

HENLEY-IN-ARDEN TENNIS CLUB

RULES

(adopted on 9th January 2008;
updated 15th January 2019; 19th April 2021)

1. Name

The Club is called Henley-in-Arden Tennis Club ("the Club").

2. Definitions

2.1 "the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 11.1 (e);

"the Vice -Chairman" means the person elected from time to time to be the vice-chairman of the Club in accordance with Rule 11.1 (e);

"the Secretary" means the person elected from time to time to be the honorary secretary of the Club in accordance with Rule 11.1 (e);

"the Treasurer" means the person elected from time to time to be the honorary treasurer of the Club in accordance with Rule 11.1 (e);

"the Officers" means the Chairman, the Vice Chairman, The Secretary and the 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;

"the President" means the person (if any) elected from time to time to be the president of the Club in accordance with Rule 11.1 (f);

"Vice-Presidents" means the persons (if any) elected from time to time to be vice-presidents of the Club in accordance with Rule 11.1 (f);

"the Men's Captain" means the person appointed from time to time to be Men's Captain in accordance with Rule 10.5.1;

"the Ladies' Captain" means the person appointed from time to time to be Ladies' Captain in accordance with Rule 10.5.1;

"the CLTA" means Warwickshire County Lawn Tennis Association;

"the LTA" means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen's Club, West Kensington, London W14 9EG;

2.2.1 Words denoting the singular number include the plural number and vice versa; and words denoting the masculine gender include the feminine gender.

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;

- b) to provide and maintain Club premises at or near Henley-in-Arden, Warwickshire;
- c) to promote, improve, develop and support the interests of tennis;
- d) to provide such other benefits to its members as it shall think fit;
- e) to affiliate to the CLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the CLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- f) to acquire, establish, own, operate and turn to account in any way the tennis courts and facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- g) 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) 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) where so required by the Rules and Regulations of the LTA or the CLTA (as the case may be);
- 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 or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

4. Application of Surplus Funds

- 4.1 The Club is a non-profit-making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to the Members on winding-up or dissolution 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 him to the Club of goods or services or for his 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. Full Members have the right to hold office and to attend and vote at general meetings.
 - 5.1.2 Persons of either sex below the age of 18 (or above that age and in full time education) may be elected as Student Members without the right to hold office or vote at general meetings.

5.1.2 Persons of either sex below the age of 12 may be elected as Junior Members without the right to hold office or vote at general meetings.

5.1.3 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.

5.1.4 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 Membership Sub-Committee (if any) or (if none) by the Management Committee, which shall, in its absolute discretion, decide whether to admit that candidate as a Member.

5.3 *Classes of Members*

5.3.1 There shall be the following classes of members for the Club:

Adult (Full Member)

Senior Junior (*aged 13-18) & Student in FTE

Younger Junior (*aged 6-12)

Hedgehog (*aged 5 and under)

**age as at 1st April*

Each class of membership shall be subject to the playing restrictions determined from time to time by the Playing sub-Committee (if any) or (if none) by the Management Committee

5.3.2 Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

All members shall be subject to these Rules and the Regulations of the Club and shall abide by the rules and regulations of the LTA and the relevant CLTA, from time to time in force.

5.4 *Subscriptions*

5.4.1 The entrance fee and annual and other subscriptions for each type of Member shall be determined from time to time by the Management Committee upon the recommendation of the Finance sub-Committee (if any).

5.4.2 If the Management committee shall reject the recommendation of the Finance sub-Committee, the Management Committee will not themselves determine different fees or subscriptions without first considering any revised recommendation the Finance sub-Committee may (within a reasonable time thereafter) wish to make.

5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.

5.4.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the entrance fee (if any) and his first annual subscription.

5.4.4 Any member whose entrance fee or subscription is not paid by 30th April (or such other date as the Management Committee shall decide) may be subject to an additional charge as determined by the Management Committee.

5.4.5 Any Member whose entrance fee or subscription is not paid by 31st May (or such other date as the Management Committee shall decide) shall be deemed to have resigned his membership of the Club.

6. Resignation

A Member may withdraw from membership of the Club 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.

7. Expulsion

7.1 The Management Committee shall have power to expel a Member when, in its opinion or in the opinion of the Membership sub-Committee, it would not be in the interests of the sport or of the Club for him to remain a Member.

7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Membership sub-Committee (or, if none, the Management Committee) at which his expulsion shall be considered together with written details of the complaint made against him.

7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Membership sub-Committee (or, if none the Management Committee) and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless this course has been

recommended by the Membership sub-Committee (if any) and at least two-thirds of the Management Committee then present vote in favour of his expulsion.

7.4 The Membership sub-Committee (or, if none) the Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

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 he has no right to the return of any part of his 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 Chairman;
- (b) the Vice-Chairman;
- (c) the Secretary;
- (d) the Treasurer;
- (e) and no more than 6 other Members elected annually at the Annual General Meeting

- 9.2 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.
- 9.3 Any person nominated as a member of the Management Committee must be a Full Member.
- 9.4 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.
- 9.5 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).
- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt a further Member or Members or any LTA recognised Coach or Coaches associated with the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 9.7 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.

