

**CARDIFF ATHLETIC CLUB**  
**LAWN TENNIS SECTION BYE-LAWS AND REGULATIONS**

**These Bye-Laws and Regulations are produced in accordance with Section 16 of the Cardiff Athletic Club Constitution and Rules.**

**1. Name**

The Lawn Tennis Section of Cardiff Athletic Club (CAC) is also known as Lisvane (CAC) Lawn Tennis Club ("the Club"), and is referred to hereafter as the Club.

The Club is a section of Cardiff Athletic 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 9 below;

"the Secretary" means the person elected from time to time to be the secretary of the club in accordance with Rule 9 below;

"the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9 below;

"the Membership Secretary" means the person elected from time to time to admit Members in accordance with Rule 5 below;

"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;

"Tennis Wales " means the governing body of tennis in Wales, affiliated to the Lawn Tennis Association;

"the Management Committee" means the committee of the Tennis Section appointed under Rule 9 below to manage the Club;

"the CAC Management Committee" means the Management Committee of Cardiff Athletic Club.

"the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5 below;

"the LTA Disciplinary Code" means the disciplinary code of the LTA in force from time to time:

"the Rules" means the rules of the Club as in force from time to time;

"the LTA Rules" means the rules of the LTA as in force from time to time.

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

2.3 In all instances of interpretation, the Constitution and Rules of the Club's parent body (Cardiff Athletic Club) shall take precedence over the bye-laws and regulations defined in this document.

**3. Objectives**

3.1 The objectives of the Club are:

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- (a) principally to provide facilities for lawn tennis and generally to promote, encourage and facilitate the playing of lawn tennis in the area of Lisvane, Thornhill, Llanishen and North Cardiff and amongst the community;
- (b) to provide and maintain Club premises at Cherry Orchard Rd, Lisvane, Cardiff and club-owned tennis equipment for the use of its Members;
- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability qualified coaches, tennis tournaments, social events, insurance, first aid, post-match refreshments;
- (d) to sell or supply food and/or drink as a social adjunct to the sporting purposes of the Club;
- (e) to affiliate to Tennis Wales (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of Tennis Wales 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 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) to make rules, policies, procedures and standing orders concerning the operation of the Club including regulations concerning disciplinary procedures that may be taken against the Members;
- (e) 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 Tennis Wales (as appropriate);
- (h) 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 as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

#### **4. Application of Surplus Funds - DELETED**

### **5. Membership**

#### *5.1 Eligibility for membership*

- 5.1.1 Persons of either sex are eligible for full membership of the Club. 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 excluding non-playing members and juniors 11 and under is limited to 300 due to current available facilities.

#### *5.2 Admission of Members*

Any person who wishes to become a Member must submit an application in such form as the CAC Management Committee shall decide.

#### *5.3 Conditions of membership*

5.3.1 Each member agrees as a condition of membership:

- (a) to be bound by the Constitution and Rules of Cardiff Athletic Club (CAC).
- (b) to be bound by and subject to these Rules (as in force from time to time);
- (c) to be bound by and subject to the LTA Rules and the Disciplinary Code.

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5.3.2 Rule 5.3.1 confers a benefit on the LTA and, subject to the remaining provisions of this Rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the Members do not intend that any term of these Rules, apart from Rule 5.3.1, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

5.3.3 The CAC Management Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this Rule in accordance with Rule 10 of the Constitution and Rules of Cardiff Athletic Club.

### 5.4 Classes of Members

5.4.1 There shall be the following classes of Members for the Club:

Membership Category	Category Criteria	Entitlements
Adult (Full Member)		Unrestricted play on courts as defined by the playing programme issued by the Management Committee
Over 65		As for Adult
Weekday		9.00 - 16.30 hrs, Monday to Friday and no Weekends
Student	Under 25 on 1 April	As senior playing
Junior – 11-17	17 or under on 1 September of the previous year	Open access to courts until 6pm No play on social' nights unless invited
School Yr 6 & below	10 or under on 1 September of the previous year	As above
Family	Applies to 2 adults and juniors or students living at the same address	Adult are classed as Full Members whereas juniors or students are bound by the category restrictions.

5.4.2 Only Full Members shall be entitled to receive notice of, attend and vote at general meetings of the Club. The other Members shall be entitled to all the other privileges of membership as defined by their membership category. 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 Tennis Wales, from time to time in force.

### 5.5 Subscriptions

5.5.1 The annual subscription for each type of Member shall be determined from time to time by the CAC Management Committee.

5.5.2-DELETED

5.5.3 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.

5.5.4 A Junior Member on reaching the age of eighteen shall become a senior playing Member and shall not be required to pay an entrance fee on attaining senior status.

5.5.5 Any Member whose subscription fee is not paid by April 15th shall be deemed to have resigned his membership of the Club.

5.5.6 No Member shall be eligible to play in Club Tournaments or for a Club Team if his or her subscription is outstanding.

5.5.7 The Management Committee shall have the right to reduce or waive payment of an entrance fee or subscription by any Member if, in their opinion, there is just reason for doing so.

5.5.8 No Member shall be eligible to enter the Wimbledon draw if his or her subscription is outstanding.

## **6. Resignation**

A Member may resign his membership in accordance with Rule 10 of the Cardiff Athletic Club Constitution and Rules.

