



**markland hill**

RACQUETS CLUB

# Bye-Laws



# Markland Hill Lawn Tennis Club Limited - Bye-Laws.

## 1. Bye-Laws

1.1. A copy of the Bye-Laws shall be affixed to the notice board in the clubhouse and shall be deemed to be notice of such Bye-Laws to members, and there shall be implied agreement to observe the same.

1.2. In these Bye-Laws, the Committee of the club is referred to as the General Committee, and the sub-committees are referred to by their abbreviated names, such as Tennis Committee.

1.3. Any amendments to the Bye-Laws of the Club must be proposed at either an Annual General Meeting or an Extraordinary Meeting where a 75% vote in favour, of those Full members present, is required to pass such amendments.

## 2. Constitution

The Club shall consist of categories of membership recommended from time to time by the General Committee and approved in general meeting.

## 3. General Committee

The Officers may consist of a President, Vice President, Chairman, Deputy Chairman, Secretary, Treasurer, and Advisers who shall be elected in General Meeting, save as mentioned in Bye-Law 3.2. All officials elected on to the General Committee will automatically become directors of Markland Hill Lawn Tennis Club Limited, and as such act in a manner compliant with Director's responsibilities.

3.1.1. It shall be the duty of the General Committee each year to propose nominations for the Officers. All such nominations must be Full Members of the Club. Any member of the club, other than junior members, may propose a nomination for any office other than Vice-President. Nominations, that must be seconded and in writing, must be lodged with the Secretary a minimum of 10 days prior to the Annual General Meeting.

3.1.2. The Club Chairman and Club Deputy Chairman shall be ex-officio members of all committees and sub-committees. Notices and minutes of all meetings of such committees and sub-committees shall be sent to them.

3.2. The management of the club shall be vested in a General Committee, consisting of not more than 14 members elected or nominated as defined below:

3.2.1. The President who shall serve for a term of three years and shall be elected in general meeting. The president shall be eligible for re-election for a second term, but no more.

3.2.2. The Chairman who shall serve for a term of two years and be elected at the Annual General Meeting. The Chairman shall be eligible for re-election. If for any reason, the Chairman is unable to perform his duties during their term of tenure, it shall fall to the Deputy Chairman to act as Chairman until the next Annual General Meeting, when proposals for the position of Chairman will be accepted and voted on.

3.2.3. The Deputy Chairman who shall be elected in general meeting and retire annually, but who shall usually serve as deputy for one year preceding Chairmanship and one year after Chairmanship.

3.2.4. The Treasurer and the Secretary shall serve for two years and be eligible for re-election.

3.2.5. One representative appointed by each of the Sports Annual General Meetings, who shall also serve on that Sports Committee, and one representative appointed by the Junior Chairman, who may be the Junior Chairman but not a junior member, at the first meeting following the Club's Annual General Meeting. Each of such representatives shall retire annually and be eligible for re-election.

3.2.6. Three members elected in general meeting one of whom shall retire each year by rotation and shall be eligible for re-election. Nominations shall be made to the Secretary at least 10 (ten) days in advance of the Annual General Meeting.

3.3. It shall be the duty of the General Committee each year to propose nominations for the posts of Chairman of the Bar, Social, Maintenance and Junior Committees each of whom shall be elected in Annual General Meeting, shall retire annually and be eligible for re-election. Any member of the club, other than junior members may also propose and second the nomination for any of the posts and such nomination must be lodged with the Secretary a minimum of 10 days prior to the Annual General Meeting. Not more than two members of the same family, living under the same roof, shall serve as elected or co-opted members of the General or of any one other committee.

3.4. The General Committee shall be responsible for policy, finance, co-ordination and control of all other committees and sub-committees, and the compliance of child protection requirements in force at any time about coaches whether on a contract or ad-hoc basis, and the authorization and scrutiny of all expenditure.

3.5. The General Committee shall have the power, inter alia:

3.5.1. To appoint and delegate powers to and to amalgamate and abolish sub-committees (except the Sports Committees) working parties and their chairmen and to determine their members and terms of reference.

3.5.2. To fulfill any casual vacancies among the officers, among its own elected members and among the members of all other committees and sub-committees, except the Sports Committees. Anyone so appointed to an office or position normally filled in general meeting shall serve only until the next Annual General Meeting and shall be eligible to stand for election at that meeting.

3.5.3. To limit from time to time, the number of members in any category.

3.5.4. To give a decision on any matter for which express provision is not made in these Bye-Laws.

3.6. A majority of the President, Vice-Presidents and Past Presidents for the time being or any twenty members, not including student, young members, of the club may by written notice to the Secretary require an Extraordinary General Meeting to be held within four weeks for the purpose of replacing the General Committee with a new committee and at such a meeting all the officers and sub-committee Chairmen, but not the Sports Committee Chairmen and elected members of the General Committee shall retire automatically but shall be eligible for re-election. The election to replace or re-appoint the officers, sub-committee, Chairmen and elected members would take place at the EGM, any nomination to be made by the General Committee or proposed and seconded by notice in writing to the Secretary at least 10 days in advance of the EGM.

