

HERTFORD LAWN TENNIS CLUB

RULES

1. **Name**

The Club is called Hertford Lawn Tennis Club ("the Club").

2. **Definitions**

2.1 "the LTA") means Lawn Tennis Association and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis 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 CLTA" means Hertfordshire County Lawn Tennis Association;

"the Game" means the game of tennis;

"the President" means the person elected from time to time in accordance with Rule 11 to act as a non-executive, honorary representative of the Club and to provide advice to the Chairman and Committee.

"the Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.

"the Committee" means the committee appointed under Rule 9 to manage the Club;

"the Chairman" means the person elected from time to time in accordance with Rule 9 to lead and chair the Committee, to chair general meetings and oversee the management of the Club.

"the Secretary" means the person elected from time to time in accordance with Rule 9 to manage the administration of the Club and ensure that meetings are called in accordance with the Rules and that information and minutes are distributed on time;

"the Membership Secretary" means the person elected under Rule 9 to record membership information and collect subscriptions.

"the Facilities Representative" means the person elected under Rule 9 to manage the maintenance of the Clubhouse and courts.

"the Club Captain" means the person elected under Rule 9 to oversee the competitive activities of the Club and allocate a Team Captain to each team.

"the Treasurer" means the person elected from time to time in accordance with Rule 9 to manage the Club's accounts, financial planning and the promotion of financial control ;

"the "Head Coach" is responsible to the Committee for managing the Club's coaching programme.

"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

The objects of the Club are:

- (a) principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the area of Hertford and amongst the community;
- (b) to provide and maintain Club premises at Hartham Common 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 Part 13, Chapter 9 of the Corporation Tax Act 2010 including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments;
- (d) to sell or supply food or drink as a social adjunct to the sporting purposes of the Club;
- (e) to take and retain a membership of the CLTA (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 CLTA 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;
- (f) 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;
- (g) 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;
- (h) 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 CLTA (as appropriate);
- (i) to make donations or offer support to lawn tennis clubs which are charities or community amateur sports clubs; and
- (j) 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. Subject to Rule 23.3, the income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these Rules no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

4.2 Nothing in Clause 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 without the right to hold office or vote at general meetings.

5.1.3 The number of Members is unlimited.

5.2 Admission of Members

Any person who wishes to become a Member must submit an application in such form as the Committee shall decide. Every candidate for membership shall be considered by the Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

5.3 Conditions of membership

5.3.1 Each member (of each class) agrees as a condition of membership:

- (A) to be bound by and subject to these rules (as in force from time to time);
- (B) to be bound by and subject to the rules and regulations of the CLTA (as in force from time to time); and
- (C) to be bound by and subject to the LTA's Rules and the Disciplinary Code.

5.3.2 Rule 5.3.1 confers a benefit on the LTA and the CLTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA and the CLTA 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 Clause 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 this rule.

5.4 Classes of Members

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

- Adult Member-aged 18 or over
- Junior Member

5.4.2 Adult Members and Junior Members aged 16 and over shall be entitled to vote at general meetings. Junior Members aged under 16 shall be entitled to all the privileges of membership relevant to their class of membership, including the right to attend and speak at general meetings, but shall not have the right to vote at general meetings.

5.5 *Subscriptions*

5.5.1 The annual subscription for each type of Member shall be proposed annually by the Committee and approved by the Members at an AGM provided that the fees set do not preclude open membership of the Club.

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

5.5.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid his first annual subscription or the first instalment of that subscription..

5.5.4 Any Member whose subscription is in arrears by more than 2 months shall be deemed to have resigned his membership of the Club.

6. **Resignation**

A Member may withdraw from membership of the Club on one month's clear notice to the Club. Membership shall not be transferable to another person 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 unless he is given 14 days' written notice of the meeting of the Committee at which his expulsion shall be considered and written details of the complaint made against him.

7.3 The Member 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 from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

7.5 The Member 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 Committee**

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

(a) the Chairman

- (b) the Secretary
- (c) the Membership Secretary
- (d) the Facilities representative
- (e) the Club Captain
- (f) the Treasurer
- (g) the Head Coach
- (g) no more than 2 other Members elected annually at the annual general meeting.

