



Littleover Tennis Club

Club Manual

Section 3 – Policies and Procedures

3.3.1 Club Constitution

1. The Club shall be called the 'Littleover Tennis Club'.
2. The purpose of the club shall be to provide members with facilities for tennis and social occasions.
3. 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.

Persons below the age of 18 may be elected as Junior Members without right to hold office or vote at general meetings.

Categories of membership shall be:

- a) Adult Membership for persons aged over 18 on 1st April: annual subscription of £100.00.
- b) Senior Citizen Membership (over 60 on 1st April): annual subscription £75.
- c) Student Membership (Over 18 on 1st April and in full time education): annual subscription £50.
- d) Junior Membership for persons under 18 on 1st April and not qualifying for Young Junior Membership: annual subscription £30.
- e) Young Junior Membership for persons attending primary education on 1st April: annual subscription £15
- f) Family Membership for 2 adults and up to 2 juniors who are children of the full members: annual subscription £180.
- g) Social Membership: annual subscription £5.
- h) Honorary Membership for persons previously playing members.

Only full members shall be entitled to receive notice of, attend and vote at general meetings. The other members shall be entitled to all other privileges of membership.

- 4) Any person who wishes to become a member must submit an application in such form as the Committee shall decide. The name and address of the proposed applicant, and age if under 18, shall be sent to the secretary on the form provided. Acceptance of the applicant shall then be decided by the Committee, whose sole responsibility it shall be to satisfy themselves as to the suitability of the applicant.
 - a) Each member agrees as a condition of membership:
 - i) to be bound by and subject to these rules and the rules and regulations of the relevant CLTA (as in force from time to time)
 - ii) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code
 - b) Rule 4)a 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 4)a should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to these rules.
 - c) The Committee may, subject to rule 7), 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.
- 5) Subscriptions are due on 1st April each year. Any member whose subscription has not been paid by 1st May shall cease to be a member of the club. If a satisfactory explanation be given subsequently to the Committee, he/she may, at its discretion, be re-admitted to membership upon payment of all arrears. Reduced subscriptions for members joining for a limited period may be applied at the discretion of the Committee.
- 6) Any member may resign his/her membership by giving the Secretary notice to this effect, providing that if notice is given after 1st April in any year, he/she shall be liable to pay the subscription due for that year.



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7) Any member shall cease to be a member of the club, if at any time, the Committee, so resolve, by a resolution passed by a majority of not less than two-thirds of the members present at the meeting, a quorum of which shall be six, and of which seven days notice shall be given, specifying the intention to propose the resolution; provided a copy of the notice and resolution shall be sent to the member concerned, notifying him or her of their right to attend the meeting at which the business is to be discussed.

8) Any person ceasing to be a member of the Club shall forfeit all right to any claims upon the Club, and its properties, except monies due on loan account.

9) The entire management of the Club shall be in the hands of the Committee and the Trustees. The Committee shall consist of:

The Chairman, the Secretary, the Treasurer, the Men's Captain, the Ladies' Captain and up to twelve members.

The club agrees that each member of the Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to the Club's Policies and Procedures, including 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.

10) If required, some activities of the Club may be controlled and organised by sub-committees. The Committee may select from its members an official to head such a sub-committee. The work of such a sub-committee will be reported to, and is subject to ratification by, the next meeting of the Committee. For example: A Junior Activities Committee would consist of a Junior Organiser and other members as required.

At the Annual General Meeting, all members of the Committee shall retire, but shall be eligible for re-election. Voting shall be by show of hands or ballot at the discretion of the Chairman. Each member present shall be entitled to vote for as many candidates as there are vacancies to be filled.

In the event of a vacancy occurring among the Officers or Committee Members after the Annual General Meeting, the elected Officers and Committee shall have the power to elect any member of the Club to fill the vacancy.