3.7. The General Committee shall meet at least six times each year. There shall be a quorum of five for General Committee meetings.

3.7.1. A register of attendance at General Committee meetings shall be kept and minutes or notes of decisions taken by the General Committee shall be displayed on the notice board for such a period as the Honorary Secretary shall consider appropriate.

3.7.2. Minutes of General Committee meetings shall be sent to Past Presidents and Vice-Presidents.

3.8. Three Sports Committees, one each for Tennis, Squash and Badminton, consisting of not more than nine members, shall be elected by players of the relevant sport, at an Annual General Meeting of such members. One third of the members of each sports committee shall retire each year by rotation and shall be eligible for re-election. Nominations for vacancies on any sports committee must be lodged with the secretary of the committee or the Secretary at least 10 (ten) days before the section General Meeting. Each Sports Committee (1) shall elect its own Chairman and Honorary Secretary, who shall retire annually and shall be eligible for re-election, (2) may appoint additional officers and assistant officers from its own members.

3.8.1. The Tennis Committee shall be responsible for all matters in connection with playing tennis, including the arranging of and arrangements for matches, tournaments and similar events, the appointment of a match Secretary, selection and any other officers and sub-committees considered desirable. It shall also be responsible for organising and managing any Coaches and Coaching.

3.8.2. The Squash Committee in a like manner shall be responsible for all matters in connection with the playing of squash and be responsible for organising and managing any Coaches and Coaching.

3.8.3. The Badminton Committee in a like manner shall be responsible for all matters in connection with the playing of badminton and be responsible for organising and managing any Coaches and Coaching.

3.8.4. Sports Committees may augment themselves by co-option at their discretion for major events such as tournaments.

3.8.5. Dates for all matches, tournaments and special events of whatever sort must be submitted to the General Committee as much in advance as possible for approval, if necessary, by the General Committee, in order to avoid clashes with events of other sections of the club. After approval, such dates shall be displayed on the notice board.

3.9. All Committees and Sub-Committees, except the General Committee, shall be responsible for the day to day running of their own fields, within the policy and procedure laid down by the General Committee, but must not incur any unauthorised expenditure. Dates for special events shall be submitted first to the General Committee, and subsequently displayed on the notice board. The members of each sub-committee, except the Sports and General Committee, shall be appointed by the Chairman of that sub-committee.

3.9.1. All Chairmen shall be responsible for ensuring that the decisions, policy, and work of their own sub-committees are implemented, and that minutes, reports, budgets, and accounts are produced, as necessary.

#### **4. General Meetings**

4.1. The Annual General Meeting of the Club shall be held annually at least 35 days prior to the commencement of the next subscription year and upon a date and at a time to be fixed by the General Committee, for the following purposes:

4.1.1. To fix subscriptions and entry fees for the following year.

4.1.2. To elect Officers, Committee Members and Advisers.

4.1.3. To decide on any resolution which may be duly submitted to the meeting as prescribed below.

4.2. Nominations for elections to office at the Annual General Meeting shall be submitted to the Honorary Secretary a minimum of 10 days prior to the Annual General Meeting.

4.3. At least twenty-one days' notice shall be given of an Annual General Meeting, but an Extraordinary General Meeting may be convened within 14 days' notice, unless a Special Resolution is proposed when 21 days' notice must be given.

4.4. Any member desirous of moving any resolution at any General Meeting shall give written notice of the resolution to the Honorary Secretary a minimum of 10 days prior to that General Meeting.

4.5. The General Committee may at any time for any special purpose call an Extraordinary General Meeting and it shall do so immediately upon the requisition in writing of any 15 members other than student, young or junior members of the club stating the purpose for which the meeting is required.

4.6. The quorum at all Annual General Meetings shall consist of not less than twelve members present in person.

4.6.1. Only Full members of Markland Hill Lawn Tennis Club may vote at either the Annual or Extraordinary Meetings.

4.7. The President (if any) of the club shall preside as Chairman at every General Meeting of the Club. If there be no such President, or if at any meeting be not present within fifteen minutes after the time appointed for holding the meeting, or shall be unwilling to preside, the Chairman of the General Committee shall preside, or in their absence the members present shall choose a Vice-President or one of the Committee present to be Chairman. If no Vice-President or member of the Committee shall be present and willing to take the chair, the members present shall choose one of their members to be the Chairman.

