

MUCH HADHAM TENNIS CLUB CONSTITUTION AND RULES

1. Name

The Club established in 1949 is called Much Hadham Tennis Club ("**the Club**").

2. Definitions

2.1 "**the Chairman**" means the person appointed from time to time to be the chairman of the Club in accordance with rule 9;

"**the HLTA**" means Hertfordshire Lawn Tennis Association;

"**the Game**" means the game of tennis;

"**the Secretary**" means the person appointed from time to time to be the secretary of the Club in accordance with rule 9;

"**the Treasurer**" means the person appointed from time to time to be the treasurer of the Club in accordance with rule 9;

"**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;

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

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

"**the Committee**" means the committee appointed under rule 9 to manage the Club; and

"**the Members**" means the members of the Club admitted from time to time to membership of the Club in accordance with rule 5.

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3 Objects

3.1 The objects of the Club are:

3.1.1 principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the parish of Much Hadham and amongst the wider community;

3.1.2 to provide and maintain the courts at Much Hadham and club-owned tennis equipment for the use of its Members;

3.1.3 to provide other ordinary benefits of an amateur sports club as set out in Part 13, Chapter 9 of the Corporation Tax Act 2010 including without limitation provision of suitability qualified coaches, coaching courses and insurance;

3.1.4 to sell or supply food or drink as a social adjunct to the sporting purposes of the Club;

3.1.5 to take and retain a membership of the HLTA (and by doing so become and remain registered as an associate of the LTA) and to comply with and uphold

the rules and regulations of the HLTA as amended from time to time and the LTA Rules and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated;

- 3.1.6 to acquire, establish, own, 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;
- 3.1.7 subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, 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;
- 3.1.8. 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 HLTA (as appropriate);
- 3.1.9 to do all such other things as the 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

- 4.1 The Club is a non-profit making organisation. The income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club or third parties.
- 4.2 Nothing in rule 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 Committee (without the member being present) and are agreed with the Member on an arm's length basis.
- 4.3 No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

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 ("**Junior Members**") without the right to hold office or vote at general meetings.

5.2 Admission of Members

Any person who wishes to become a Member must submit a subscription form in such format as the Committee shall decide.

5.3 Conditions of membership

- 5.3.1 Each Member (of each class) agrees as a condition of membership:
 - (i) to be bound by and subject to these rules and the rules and regulations of the relevant HLTA (as in force from time to time);
 - (ii) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code; and

(iii) to be bound by and subject to the “Rules of the court” as determined by the Committee and set out in the Club’s annual newsletter.

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, 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.

5.3.3 The Committee may subject to rule 7 terminate the membership of any person, or impose any other sanction it determines to be appropriate, in connection with the breach of any condition of membership set out in these rules.

5.4 *Classes of Members*

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

Adult Member

Junior Member (being anyone under 18 or over 18 and in full time education)

Family Membership comprising two adults and any number of their children under 18 or over 18 and in full time education

There may be other classes of membership for the Club determined from time to time by the Committee.

5.4.2 Only adult Members and adults who are part of the family membership shall be entitled to receive notice of, attend and vote at general meetings. A Member other than an adult Member shall be entitled to all the privileges of membership relevant to his class of membership but shall not have the right to receive notice of, attend and vote at general meetings.

5.5 *Subscriptions*

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

5.5.2 The Members shall pay any annual subscription fees set by the Committee from time to time.

5.5.3 Any Member whose subscription is not paid by 1st July shall be deemed to have resigned his membership of the Club.

6. **Resignation**

A Member may withdraw from membership of the Club. 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 Subject to the remaining provisions of this rule, the Committee shall have power to refuse membership or expel a Member only for good and sufficient cause, such as conduct or character likely to bring the Club or the Game into disrepute.

7.2 A Member shall not be expelled, or an applicant refused membership, unless he is given 14 days' written notice of the meeting of the Committee at which his expulsion or refusal of membership shall be considered, and written details of the complaint made against him.

7.3 The Member (or an applicant refused membership) shall be given an opportunity to appear before the Committee to answer complaints made against him. The Member

must not be expelled unless at least two-thirds of the Committee then present vote in favour of his expulsion.

7.4 The Committee may exclude the Member, or an applicant refused membership, from the Club's courts until the meeting considering his expulsion or refusal of membership has been held. For the avoidance of doubt, the Member or an applicant refused membership shall be entitled to attend that meeting for the purpose of making his representations.

7.5 The Member or an applicant refused membership may appeal against the Committee's decision by notifying the Committee who shall put the matter to the Club's members in general meeting and decided by a majority vote of members present and voting at such meeting.

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.

9. The Management Committee

9.1 The Club shall be managed by a Committee consisting of:

- the Chairman
- the Secretary
- the Treasurer
- no more than 5 other Members elected annually at the annual general meeting to act as the Much Hadham Sports Association representatives and maintenance and fixtures officials and others as may be needed from time to time.

The members of the Committee may exercise all of the powers of the Club for the purposes of the management of the Club.

9.2 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 these rules, the rules and regulations of the relevant HLTA 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.

9.3 The members of the 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 members of the Committee specify, any such delegation may authorize further delegation of members' powers. The members of the Committee may revoke any delegation or alter its terms and conditions.