11) The Trustees of the Club shall be: Mrs. M. Lidsey, Mrs. K. MacArthur, Mr. D. Chilvers and Mr. J. Gould; and the property of the Club (other than cash which shall be under the control of the Treasurer), shall be vested in them to be dealt with by them as the Committee may from time to time decide by resolution (of which an entry in the Minute Book shall be conclusive evidence). The trustees shall be indemnified against risk and expense out of the Club property. The Trustees shall hold office until death or resignation or until removed from office by a resolution of the Committee who may, for any reason which may seem sufficient to a majority of those present and voting at any meeting of the Committee, remove any Trustee or Trustees from the office of Trustee. If by any reason of death, resignation or removal it shall appear necessary to the Committee that a new Trustee shall be appointed, or if the Committee shall deem it expedient to appoint an additional Trustee or Trustees, the Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination, the Secretary is hereby nominated as the person to appoint the new Trustees of the Club within the meaning of the Section 6 of the Trustees Act 1925; and he/she shall by deed duly appoint the person or persons so nominated by the Committee as new Trustee or Trustees and the provisions of the Trustees Act 1925 shall apply to such appointment.

12) The purchase of intoxicating liquor shall only be at such times covered by a special license, applied for by the Secretary and duly approved by the relevant authority.

13) The Annual General Meeting of the Club shall be held upon a date and time to be fixed by the Committee, not later than 31st March each year, for the following purposes:



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- a) To receive from the Committee a report, balance sheet and statement of accounts for the financial year ended 31st December of the previous year.
 - b) To elect the Officers and Committee of the Club, other than the Trustees, for the following year.
 - c) To deal with any other business, notice of which is given in the notice calling the meeting; also any relevant business at the discretion of the Chairman.
- 14) The Committee may at any time for any purpose call a Special General Meeting, and they shall do so forthwith upon the requisition in writing, of any ten members, stating the purpose for which the meeting is required.
- 15) Notice of any business to be discussed at the Annual General Meeting shall be submitted in writing to the Secretary, not later than the end of February. Seven days at least before the Annual General Meeting or a Special General Meeting, a notice of such meeting and of the business to be transacted shall be sent to every member.
- 16) At all General Meetings of the Club, a member of the Committee, elected by the meeting, shall take the chair if the Chairman is not present. The quorum at all General Meetings shall be twelve members, and at all Committee Meetings shall be six members.
- 17) Every member may introduce a maximum of three guests to the premises at any one time, for the use of the Club facilities. All visitors, including members of visiting teams, and guests, may be asked to sign the Visitors' Book.
- 18) These rules may be added to, or 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 be carried by a majority of at least two-thirds of the members voting thereon.
- 19) Whenever by these rules, a resolution of the Committee or a meeting of the Club is required, a copy of such resolution purporting to be signed by the Secretary of the Club and two members of the Committee shall be sufficient evidence that the same was duly passed.
- 20) If at any time, the Club in General Meeting, shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for a specified purpose 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 as shall be specified in such resolution and thereupon the Trustees shall, at the discretion of the Committee, make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Club, after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favour of such resolution.
- 21) If at any General Meeting, a resolution for the dissolution of the Club be passed by a majority of the members present and such resolution shall, at a Special General Meeting held not less than one month thereafter, at which not less than one half of the total membership of the Club shall be present, be confirmed by a resolution passed by a majority of two-thirds of members voting thereon, the Committee shall thereupon, or at such further date as shall be specified in the resolution, proceed to realise the property of the Club, and after the discharge of all liabilities shall divide the sum equally among all the Trustees, Officials and full members and upon completion of such division the Club shall be dissolved.
- 22) **Defined terms**
- a) "LTA" means the Lawn Tennis Association and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, from time to time;
 - b) "the CLTA" means the Derbyshire Tennis Association
 - c) "member" means a member of the club;
 - d) "LTA Rules" means the rules of the LTA as in force from time to time;
 - e) "LTA Disciplinary Code" means the disciplinary code of the LTA in force from time to time;
 - f) "Full member" means a member of the club who is over 18 on 1st April.