4.8. The General Committee shall convene an Extraordinary General Meeting, no later than 6 (six) months after the financial year end, to present a Financial report, balance sheet and statement of accounts for the preceding financial year.

4.9. Under exceptional circumstances, determined by the General Committee, meetings will be allowed to be held virtually to include all the following: Annual General Meetings, Extraordinary General Meetings and General, Sports, Junior and Finance Meetings.

4.10. Under exceptional circumstances, determined by the General Committee, voting on resolutions at Annual General Meetings and Extraordinary Meetings, will be allowed by email if those meetings cannot be held with Members present.

## **5. Election of Members**

5.1. All applications for membership shall be submitted to the Office or the Honorary Secretary on the appropriate form.

5.2. The first 3 (three) months of membership in any category shall be considered a probationary period.

5.3. Any member of the Club other than a junior member may object to an application for membership, provided that the objection is made in writing and signed, and reasons are given and provided that the objection is received by the Honorary Secretary within one month after the application is first received. Any such objection shall be discussed by the General Committee which shall decide by majority vote.

5.4. If an application for membership is rejected the applicant shall be so informed. The applicant may not apply again for membership of the Club within six months after the date of the meeting at which the decision to reject the application is taken.

5.5. No applicant shall become a full member of the Club or of the company until he or she has paid all his or her dues to the Club and completed all the formalities laid down by the General Committee within any time limits from time to time laid down by the General Committee. Payment in full by the due date or agreement to pay the subscription over a period by Direct Debit both give the Full member the right to vote at General Meetings. However, defaulting on the payment plan automatically removes the Full member status and the attached voting right.

5.6. If the applicant does not accept the offer of membership by paying his or her dues to the Club and complying with any such formalities within the prescribed time limit, the offer of membership will lapse, and the applicant may not apply again within six months of the date when the offer lapses.

## **6. Registration of Members**

6.1. Every person who becomes a member of the club shall have his or her name entered on the register of the Company, and thereby become a member of the Company. The register of members shall show:

6.1.1. The name and address of the members

6.1.2. The date on which such person was entered in the register as a member.

6.1.3. The date such person ceased to be a member.

## **7. Categories of Membership**

7.1. All members shall be social members. Different subscriptions for playing membership are payable by those members who are eligible for the following categories of membership. Playing membership entitles the member to play all racquet sports and to use all the Club's facilities.

7.1.1. Full – Members who are over the age of 23 before the renewal date of May 1<sup>st</sup>. This category gives the Member the right to vote at General Meetings.

7.1.2. Young - Members who do attain the age of 23 before May 1st in the twelve month period for which the subscription is valid.

7.1.3. Student Living Away from Home - Members, domiciled in or near Bolton, who are away on a full-time residential student course, may make written application for Student Membership, giving details of their circumstances and duration of their course.

7.1.4. Junior 11 to 17 - Members who have attained the age of at least 11 and who do not attain the age of eighteen before May 1st in the twelve month period for which the subscription is valid.

7.1.5. Junior 5 to 11 - Members who attain the age of at least five or do not attain the age of eleven before May 1st in the twelve month period for which the subscription is valid.

7.1.6. Off Peak - This category of membership is no longer available after 1<sup>st</sup> May 2021 for new membership. Existing Off Peak members may continue to play any sport within the hours of 9:00am to 4:00pm Monday to Friday excepting Bank Holidays. Off peak members may attend their respective Committee and Annual General Meetings but have no voting rights.

7.1.7. Social - This entitles a member to use the Club's facilities including the bar and gym but does not allow the member to play any racquet sports without signing in and paying the appropriate visitors fee. As with all visitors the maximum number of visits allowed in one year to play sport is seven.

7.1.8. Family - This category is a playing category and is available for a family of 2 adult members plus up to a maximum of 3 children under 18, For the adults this is classed as a full membership and would give them full voting rights.

7.1.9. Trial - This is a playing category and allows the person to become a full playing member for a period of a maximum of 3 months. There are no voting rights to this category. A person can only ever take out 1 (one) Trial membership.

7.1.10. If a member, who attains the age of 18 (eighteen) or over before 1<sup>st</sup> May and wishes to pay a Full membership subscription, then they would be entitled to Full voting rights at a General Meeting.

## 7.2. Honorary Members

The General Committee at its absolute discretion shall have the power in exceptional circumstances to recommend to a General Meeting that certain members be elected Honorary Members in recognition of special service to the Club. This category allows the member full voting rights.

## 8. Subscriptions

8.1. Subscriptions shall be as recommended by the General Committee and as approved in General Meeting.

8.2. Fees, subscriptions, and charges shall be displayed on the notice board.

8.3. All payments become due on receipt of the subscriptions notice and be payable immediately.

8.4. Subscriptions shall be valid to the next renewal date which shall be May 1st in each year.

8.5. If the outstanding amount, including surcharge, has still not been paid within a further one month, the member concerned, at the discretion of the General Committee, shall be suspended from all the privileges of membership and a notice to this effect, showing his or her name, shall be displayed in the Clubhouse for such a period as shall be from time to time be determined by the General Committee.