## **7. Expulsion**

- 7.1 A member may be expelled in accordance with Rule 8 of the Cardiff Athletic Club Constitution and Rules if that Member is guilty of misconduct or otherwise acts in a manner deemed inconsistent with the interests of the Club such that the Club or the Game is brought into disrepute.

## **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 or of use of any of the Club's facilities..

## **9. The Management Committee**

- 9.1 The Club shall be managed by a Management Committee consisting of the following Officers:

- (a) Chairman
- (b) Secretary
- (c) Treasurer
- (d) Past Chairman
- (e) Vice Chairman (Chairman elect)
- (f) Men's Captain
- (g) Ladies' Team Captain
- (h) House & Grounds
- (i) Membership Secretary
- (j) Welfare Officer
- (k) no more than one other Member of the club.

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**

Each year elections shall be held for the following NINE positions on the Management Committee -

1. Secretary, 2. Treasurer, 3. Vice Chairman (Chairman Elect), 4. Mens Captain, 5. Ladies Team Captain, 6. House and Grounds (1 vacancy) 7. Membership Secretary 8. Welfare Officer 9. ONE other member of the club.

The post of Past Chair will automatically be filled by the retiring Chairman

The post of Chairman will automatically be filled by Vice Chairman (Chairman Elect)

The post of Cardiff Athletic Club Representative will automatically be filled by one of the two representatives on the Cardiff Athletic Committee.

- . Nominations shall be made in writing to the Secretary at least five days prior to the annual general meeting. These must state the person proposed to be nominated, the position for which that person has been nominated and the names of the proposer and seconder, who must also state "we confirm that we have obtained prior consent of the candidate". No Member may nominate more than one candidate for any one position.

- 9.3 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 LTA Rules and the 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.

- 9.4 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

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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.

9.5 Any person nominated as a member of the Management Committee must be a Full Member and shall have been a Full Member for a minimum of 2 consecutive years.

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

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

- (a) he resigns his office by notice to the Club; or
- (b) 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 Tennis Wales or the LTA; or
- (c) 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 five. The Chairman and the Secretary or any three members of the Management Committee 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 five days' notice of a meeting.

10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling 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, then the Past Chairman or Vice Chairman shall be chairman for that meeting. In the event that the Past Chairman or Vice Chairman are not present then 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 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.

10.5 The Management Committee shall be responsible for the management of the Club.

10.6 Every member of the Management Committee, shall be indemnified by Cardiff Athletic Club and the CAC Management Committee shall pay all costs, losses and expenses which any such member of the Management Committee may incur or for which he may become liable by reason of any act or thing done by him in good faith as such member of the Management Committee in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in discharge of his duties.

10.7 DELETED

### **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 (usually before the end of November) 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 a Financial Report as to the financial position of the Club;
- (c) to elect the Officers and other members of the Management Committee;
- (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
- (e) 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 Secretary not less than 14 days before the meeting.

11.3 No period greater than 15 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 30 Full Members or one fifth of the total Full Membership, whichever shall be the greater 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 Full Members at their last known address or by email should the Member's permission have been received, notice of the date of the general meeting together with the resolutions to be proposed at least 14 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 of the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 15 full voting 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. Purchase and Supply of Liquor**

Purchase for the Club and supply by the Club of intoxicating liquor must be in the absolute discretion of the CAC Management Committee.

## **15. Commission - DELETED**

## **16. Guests**

16.1 Any Member may introduce guests to the Club provided that it is no one whose application for membership has been declined or who has been expelled from the Club. Guests will be subject to

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the Rules of the Club and must be accompanied by a Member at all times. A Member introducing a playing guest shall be personally responsible for ensuring full payment of Visitors' Fees.

- 16.2 The Member introducing a guest 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.
- 16.3 No one may be admitted as a guest on more than three occasions in any year commencing 1<sup>st</sup> April.
- 16.4 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,

### **17. Opening of Club Premises**

The Clubhouse is open at such times as there is a key holder present or for such other periods as the Management Committee shall decide. The Club's facilities shall be available to the Member without discrimination.

### **18. Permitted Hours**

The permitted hours for the supply of intoxicating liquor and provision of regulated entertainment shall be as permitted by the Club's Club Premises Certificate as and when obtained.

### **19. Alteration of the Rules**

- 19.1 These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition. Any such changes shall only become operative once they have received approval from Cardiff Athletic Club Management Committee.
- 19.2 As soon as possible and in any case within 28 days after the making of any alteration or addition to these rules the Secretary must give written notice of the alteration or addition to the proper Licensing Authority if appropriate.

### **20. 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 well-being of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

### **21. 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 LTA Rules and the 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.

### **22. Finance**

- 22.1 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 shall be drawn from that account except by cheque signed in accordance with the Club's bank mandate, which shall be determined by the Management Committee, or via BACS transfer initiated by the Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 22.2 DELETED.
- 22.3 The Club may pay any reasonable expenses that members of the Management Committee



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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.

22.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.

22.5 DELETED

### **23. Borrowing**

23.1 The Management Committee may not borrow or incur indebtedness on behalf of the Club for the purposes of the Club. Any such required borrowing must be carried out by the Management Committee of Cardiff Athletic Club.

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

### **24 Property**

24.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees of Cardiff Athletic Club. They shall deal with the property as directed by resolution of their Management Committee following input from their Tennis Section representatives, and entry in the minute book shall be conclusive evidence of such a resolution.

### **25. Notices**

25.1 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.

25.2 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.

25.3 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.

25.4 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.

### **26. Dissolution - DELETED**

18 November 2019