

**RULES AND
CONSTITUTION**

OF

GROOMBRIDGE TENNIS CLUB

Revised March 2022

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GROOMBRIDGE TENNIS CLUB RULES AND CONSTITUTION

1 Name

The club shall be called Groombridge Tennis Club ("the Club").

2 Objects

The objects of the Club shall be:

- 2.1 The association in a club of persons connected with tennis for the benefit of the residents of Groombridge, Eridge and the surrounding areas.
- 2.2 To provide tennis courts and a clubhouse for the members and their guests, to supply refreshments, and to engage in sporting, social and fundraising activities for the benefit of the Club.
- 2.3 The other advantages and benefits usually associated with a Club

3 Membership

- 3.1 Membership of the Club is open to anyone regardless of age, sex, nationality, ethnicity, disability, sexual orientation, religion or other beliefs.

Membership shall consist of the following categories:

- 3.2 Ordinary membership with access to all the facilities of the Club during opening hours and comprising the following membership categories:
 - 3.2.1 Adult - entitling an adult to full membership.
 - 3.2.2 Couple - entitling adult partners living in the same household to full membership.
 - 3.2.3 Family - entitling a couple and their children whilst under the age of 25 (at the start of the club year) to full membership.
 - 3.2.4 Single Parent Household - entitling an adult and their children whilst under the age of 25 (at the start of the club year) to full membership.

- 3.2.5 Under 25 - entitling persons between the age of 19 and 24 (at the start of the club year) to full membership.
- 3.2.6 Junior - entitling persons aged 18 or under (at the start of the club year) to membership in accordance with the regulations for junior members set by the Committee.
- 3.2.7 Social - entitling non-playing persons to use of the facilities of the Club other than the courts.
- 3.3 Temporary membership entitling a person to a category of ordinary membership for a period of less than twelve months.
- 3.4 Life membership entitling a person or family to full membership for life upon payment of a compounding fee as determined by the Committee.
 - 3.4.1 Notwithstanding the children of founder life members, the children of life members, once reaching the age of 25 (at the start of the club year) shall no longer be considered life members and will be required to apply for membership in accordance with the appropriate membership category (as defined in 3.2).
- 3.5 Honorary life membership entitling a person to full membership for life without obligation to pay a subscription or compounding fee, to be offered (or taken away) by the Committee at their absolute discretion to past or present members who have given exceptional service to the Club over a long period of time.
- 3.6 The Club shall not have more than 20 temporary members, 75 life members and / or 4 honorary life members.

4 Admission of ordinary members

- 4.1 The Club shall admit any individual who applies to the Club using the application process approved by the Committee and is approved by the Membership Secretary.

- 4.2 A letter or e-mail shall be sent to each successful applicant confirming their membership of the Club, furnishing them with a copy of the Club's rules and requesting the applicant to remit by cheque or bank transfer within one month the required membership fee.
- 4.3 Details of each successful applicant shall be entered into the register of members.
- 4.4 On payment of the membership fee, the applicant shall become a member of the Club entitled to the benefits and privileges associated with the category of membership to which they have been admitted. No candidate who has been accepted as a member shall be entitled to the privileges of membership until he / she has paid the membership fee.
- 4.5 If the membership fee is not paid within one month from the date of request, admission of the applicant shall be void, unless they are able to provide the Committee with an acceptable justification for the delay.
- 4.6 On becoming a member of the club, the member must abide by the rules of the Club and the Lawn Tennis Association's Disciplinary Code.

5 Entrance and subscription fees

- 5.1 The entrance and subscription fees for ordinary members shall be determined from time to time by the Committee. Due notice of the current entrance and subscription fees shall be given by a notice posted in one of the principal rooms of the clubhouse and / or on the Club's website.
- 5.2 The Club's membership year shall run from 1st April to 31st March and annual subscriptions shall be payable by ordinary members in advance prior to the commencement of the membership year to which the subscription relates without demand.
- 5.3 All fees shall be paid by bank transfer or cheque. If payment is made by cheque, it shall be made payable to 'Groombridge Tennis Club' and crossed 'a/c payee'.

- 5.4 At the discretion of the Committee, a new member joining the Club during the membership year shall pay a pro-rata subscription for the period from the first day of the month of admission until the end of the Club year.
- 5.5 If any ordinary member fails to pay their annual subscription on or before the due date, notice shall be sent to them calling their attention to the failure to pay and, if they do not pay the amount within 14 days from the posting of such notice, the Committee may terminate their membership. If at any time they give to the Committee a satisfactory explanation, they may, at the discretion of the Committee and on payment of the arrears, be readmitted to membership.

6 Conversion to life membership

At the discretion of the Committee any full member may become entitled to all the privileges of full membership for life provided that they have paid their membership fees and subject to the payment of a compounding fee in respect of all future subscriptions. The compounding fee shall be determined from time to time by the Committee.

7 Admission of temporary members

- 7.1 Candidates for temporary membership shall be approved by the Committee for a period not exceeding 12 months and on such terms as the Committee may determine.
- 7.2 At the discretion of the Committee, a temporary member shall pay a pro-rata subscription for the period of membership.
- 7.3 A letter or e-mail shall be sent to each successful applicant confirming their temporary membership of the Club, furnishing them with a copy of the Club rules and requesting the applicant to remit by cheque or bank transfer within one month the required membership fee.
- 7.4 Details of each successful temporary applicant shall be entered into the register of members.