9.8 Retiring members of the Management Committee may be re-elected.

9.9 A member of the Management Committee shall be deemed to have vacated office if:

- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (b) he is, or may be, suffering from mental disorder; or
- (c) he resigns his office by notice to the Club; or
- (d) he 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 his office be vacated; or
- (e) he is 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
- (f) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

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 Chairman and the 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 Secretary shall give all the members of the Management Committee not less than three days' notice of a meeting.

- 10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling or unable to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice-Chairman shall preside. If there is no Vice-Chairman or if he is unwilling to preside, or if he is 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 chairman 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 Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4.1 The Management Committee may from time to time appoint from among its number such sub-committees 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.
- 10.4.2 Without prejudice to the generality of the foregoing the Management Committee shall be entitled to authorise the establishment (and if necessary, the discontinuance) of the following standing sub-Committees:

10.4.2.1.1 The Finance sub-Committee which shall be Chaired by the Treasurer and which shall take primary responsibility for the financial affairs of the Club

10.4.2.1.2 The Membership sub-Committee which shall be chaired by the Secretary and which shall take primary responsibility for managing the membership of the Club

10.4.2.1.3 The Playing sub-Committee which shall be chaired by the Vice Chairman and which shall take primary responsibility for issues relating to the playing of tennis

10.4.2.1.4 The Chairman shall be (ex-officio) a member of each of these sub-Committees, which shall each consist of not less than three members of the Management Committee. A member of the Management committee may serve on more than one sub-Committee.

10.4.2.1.5 Each sub-Committee may co-opt a further Member or Members or any LTA recognised Coach or Coaches associated with the Club for such period as that sub-committee may determine. Co-opted members shall be entitled to vote at the meetings of the relevant sub- Committee.

10.5.1 The Management Committee shall have the authority to appoint from among the Members a Men's Captain and a Ladies' Captain of the Club on such terms as they may in their absolute discretion decide and shall also have power to remove any such appointee.

10.5.2 The Men's Captain and the Ladies Captain shall be entitled to attend and vote at meetings of the Playing Committee (if any).

10.6 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.

- 10.7 Every member of the Management Committee, employee or agent of the Club shall be indemnified by the Club and the Management Committee shall pay all costs, losses and expenses which any such member of the Management 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 Management Committee, employee or agent in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of his duties. The Management Committee may give to any member of the Management 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.
- 10.8 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 chairman 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 Chairman's report of the activities of the Club during the previous year;
 - (b) to receive and consider the Treasurer's report as to the financial position of the Club and the income and expenditure for the previous year
 - (c) to receive and consider the accounts of the Club for the penultimate year
 - (d) to remove and elect the independent person referred to in Rule 17.5 or confirm that he remain in office;
 - (e) to elect the Officers and other members of the Management Committee;
 - (f) to elect the President and Vice Presidents (if any);
 - (g) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
 - (h) 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 21 days of receipt by the Secretary of a requisition in writing signed by not less than ten Full Members stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedures at the annual and extraordinary general meetings

13.1 The Secretary shall send to each Member at his last known address (or e-mail to his last known e-mail address) written notice of the date of the general meeting together with the resolutions to be proposed at least 14 days before the meeting. The secretary shall also post this information on the Clubhouse Notice Board at least 14 days before the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be ten Full Members.

13.3 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his 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 chairman of the meeting.

13.4 Each Full 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.

13.5 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

13.6 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 add them to the court booking online and pay the appropriate fee.

14.2.1 The Member introducing a guest is responsible for the payment of any guest playing fees determined by the Playing sub-Committee (if any) or (if none) the Management Committee.

14.3 No one may be admitted as a guest on more than five occasions in any calendar year. Guests are only admitted with an Adult or Senior Junior Member.

15. 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 two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

16 Regulations and Standing Orders

- 16.1 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.
- 16.2 Notwithstanding anything in these Rules to the contrary, no regulation or standing order and no decision of the Management Committee shall be valid or enforceable if it seeks to prevent Members from wearing coloured tennis or other suitable sports clothing whilst on the club premises or any part thereof.

17 Finance

- 17.1 All moneys payable to the Club shall be received by the person authorised by the Finance sub-Committee (if any) or (if none) by the Management 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 by payment authorised as determined from time to time by the Finance sub-Committee (if any) or (if none) by the Management Committee. Any moneys not required for immediate use may be invested as the Finance sub-

Committee (if any) or (if none) as the Management Committee in its discretion thinks fit.

- 17.2 Subject to Rule 19.3, 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.
- 17.3 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.
- 17.4 The financial transactions of the Club shall be recorded in such manner as the Finance sub-Committee (if any) or (if none) the Management Committee thinks fit by the Treasurer.
- 17.5 Accounts of the financial affairs of the Club shall be prepared each year. A report on these accounts shall be prepared by an independent person. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

18. Borrowing

- 18.1 The Management Committee may borrow 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.
- 18.2 When so borrowing the Management 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.

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

19. Dissolution

19.1 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 present and voting.

19.2 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.

19.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed among the Members equally