

# **The Purton Tennis Club Constitution**

## **(Updated November 2016)**

The following constitution and rules shall not be altered except at a general meeting after due notice and then only provided that two thirds of those present and voting are in favour.

### **1. Name and Object**

The club, founded on 20<sup>th</sup> February 1912, shall be named "Purton Tennis Club" and shall have for its objectives the provisions of lawn tennis, social and other facilities for its members.

### **2. Constitution**

The club is constituted by rules as a non-profit making members club. In no circumstances during the continuance of the club, nor after its dissolution, shall any assets or surplus funds be distributed to any member or any other person, nor to any organisation which is not itself either constituted as non-profit making or a charity.

### **3. Affiliation**

The club shall seek affiliation to the Lawn Tennis Association through the appropriate county lawn tennis association and shall adopt and conform to the rules of these organisations in so far as they can apply.

### **4. Classes of Member and Subscriptions**

#### **a.Classes of Member**

These shall be the following classes of member:-

- i. Full Senior Members – These shall be all persons over the age of 16 excepting Honorary Members and Non-Playing members.
- ii. Honorary Members – These shall be persons who are entitled to the full facilities of the club but who shall not pay a subscription. Honorary Members may be elected for a stipulated period at the AGM on the recommendation of the committee.
- iii. Non-Playing Members – These shall be persons who are entitled to the full facilities of the club except the use of the courts.
- iv. Social Members – These shall be persons who are entitled to the full facilities of the club but who are not eligible for selection in teams.
- v. Student Members – These shall be persons attending full time educational training for which the age bracket will be 16 -18.
- vi. Junior Members – These shall be persons up to the age of 16 and who are to observe at all times the club regulations for the junior section. Junior members may join during the year of their seventh birthday. Qualifications on age may be varied at the discretion of the committee. Juniors under 7 allowed under parental control.
- vii. Family Membership – Two senior members plus any number of juniors or students.

- viii. Social Family Membership – Two senior members plus and number of juniors or students who shall be entitled to the full facilities of the club but who are not eligible for selection.
- ix. Junior Parents Membership – Parents of members who shall play with junior members at the normal junior playing times.

#### **b. Subscriptions**

- 1) The club year will run from January 1<sup>st</sup> to December 31<sup>st</sup>. Subscriptions shall be reviewed annually at the Annual General Meeting. All subscriptions should be paid to the Membership Secretary by 31<sup>st</sup> January. New members joining the club after the 31<sup>st</sup> July will be asked to pay half the annual subscription for that year.
- 2) A member whose subscription is not paid by 1<sup>st</sup> February will not be entitled to the privileges of membership until fees have been paid, and if not paid by 1<sup>st</sup> March will cease to be a member. (Any re-elections will then be subject to normal procedure).
- 3) The subscription of a new member shall be paid with the membership application in which case it shall be re-paid if election to membership does not take place. Subscriptions are non-refundable except at the discretion of the committee.

#### **5. Accountancy**

Except for the purposes of subscriptions, the club's financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September and the accounts submitted to the Annual General Meeting shall be prepared accordingly.

#### **6. Election of New Members**

Honorary Membership (other than temporary in accordance with rule 10), including Honorary Life Membership, shall be strictly limited and at the discretion of the committee, by way of reward for special services to the club.

The committee shall have the power to limit the numbers of members in the respective classes if they consider this necessary and to refuse membership.

#### **7. Visitors and Temporary Members**

Visitors may be introduced by a member. Before a visitor plays the member introducing him must make an appropriate entry in the visitors' book and pay the current visitors' fee. Members are allowed one visitor only per session. The member will be held completely responsible for all actions of the visitor, who will be expected to conform at all times to the rules and regulations of the club whilst on club premises.

A non-player member may play, at the same fee as a visitor, but neither a visitor nor a non-playing member may play more than three times in any year except with the special permission of the committee.

Every member of a visiting match team shall be an Honorary Member for the day and every competitor in a tournament at the club (and in the case of a

competitor under the age of 18, his parent or guardian) shall be an Honorary Member for the period of the tournament.

In exceptional circumstances, temporary members may be admitted, at the discretion of the committee (or the Honorary Secretary or Treasurer and one other officer), upon payment of the appropriate membership fee.

## **8. Management**

The management of the club shall be in the entire control of a committee of up to fourteen members, including officers, who shall be ex-officio members of the committee and shall be a Chairman, Honorary Secretary, Honorary Treasurer, Men's and Ladies' Captains, Vice-Chairman, Membership Secretary and Junior Co-Ordinator. All shall be elected for the year at the annual general meeting except that the elected committee shall have power to fill any casual vacancy. The committee shall have power to decide any matter un-provided for by these rules and the current regulations. They shall meet at least six times in every year and additionally as circumstances may require. The quorum at a committee meeting shall be five and in the event of equality of voting the chairman shall have a casting vote. The committee may delegate any part of its duties to one or more sub-committees, which may be composed of any members of the club. The sub-committee must report back to the main committee for implementation or rejection. The initial selection committee MUST be attended by the two captains and the chair (or his representative) as the third selector.

## **9. General Meeting**

An annual general meeting shall be held each year between 15<sup>th</sup> October and 30<sup>th</sup> November inclusive. The Honorary Secretary shall notify all members of the date, time and location of the meeting not less than 28 days in advance, inviting them to make nominations for the officers and committee members to be elected at the meeting and to submit items they would like to be discussed at the meeting. These must be made in writing to reach the Honorary Secretary before a date specified in the notice. These will be considered by the committee who will draw up an agenda to be displayed on the club noticeboard not less than 14 days before the meeting and to be issued to all members attending the meeting.