7.5 On payment of the membership fee, the applicant shall become a member of the Club entitled to the benefits and privileges as determined by the Committee. No candidate who has been accepted as a temporary member shall be entitled to the privileges of membership until they have paid the membership fee.

8 Privileges of junior, temporary and honorary life members

Junior members, temporary members and honorary life members shall not be qualified to be officers or members of the Committee, or to vote as members, or to claim any share of the property of the Club on its dissolution.

9 Visitors

Every member shall be allowed to introduce visitors subject to such regulations as shall be made from time to time by the Committee, and every visitor must be the guest of and be accompanied by the member introducing them provided that no person shall be introduced as a visitor into the Club who shall have been expelled from membership or whose conduct or presents on the Club premises shall be considered by the Committee objectionable or prejudicial to the interests of the Club.

10 Expulsion of members

It shall be the duty of the Committee, if at any time it shall be of the opinion that the interests of the Club so require, by letter to invite any member to withdraw from the Club within a time specified in such letter, and in default of such withdrawal to submit the question of their expulsion to a special general meeting of the members to be held within 6 weeks after the date of such letter. Not less than 4 weeks' notice of the meeting shall be given to the members. It shall be the duty of the Committee to inform the member in question of the time and place of the meeting and of the nature of the complaints against them in sufficient time to afford a proper opportunity to offer an explanation. At such meeting the member shall be allowed to offer an explanation of their conduct verbally or in writing, and, if after that, two-thirds of the members present shall vote for their expulsion, they shall immediately cease to be a member of the Club provided that the voting at any such special general meeting shall be by ballot if not less than 5 members present at that meeting shall so demand. It shall be in the power of the Committee to exclude such member from the Club until such special general meeting shall be held.

11 Effect of ceasing to be a member

Any person shall, on ceasing to be a member of the Club, forfeit all right to and claim upon the club and its property and funds, not be entitled to a refund of any subscription paid in advance and shall remain liable for any subscription of other fees outstanding at the time.

12 The committee

12.1 The management of the Club (except as otherwise provided by these rules) shall be deputed to a Committee of not more than 15 members who shall be elected at the annual general meeting. In addition, the Chairperson, Treasurer and Trustees shall be ex officio members of the Committee.

12.2 At the annual general meeting all members of the Committee including the Chairperson, Treasurer, Secretary and Membership Secretary shall retire, and shall be eligible for re-election. All existing members of the Committee wishing to stand for a further year may be proposed as a group by any 2 members eligible to vote at a general meeting.

12.3 Any member of the Club who is not an existing member of the Committee and wishes to join the Committee may be proposed by any 2 members eligible to vote at a general meeting with notice given to the Secretary at least 10 days before the meeting.

12.4 In the event that more than one member stands for a named Committee position (i.e. Chairperson, Treasurer, Secretary or Membership Secretary), each proposed by 2 members eligible to vote, then the candidate receiving the most votes at the annual general meeting shall be appointed to the position.

12.5 In the event of a vacancy on the Committee, the Committee may appoint any member of the Club to fill the vacancy.

12.6 The proceedings of the Committee are not invalidated because there are less than the prescribed number of members.

12.7 The Committee shall have power to appoint, pay and dismiss such servants as it may deem necessary.

13 Meetings of the committee

The Committee shall meet as often as necessary during the year to examine the accounts and arrange the affairs of the Club. Five (5) members of the Committee shall form a quorum. Minutes shall be taken of all the proceedings of the Committee and shall be open to the inspection of any member of the Club on application to the Secretary. The Secretary must send notice of each such meeting to every Committee member. At the first meeting of the Committee following the annual general meeting the Committee shall elect from its members a Chairperson, Secretary and such other honorary officers as the committee may decide who or all of whom shall remain in office until the committee meeting following the next annual general meeting.

14 Trustees

The property of the Club must be vested in no more than four nor less than two Trustees elected by the Committee. They shall hold office until death or resignation, unless removed from office by a resolution of the Committee. They shall deal with the property of the Club as directed by resolution of the Committee (of which an entry in the minute book shall be conclusive evidence), and they shall be indemnified against risk and expense out of the Club property. Where by reason of death or resignation or removal it is necessary that a new Trustee or Trustees be appointed the Committee shall nominate the person or persons to be appointed as the new Trustee or Trustees. For the purpose of giving effect to such nomination the Chairperson is nominated by the Committee as the person to appoint new Trustees of the Club within the meaning of the Trustee Act 1925 Section 36 and he / she must by deed appoint the person or persons nominated by the Committee. Any statement of fact in any such deed of appointment shall, in favour of a person dealing bona fide and for value with the Club or the Committee, be conclusive evidence of the fact so stated.

15 Regulations

The Committee may from time to time make, repeal and amend regulations (not inconsistent with these rules) as it shall think expedient for the management and well-being of the Club. All regulations made by the Committee under this rule shall be binding on the members until repealed by the Committee or set aside by a resolution of a general meeting of the Club.

