that office, or if the Chair is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice-Chair shall preside. If there is no Vice-Chair or if they are unwilling to preside, of if they are not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be Chair of the meeting.
10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chair (or the acting Chair of that meeting) shall have a casting or additional vote.
10.4 The Management Committee may from time to time appoint from among its number such subcommittees 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.
10.6.1 The Management Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a general meeting. The Chair 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 Management Committee and the Chair 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.
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. 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.
10.9 Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the Chair of the meeting is
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 Chair's report of the activities of the Club during the previous year;
(b) to receive and consider the accounts of the Club for the previous year, [the auditor's report on the accounts and] the Honorary Treasurer's report as to the financial position of the Club;
(c) [to remove and elect the auditor or confirm that he remain in office];
(d) [to elect the [Officers and other] members of the Management Committee];
(e) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
(f) 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 No period greater than fifteen months shall elapse between one annual general meeting and the next.
12. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 28 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than six 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 21 days commencing on the date of the request, 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 Member at their last known address or by email 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, the names of the persons proposed to be elected as members of the Management Committee for the ensuing year at least 21 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 eight Members. No business other than the appointment of the Chair of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum.
13.3 The Chair shall preside at all meetings of the Club but if they are not present within 15 minutes after the time appointed for the meeting or they have signified their 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 Members present and entitled to vote may choose one of their number to be Chair of the meeting.
13.4 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 Chair of the meeting must adjourn it. The Chair of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an annual or extraordinary general meeting the Chair 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 Chair 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 Association must give at least 7 days' notice to the persons to whom notice of the Association's meetings is required to be given in accordance with rule 13.1. No business can be transacted at 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. The Chair of the meeting may permit other persons who are not Members to attend and speak at a meeting.
13.6 Each Full Member, aged 18 years or over, 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 Chair 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 Chair of the meeting.
13.8 The Honorary Secretary, or in their 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. Guests

14.1 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.
14.2 The Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 14.1 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.

## 15. Opening of Club premises

The Club is open between 8.00am and 10.00pm on each day or at such other times or for such other periods as the Management Committee shall decide.

## 16. 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 at least twothirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

## 17. 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.
18. Use of Facilities

The Club agrees that all unlicensed and unregistered 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 agree to be bound by and subject to these rules, 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.
19. Finance
19.1 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. No sum in excess of $£ 1,000$ shall be paid out from that account except by written or electronic approval of two of the authorised signatories who shall be the Chair, Secretary, the Treasurer or other authorised person. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
19.2 Subject to Rule 23.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
19.3 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.
19.4 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.
19.5 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Honorary Treasurer.
19.6 Full accounts of the financial affairs of the Club shall be prepared each year. An independent person, approved by the Management Committee, shall prepare a report on these accounts. The accounts must be made available at the annual general meeting.
19.7 The Club's financial year shall run from $1^{\text {st }}$ January to $31^{\text {st }}$ December at which time the accounts of the Club shall be balanced.

## 20. Borrowing

20.1 The Management Committee may borrow a maximum total amount of $£ 10,000$ 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.
20.2 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.
20.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
20.4 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.

## 21. Property

21.1 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.
21.2 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 they may become liable by reason of any contract entered into or act or thing done by them 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 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.

## 22. Notices

22.1 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.
22.2 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.
22.3 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.
22.4 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.

## 23. Dissolution

23.1 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 or eight Members, whichever is higher, of the Members present and voting.
23.2 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.
23.3 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 tennis 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

May 2022