The committee shall call an extraordinary general meeting at their discretion or within one month of receipt by the Honorary Secretary of a requisition signed by twenty senior members or, if the total senior membership is less than 100, by one fifth of the members, stating the business proposed to be transacted. At least seven days' notice shall be given.

The business of the annual general meeting shall be the confirmation of the minutes of the previous annual general meeting and of any subsequent extraordinary general meetings, the consideration of the committee's report and the Honorary Treasurer's accounts for the year, the election of officers and committee members for the ensuing year, review subscriptions, the

appointment of an Honorary Auditor and any items of which notice has been given and details included in the agenda. The business of an extraordinary general meeting shall be in accordance with the requisition under which it was summoned and the agenda issued. At any general meeting further business may be accepted at the discretion of the chairman provided that it does not call for an alteration or rules, the winding up of the club, the transfer of any of the club's assets, the borrowing of money or any expenditure not within the immediate financial resources of the club. At any general meeting no voting shall take place on any item of further business.

Every full Senior Member shall be entitled to be present and to speak at any general meeting and to vote there at. In the event of an equality of votes, the chairman shall have a casting vote. At any general meeting the quorum shall be one fifth of the members entitled to vote.

#### **10. Constitution and Rules**

A copy of the Constitution and Rules shall be prominently displayed at all times on the club noticeboard and all members shall be deemed conversant therewith.

#### **11. Dissolution**

The club shall be dissolved on passing of a resolution to that effect at a general meeting after due notice, by at least two thirds of those present and voting. Such a meeting shall appoint a committee to wind up the affairs of the club and shall give directions as the disposal of any assets within the scope of Rule 2.

## **Rules that can be changed by the elected Committee**

### **1. Discipline**

Members will conduct themselves in a correct manner on the courts at all times. Any member of the committee shall be empowered to rebuke any member he/she considers to be behaving in an incorrect manner. If the behaviour does not improve immediately the committee member shall be empowered to request the offending member to leave the courts.

### **2. Complaints**

In the case of any complaints relating to the club regulations, these shall be submitted to the secretary in writing. He/she shall call a committee meeting to consider the complaint, at which the plaintiff shall be invited to state his/her case. The decision of the committee shall be final.

### **3. Suspension or Expulsion**

The committee shall have power to terminate the membership of any member or visitor whom it considers guilty of a breach of these rules of misconduct or offensive behaviour to any other member, visitor or employee, whether on the club's premises or elsewhere. In such a case no subscriptions would be refunded.

### **4. Committee Members Roles**

At a committee meeting prior to the AGM the outgoing committee shall decide how many members shall be elected at the AGM (in compliance with rule 8) and which, if any, of the following optional posts shall be allocated.

Committee members other than officers may be allocated the following roles:-

President

Match Secretary

Friendly Match Secretary

Maintenance Officer

Social Secretary

Nominations for officers and other members of the committee shall be proposed and seconded by two senior members of the club with the consent of the nominee and submitted to the Honorary Secretary at least two weeks before the AGM. The Honorary Secretary shall make lists of such nominations together with the names of the proposers and seconders available to the members of the club. Should there be insufficient candidates for any post additional nominations for the post may be accepted at the AGM.

## **5. Committee Members to Declare Interest**

If a committee member has a vested interest in an item under discussion at a committee meeting, the committee member must inform the meeting of their interest.

## **6. Wimbledon Tickets Draw**

All paid up members who are over the age of 9 and British Tennis Members will be eligible to be put in the draw.

## **7. Summer Season**

Shall be from 1<sup>st</sup> April until 30<sup>th</sup> September. Club matches for the season shall be displayed on the notice board.

## **8. Playing Formats**

During the season at organised club sessions members will be expected to conform to the playing formats adopted by the club at that particular time whilst from October to March it is advisable to the club.

During the season at organised club sessions when other club members are waiting for a game then matches should consist of eight games only. Singles should not be played and players should mix in with those waiting wherever possible.

## **9. Shoes**

Shoes to be worn on court must be non-marking tennis shoes.

## **10. Use of Courts**

The club shall have the use of 4 courts at all times, and the fifth (Court 3) court can be booked. Play shall be allowed on every day of the week if the courts are in fit condition.

As a club member you are not expected to book Court 3 on a club night.

Juniors will be allowed use of the courts until 6.00pm on weekdays and at other times when not required by senior members.

No game other than tennis shall be played on the courts and all glass or other breakable items, bicycles, scooters, skateboards, roller skates, footballs, etc. which could damage the courts' surface are not to be taken into any of the courts.

## **11. Special Regulations for the use of Courts 4 and 5**

There must be no play during a funeral taking place at the cemetery. Any breach of this rule will result in severe disciplinary action.

All parking must be on the Red House site.

Players must not damage the fences or hedges around the courts.

Players must also take care when crossing the road and only use the recognised gates.

The courts are not to be used by juniors, unless they are supervised by a member of the club over the age of 16.

## **12. Injury, Loss of Property, etc.**

Members or visitors leaving unattended vehicles, rackets, clothing or other property at the club do so at their own risk and the club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

## **13. Stray Balls**

Members shall make every effort to avoid hitting tennis balls into neighbouring gardens or on to the Bowling Green **\*do not go to fetch them\***, as they will be returned in due course.

## **14. Last to Leave**

Make sure that the balls are collected after play and returned to the pavilion. See that the nets are lowered, the pavilion and toilets locked, lights switched off and the courts are left free from litter, etc.