16 Annual general meetings

The annual general meeting of the Club shall be held each year no later than the end of March on a date and at a time fixed by the Committee for the following purposes:

- 16.1 To receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial year.
- 16.2 To fill the vacancies in the Committee and to appoint an Auditor or elect Auditors for the ensuing year.
- 16.3 To decide on any resolution which may be submitted to the meeting in the manner provided below.

17 Convening annual general meetings

- 17.1 At least 21 days before the annual general meeting a notice of such meeting and of the business to be transacted shall be posted in the clubhouse and emailed to every member. No business other than that of which notice has been so given shall be brought forward at such meeting.
- 17.2 Any member wishing to move any resolution at the annual general meeting shall give notice in writing to the secretary not later than 1st January.

18 Special general meetings

The Committee may at any time for any special purpose call a special general meeting and they shall do so immediately upon the requisition in writing of 10% of the members of the Club who are eligible to vote in a general meeting stating the purposes for which the meeting is required.

19 Proceedings at general meetings

- 19.1 At all general meetings of the Club the Chairperson, and in their absence a member selected by the Committee, shall take the chair. Every member entitled to vote shall have one vote upon every motion and in case of an equality of votes the chair shall have a second or casting vote.

19.2 The Committee shall be empowered, if it thinks fit, to make regulations for enabling members unable to be present to vote by proxy or in writing.

19.3 The quorum at all general meetings shall be twenty (20) for motions proposing any repeal, addition to, or amendment of the rules, repeal of any regulations or motions relating to the expulsion of any member, and five (5) for all other business.

20 The accounts

20.1 The financial year of the Club shall be 1st January to 31st December.

20.2 The accounts shall as soon as practicable after the end of the financial year be audited by a professional accountant who shall not be a member of the Club or by 2 members of the Club not being members of the Committee depending on the appointment or election made by the members. A vacancy occurring in the office of Auditor during the year shall be filled by a person appointed for that purpose by the Committee.

21 Borrowing powers

If at any time the Club in general meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution, and the Trustees shall at the direction of the Committee make all such dispositions of the club property or any part of the Club property and enter into such agreements in relation to the Club property as the Committee may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolution or not, and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the resolution as if they had voted in favour of it.

22 Opening of club premises

The Club premises shall be opened to members daily between such hours as the Committee shall from time to time determine, but the Committee may close them for such times as it may deem necessary for cleaning and repairs.

23 Gambling

The clubhouse shall not be used for gambling or for playing any game of chance and the Committee shall have power to prohibit any games, the playing of which would in their opinion be injurious to the interests of the Club.

24 Supply of liquor

Intoxicating liquor may be sold to members and their guests for consumption on the Club premises subject to the Club having an appropriate premises certificate. Both members and their guests shall pay the appropriate charge as fixed by the Committee. Intoxicating liquor for consumption off the Club premises may be supplied only to members. There may at the discretion of the Committee be admitted to the registered premises of the Club persons other than members and their guests and, subject to any conditions attached to the registration certificate for the Club premises, intoxicating liquor may be sold or supplied to them by or on behalf of the Club for consumption on the Club premises but not elsewhere.

25 Members not to make profit

No member shall, except for professional services rendered at the request of the Committee, on any pretence or in any manner receive any profit, salary, commission, payment or emoluments from the funds or transactions of the Club.

26 Club not to be used for business

No member shall give the address of the Club in any advertisement or use the Club address for business purposes.

27 Communications with members

27.1 Members of the Club shall provide up-to-date contact details as requested from time to time by the Membership Secretary.

Any notice, document or other information shall be deemed served on or delivered to the intended recipient:

27.2 If properly addressed and sent by prepaid first-class post to an address in the United Kingdom, 48 hours after it was posted.

27.3 If properly addressed and delivered by hand, when it was given or left at the appropriate address.

27.4 If properly addressed and sent by email, one hour after the document or information was sent or supplied.

27.5 If sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website.

28 Interpretation of the rules

The Committee shall be the sole authority for the interpretation of these rules and of the regulations made from time to time by the Committee, and the decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding on the members.

29 Amendment of the rules

These rules may be added to, repealed or amended by resolution at any annual or special general meeting provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the members voting on such resolution.

30 Dissolution of club

If at any general meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and entitled to vote and at a special general meeting held not less than 6 weeks later (of which not less than 4 weeks' written notice have been given to each member) and at which not less than one-half of the members shall be present that resolution shall be confirmed by a special resolution passed by a majority of two-thirds of the members voting on such resolution, the Committee shall immediately, or at such future date as shall be specified in such resolution, proceed to realise the property of the Club and after the discharge of all liabilities shall divide such property rateably in proportion to the amount each member has paid in entrance fee and subscriptions among all the members not being temporary members, and on the completion of such division the Club shall be dissolved.

31 LTA disciplinary code

The Disciplinary Code of the Lawn Tennis Association (LTA) shall be deemed to form an integral part of the rules of the Club.

32 Headings

The headings to these rules are for ease of reference only and shall not be taken into account in their interpretation.