9.4 The Committee shall decide in its discretion how Members may be nominated to be members of the Committee and shall notify the Members accordingly.

9.5 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.

9.6 The 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).

9.7 In addition to the members elected or appointed in accordance with this rule 9, the

Committee may co-opt up to **5** further Members who shall serve until the next annual general meeting.

Co-opted members shall be entitled to vote at the meetings of the Committee.

- 9.8 The Committee may appoint any Member to fill any casual vacancy on the Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.9 Retiring members of the Committee may be re-elected.
- 9.10 A member of the Committee shall be deemed to have vacated office if
- 9.10.1 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - 9.10.2 a registered medical practitioner who is treating that person gives a written opinion to the Committee stating that that person has become physically or mentally incapable of acting as a member of the Committee and may remain so for more than three months; or
 - 9.10.3 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or
 - 9.10.4 he resigns his office by notice to the Club; or
 - 9.10.5 he shall without sufficient reason for more than three consecutive meetings of the Committee have been absent without permission of the Committee and the Committee resolves that his office be vacated; or
 - 9.10.6 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 HLTA or the LTA; or
 - 9.10.7 he is requested to resign by not less than two-thirds of the other Committee members acting together.
- 9.11 Any person accepting election or nomination to the Committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from the Committee. The Committee has the right to veto such an election if, in its opinion, it is not in the best interests of the Club.

10. Proceedings of the Management Committee

- 10.1 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than one meeting each year plus AGM. The quorum for such meetings shall be three. The Chairman and the Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than 5 days' notice of a meeting.
- 10.2 The Chairman shall be the chairman of the Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the 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 Secretary shall preside. If there is no Secretary 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 Committee present may appoint one of their number to be chairman of the meeting.
- 10.3 Decisions of the 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 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 Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 10.5 The 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 Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.6 Any member of the Committee may participate in a meeting of the 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 Committee shall decide each year to transact the following business, usually in December:
- 11.1.1 to receive the Chairman's report of the activities of the Club during the previous year;
- 11.1.2 to receive and consider the accounts of the Club for the previous year the auditor's report on the accounts and Treasurer's report as to the financial position of the Club;
- 11.1.3 to remove and elect the auditor or confirm that he remain in office;
- 11.1.4 to elect the members of the Committee;
- 11.1.5 to decide on any resolution which may be duly submitted in accordance with rule 11.2 below;
- 11.1.6 to deal with any other matters which the Committee desires to bring before the membership.
- 11.2 Notice of any resolution proposed to be moved at the AGM shall be given in writing to the Secretary not less than 14 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 Committee and shall be called within 14 days of receipt by the Secretary of a requisition in writing signed by not less 10 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/email address written notice of the date, time and place of the general meeting together with the resolutions to be proposed and, in the case of an annual general meeting, the names of the persons proposed to be elected as members of the Committee for the ensuing year 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 at the meeting.

- 13.2 The quorum for the annual and extraordinary general meetings shall be 6 Members. No business other than the appointment of the chairman of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum.
- 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 Committee present to preside and if no other member of the 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 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. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. 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 members of the Committee. 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 meetings is required to be given in accordance with rule 13.1. No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 13.5 Members of the Committee may attend and speak at annual or extraordinary general meetings, whether or not they are Members. The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- 13.6 Each adult 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.
- 13.7 No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chairman of the meeting.
- 13.8 The Secretary, or in his absence a member of the Committee, shall take minutes at regular, annual and extraordinary general meetings.

14. Guests

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 Committee.

15. Much Hadham Sports Association

The Club is a member of Much Hadham Sports Association ("MHSА") and has sole use of the land on which the tennis courts, tennis equipment and tennis facilities owned by the Club are located. In consideration of such use the Club shall pay annual membership fees to MHSА in such amounts as are determined by MHSА from time to time.

16. Alteration of the rules

On the recommendation of the Committee 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 the Members present and voting at the

general meeting, the notice of which contains particulars of the proposed alteration or addition. LTA Rules updates are adopted as recommended. Rules of the court are updated and incorporated in to the Club's annual newsletter.

17. Regulations and Standing Orders

The 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 provided that they shall not prejudice the Club's status as a Community Amateur Sports Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Committee.

18. 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 rules and regulations of the relevant HLTA, 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 HLTA can enforce any breach at its option and in its sole discretion.

19. Finance

- 19.1 All moneys payable to the Club shall be received by the person authorised by the 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 such electronic methods of payment considered to be secure methods signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.
- 19.2 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club. The remuneration of a member of the Committee, Member or employee of the Club or other person may take any form and may include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death or sickness or disability benefits to, or in respect of, that person.
- 19.3 The Club may pay any reasonable expenses that members of the Committee properly incur in connection with their attendance at meetings of the 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.
- 19.4 The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Treasurer.
- 19.5 The accounts prepared by the Treasurer shall be audited by an independent auditor every year. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

20. Borrowing

- 20.1 The Committee may borrow an amount 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.
- 20.2 The Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

21. Property

The property of the Club, other than cash at the bank, shall be vested in the Committee. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

22. Notices

- 22.1 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.
- 22.2 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.
- 22.3 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.
- 22.4 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.

23. Dissolution

- 23.1 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 the Members present and voting.
- 23.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 23.3 Any property 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 MHSA.