



HERNE BAY LAWN TENNIS CLUB

RULES AND REGULATIONS-THE CONSTITUTION

1. **Name**

The Club first established in 1931, is called Herne Bay Lawn Tennis Club, hereafter referred to as the “Club” and shall be affiliated to the Lawn Tennis Association and Kent Lawn Tennis Association.

1.1 The Club is an Unincorporated Association.

2. **Objectives/Mission Statement**

2.1 *To promote the health benefits and enjoyment of the sport of tennis by providing safe, modern, fit for purpose facilities for club members and to give the opportunity for junior and adult beginners, returners to the sport and experienced players to become club members, to play and extend their tennis experience socially, with coaching and through competitive play.*

2.2 To maintain Club premises at Herne Bay Sports Hub, Parkland Road CT6 5DN and Club owned equipment for use by its members.

3. **Definitions**

“The Chairman” means the person elected annually at the Annual General Meeting to be the Chairman of the Club.

“The Vice Chairman means the person elected annually at the Annual General Meeting of the Club to deputise if the Chairman is unavailable.

“The Secretary” means the person elected annually at the Annual General Meeting to be the secretary of the Club.

“The Treasurer” means the person elected annually at the Annual General Meeting to be the treasurer of the Club

“The Club Captain” means the person elected annually at the Annual General Meeting who is responsible for organising the match program and Club tournaments.

“The Safeguarding Officer” means the person elected annually at the Annual General Meeting to be the safeguarding officer of the Club.

“The President” means the person elected annually at the Annual General Meeting to be the president of the Club.

“The Management Committee” means the committee elected to manage the Club.

“The Members” means the members admitted from time to time to membership of the Club.

“Kent LTA or Kent Tennis” means The Kent Lawn Tennis Association. – www.kenttennis.org.uk

“The LTA” means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and the Isle of Man) of National Tennis Centre, 100 Priory Lane, Roehampton, London. SW15 5SQ- www.lta.org.uk

“The LTA Rules” means the rules and regulations and disciplinary code in force by The LTA from time to time.

“The County Rules” means the rules and Constitution of Kent LTA in force from time to time.

“ClubSpark” means the online club management platform, provided free to LTA Registered Venues and Accredited Coaches.

“The Hub” means Herne Bay Sports Hub.

4. **Membership**

4.1 Membership of the Club shall be open to any person, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs on completion of the membership application process through the Club’s ClubSpark account, including payment of the relevant subscription as determined by the Management Committee and completing the Club’s GDPR requirement that they may be contacted from time to time.

4.2 Each Member agrees as a condition of membership:

- a) To be bound by and subject to the rules of the Club
- b) To be bound by and subject to the LTA and Kent LTA rules insofar as the same are relevant to the activities of the Club.
- c) To be contacted by the Club via email or post.

4.3 The Management Committee may terminate permanently the membership of any person who has been in breach of the Rules of the Club, the LTA rules or Kent LTA Rules.

4.4 There shall be the following classes of Members for the Club, described and kept current on the Clubs official website: www.hernebaytennis.co.uk

Full Member
Off Peak Member
Young Adult Member
Junior Member (under 18 years of age)
Over 80 Member (Over 80 years of age)
Light Member
Out of County Member

4.5 Only Adult Members (over 18 years of age) shall be entitled to receive notice of, attend and vote at General Meetings.

5. **The Management Committee**

A Committee consisting of the following officers shall manage the Club:

The Chairman
The Vice Chairman
The Secretary
The Treasurer
The Club Captain

The President (Non executive honorary role)

In addition no more than six (but not less than one) other Members elected annually at the Annual General Meeting one of whom must be one of the two Trustees to The Hub (and must be a Member of the Club).

5.1 The Safeguarding Officer may not be elected to the Committee, to avoid a conflict of interest, but may be required by the Committee or may ask to attend Management Committee Meetings from time to time.

5.2 Any person with a financial interest in the club may not be elected to but may be invited or may ask to attend the Management Committee Meetings from time to time in a non-executive capacity.

5.3 The Management Committee shall be elected at the Annual General Meeting each year, and subject to termination of office by resignation, removal or otherwise, the Members shall remain in office until they are re-elected or their successors are elected (as the case may be) at the Annual General Meeting following their re-election or election (as the case may be).

5.4 Management Committee Meetings shall be held as often as the Management Committee thinks fit and not less than six meetings each year.

5.5 Any Management Committee Member may call a Management Committee meeting by giving not less than 5 working days notice of the meeting (or such lesser notice as all the Management Committee members may agree) to the Management Committee Members.

5.6 Decisions of the Management Committee shall be made by a simple majority and in the event of equality of votes the Chairman or in his/her absence the Vice Chairman, shall have a casting or additional vote.

5.7 The quorum for the transaction of business at a Management Committee meeting shall be 50% of the Management Committee appointed at the time of the meeting.

5.8 The Management Committee may from time to time appoint from among its number or the Members of the Club such sub-committees as it considers necessary and may delegate to them such 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.