## 9. Change of Category

9.1. Members wishing to change their category of membership shall notify in writing the Honorary Secretary before their renewal date, otherwise the category will remain as in the previous year.

9.2. If a change of category becomes necessary, beyond the members control, after the renewal date, the Honorary Secretary shall be notified, and an appropriate subscription be assessed.

## 10. Resignations

10.1. A member wishing to resign his or her membership must signify his or her intention in writing to the Honorary Secretary before the renewal date, or twenty-one days after the sending out of the subscription notice, whichever shall be the latter for the current year's subscription.

10.2. Any member who has set up a payment plan to settle their subscription by Direct Debit over a set period but then has defaulted will automatically lose the right to use the Club's facilities and if a Full member the right to vote at General Meetings.

## 11. Visitors

11.1. Members may introduce their friends to the Club as Visitors, they shall play upon the terms and conditions determined from time to time by the General Committee and displayed in the Clubhouse. Members who have friends, including children from the age of ten, staying with them, may introduce them as visitors for a limited period of a week or a month on the terms determined from time to time by the General Committee and displayed in the Clubhouse.

11.2. The host member shall be responsible for the visitor's fee, which shall be paid before playing. The names of house visitors not playing any sport must be entered in the visitor's book immediately on entering the club house in order to comply with the Licensing Acts.

## **12. Suspension of Members**

Any member willfully infringing any of these Bye-Laws or whose conduct in the opinion of the General Committee is considered objectionable shall, after the case of such a member has been considered at a meeting of the General Committee whose members have been given at least seven days' notice of the matter as special business, be liable to be suspended from all privileges of membership or expelled from membership. Such member shall be invited to the relevant part of that meeting to put his or her case. Such member shall be advised of the General Committee's decision within seven days, in writing.

## **13. Honorary Visiting Members**

Visitors who are introduced by members to the Club shall be Honorary Visiting Members of the club for the time being.

## **14. Dogs**

Dogs will not be allowed on the club premises.

## **15. Footwear**

No person will be allowed to play on the courts, indoor or outdoor, unless wearing appropriate sports shoes. No player shall wear shoes with black soles or shoes with a heavy sole pattern which are liable to mark the floor of the squash courts or the indoor courts. Only grit free indoor shoes shall be worn on the squash courts or the indoor courts.

## **16. Dress on Court**

Members shall comply with such rules stipulating or restricting the kind and colour of dress to be worn on court, including the squash courts and indoor courts, as shall from time to time be determined by the General Committee and displayed on the club notice board.

## **17. Bar**

17.1. The rules of the bar shall be displayed in the bar.

17.2. There may be admitted to the club premises persons other than members and their guests and intoxicating liquor may be sold or supplied to them by or on behalf of the club for consumption on the premises and not elsewhere. Such persons shall be as follows.

17.2.1. Persons who visit the club either as a member or an official of the visiting team or wife/husband thereof to play in or participate in any recognised league or cup match or competition in which the club officially participates, and supporters of any such team, providing that such supporters are members of the parent association, league, or club.

17.2.2. Persons attending pre-arranged functions, which have the approval of the General Committee of the club, provided that such approval is recorded in the minutes of a General Meeting.

17.2.3. A person invited to participate in any club sporting function having paid the appropriate entry fee and the wife/husband thereof.

## **18. Sale of the Club and the Land.**

18.1. If the Club and Land is sold and the Club is not re-located, the Full Members of the Club shall equally share the net proceeds of the sale. A Full Member is defined as at 7.1.1.

18.2. To propose the sale of the club and the land a Special Resolution must be submitted to the Members by the General Committee or by a Special Resolution proposed and seconded by a minimum of 15 (fifteen) Full Members.

18.3. The above Special Resolution must be presented to Members at an Extraordinary General Meeting for which 21 days' notice has been given.

18.4. To pass the Special Resolution a 75% majority of those Full Members present and eligible to vote must vote in favour of the proposal.

18.5. For the purpose of voting on the Sale of the Club and or the Land and sharing in the net proceeds a Full Member is defined as a person having paid Full Membership for a minimum of 5 (five) consecutive years, without any default, including the year of the proposed sale.

18.6. If the Club and the land is sold and the Club is not re-located, the proceeds will be distributed to qualifying "full members" net of any grants that have been provided to the club within the last two years and also any outstanding amounts of grants that have not had the conditions fulfilled on the date of the sale of the Club. These grants will be returned to the original body who provided the grant to the Club.