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 Each member of the Committee must satisfy HMRC's fit and proper person test to be involved in the general control, management and administration of the Club and must declare that he is a fit and proper person prior to being elected.
- 9.3 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 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 CLTA and the Club can enforce any breach at its option and in its sole discretion.
- 9.4 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.
- 9.5 Following the announcement of an AGM (see para 13.1) the Secretary shall display a form on the notice board asking for candidates for committee posts to record their names and those of their seconders. Alternatively a candidate may be proposed at the AGM.
- 9.6 Any person nominated as a member of the Committee must be an Adult Member.
- 9.7 If there is only one candidate to fill any particular post, that candidate shall be declared elected unopposed for that particular post at the next annual general meeting. If there is more than one candidate for any particular post 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.
- 9.8 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).
- 9.9 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.
- 9.10 A member of the Committee shall be deemed to have vacated office if
 - (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or

- (b) 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
- (c) 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
- (d) he resigns his office by notice to the Club; or
- (e) he shall without sufficient reason for more than two consecutive meetings of the Committee have been absent without permission of the Committee and the Committee resolves that his office be vacated; or
- (f) he is suspended from holding office or from taking part in any activity relating to the administration or of the Club by a decision of the CLTA or the LTA; or
- (g) 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 Committee

- 10.1 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than 4 meetings each year. The quorum for such meetings shall be 5. The Chairman shall have discretion to call emergency meetings of the Committee if he considers it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than 7 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 post, or if the Chairman is unwilling to preside or is not present within fifteen minutes after the time appointed for the meeting, the Secretary shall preside. If the Secretary is unwilling to preside, or if he is not present within fifteen 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. Minutes of the Committee meetings will be displayed on the Club notice board and on the Club website, after having been agreed by the Committee members, within two weeks of the meeting. Any matters considered to be of an individual or of a sensitive nature will be redacted before display.
- 10.4 The Committee may from time to time appoint 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 The Trustees of the Club shall be appointed from time to time as necessary by the Club in general meeting

from among the Members who are willing to be so appointed. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the Committee or until a resolution removing him from office shall be passed at a general meeting by a majority comprising two-thirds of the Members present and voting.

- 10.7 All property of the Club including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, and for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Committee shall take steps to procure the appointment by the Club in general meeting of a new Trustee in his place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after the said appointment. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions.
- 10.8 The number of Trustees shall not be more than four or less than two.
- 10.9 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for liabilities properly incurred by them in the management of the affairs of the Club.

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:
- (a) to receive the Chairman's report of the activities of the Club during the previous year;
 - (b) to receive and consider the accounts of the Club for the previous year, the independent examiner's report on the accounts and the Treasurer's report as to the financial position of the Club;
 - (c) to remove and elect the independent examiner or confirm that he remain in office;
 - (d) to elect the members of the Committee and the President;
 - (e) to define the classes of Membership in detail
 - (f) to set subscription fees and the visitor fee
 - (g) to approve Honorary Life Memberships
 - (h) pre-approval of all individual items of expenditure in excess of £5000
 - (i) pre-approval for borrowing any sum of money
 - (j) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
 - (k) to deal with any other matters which the Committee or a Member desire 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 An AGM should be held annually in either September or October.

12. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 15 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 postal or email address notice of the date, time and place of the general meeting together with a copy of the latest accounts of the Club at least 21 days before the meeting. The Secretary will send to each member a final agenda for the general meeting, the resolutions to be proposed and the names of the persons to be elected as members of the Committee for the ensuing year at least 7 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 15 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 The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- 13.6 Each 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.
- 13.7 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 annual and extraordinary general meetings. A draft of these minutes should be displayed on the Club notice board and on the Club website within two weeks of each meeting. Any matters considered to be of an individual

or of a sensitive nature will be redacted before display. The minutes will be approved or amended at the following general meeting.

13.9 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

14. Guests

14.1 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, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

14.2 The Member introducing a guest and any person introduced as a guest of the Committee in accordance with Rule 14.1 must comply with the provisions of the Club regulations then in force..

14.3 No one may be admitted as a guest on more than three occasions in any calendar year.

15. Opening of Club premises

The Club is open for such other periods as the Committee shall decide. The Club's facilities shall be available to the Member without discrimination.

16. Alteration of the rules

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.

17. Regulations

The Committee shall have power to make, repeal and amend such regulations 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 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 CLTA, 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 CLTA 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 signed by two of the four signatories who shall be the Chairman, Secretary, Membership Secretary and Treasurer. Alternatively money may be paid from a bank account by

the Treasurer by means of an on-line payment provided that the Treasurer obtains the specific documented approval of one other signatory. 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 member or employee of the Club and to any other person or persons for services rendered to the Club .
- 19.3 The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Treasurer.
- 19.4 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly audited by the independent examiner. 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 only borrow money on behalf of the Club for the purposes of the Club with the sanction of a general meeting. .
- 20.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured (in particular by mortgage of or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club) the grant of such security must be approved by the Club at a general meeting.
- 20.3 The Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
- 20.4 The Trustees shall, at the discretion of the Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Committee may deem proper for giving security for such moneys and the interest payable thereon.

21. Property

- 21.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by resolution of the Committee and entry into the minutes shall be conclusive evidence of such a resolution.
- 21.2 The Trustees shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

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.

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 at least three-quarters 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 one or more of the following sporting or charitable bodies (i) the LTA for use in community related initiatives for the Game; (ii) another registered community amateur sports club for the Game; or (iii) a registered charitable organisation.