5.9 The Club agrees that each Member of the Management Committee will as a condition of election attend Management Committee Meetings either in person or remotely with exemption at the Committee's discretion, and be bound by and subject to the LTA and Kent LTA Rules.

5.10 The Club agrees that all visitors to the Club for the purpose of playing tennis shall so far as is reasonably practicable be required to accept and be bound by the LTA and Kent LTA Rules.

5.11 The Club agrees that all coaches and assistant coaches are accredited by the LTA and are bound by the LTA and Kent LTA rules and that only such accredited coaches may carry out coaching activities at the Club.

6. Annual General Meeting (AGM)

6.1 The Annual General Meeting of the Club shall be held no later than the end of November each year to transact the following business:

- a) To receive the Chairman's report of the activities of the Club for the previous year.
- b) To receive the accounts of the Club for the previous year and the Treasurer's report as to the financial position of the Club.
- c) To elect the Officers and other Members of the Management Committee.
- d) To elect two Club Members to The Hub Board of Trustees one of whom shall be a member of the Management Committee of the Club.
- e) To elect the Safeguarding Officer who must be a member of the Club.
- f) To decide on any resolution which may be duly submitted in accordance with rule 6.2 below.
- g) To deal with any other matters which the Management Committee desires to bring before the membership.
- h) To deal with any matters that the membership desires to bring before the Management Committee

6.2 Notice of any resolution proposed to be moved at the AGM shall be given in writing to the members not less than 14 days before the meeting.

6.3 No period greater than 15 months shall elapse between one AGM and the next.

7. Extraordinary General Meetings (EGM)

7.1 An Extraordinary General Meeting may be called at any time by the Management Committee or within 21 days of receipt by the Chairman of a requisition in writing or by personal email, signed by not less than 25% of the Membership stating the purposes for which the EGM is required and the resolutions proposed.

7.2 The Secretary shall send to each Member a notice of the date of the EGM together with the resolutions to be proposed, at least 14 days before the meeting.

7.3 Each 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 or in his/her absence the Vice Chairman of the meeting shall have a casting or additional vote.

8. Procedures at the Annual and Extraordinary General meetings

8.1 The Secretary shall send to each Member by email or post to his/her last known address, written notice of the date, time and place of the General Meeting together with the resolutions to be proposed 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.

8.2 The quorum for the Annual and Extraordinary General Meetings shall be 15 Members or one tenth of the Membership of the Club (whichever is the greater number).

8.3 The Chairman or in his/her absence the Vice Chairman shall preside at all meetings of the Club but if he/she is not present within 15 minutes after the time appointed for the meeting or has signified his/her inability to be present at the meeting, the Members present may choose one of the other Management Committee Members present to preside and if no other Management Committee Members is present or willing to preside the Members present may choose one of their number to be Chairman of the meeting.

8.4 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 Chairman of the meeting must adjourn it. When adjourning an Annual or Extraordinary General Meeting the Chairman 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 Management Committee Members. The Chairman 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 Club must give at least 7 days' notice to the

persons to whom notice of the Club's meeting is required. No business can be transacted at adjourned Annual or Extraordinary General Meetings that could not properly have been transacted at the Meeting if the adjournment had not taken place.

8.5 The Management Committee Members may attend and speak at Annual or Extraordinary General Meetings. The Chairman of the Meeting may permit other persons who are not Members to attend and speak at a Meeting.

8.6 A Management Committee Member, usually the Secretary, shall take minutes at Annual and Extraordinary General Meetings.

9. **Finances**

9.1 The income and property of the Club from wherever derived shall be applied solely in promoting the Club's mission.

9.2 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 shall be drawn from that account except by cheque or bank transfer signed by that authorised person. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

9.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, Management Committee Member, or Member of the Club and to any other person or persons for services rendered to the Club. The remuneration of such persons may take any form and may include any arrangements in connection with the payment of an allowance or gratuity, in respect of, that person.

9.4 The Club may pay any reasonable expenses that the Management Committee Members properly incur in connection with their attendance at meetings of the Management Committee or at Annual or other 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.

9.5 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer. Full accounts of the financial affairs of the Club shall be prepared each year and audited by the Treasurer.

10. Limitation of Liability

The Members' liability under the indemnities at Rule 9.4 is limited to the assets of the Club.

11. Dissolution

11.1 A resolution to dissolve the Club shall be proposed only at a General Meeting and shall be passed by a special resolution of the Members present and voting.

11.2 The dissolution shall take effect from the date of the resolution and the Management Committee Members shall be responsible for the winding-up of the assets and liabilities of the Club.

11.3 On winding up or dissolution of the Club, the buildings, tennis courts and surroundings shall be returned to the Hub.

11.4 Any assets remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club, shall not be paid to or distributed among the Members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies (a) the LTA for use in community related initiatives for the Game; (b) another registered community amateur sports club for the Game; or (c) a registered charitable organisation.

12. Alteration of the Constitution

This Constitution 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.

Adopted to the Club's Constitution at the Annual General Meeting of Herne Bay Lawn Tennis Club on 5th February 2021

