

ALNWICK TENNIS CLUB CONSTITUTION

1. Name

The Club, established in 1975, is called Alnwick Tennis Club ("the Club").

2. Definitions

- 2.1 "the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;
- "the NLTA" means Northumberland Lawn Tennis Association;
- "the Honorary Secretary" means the person elected from time to time to be the honorary secretary of the Club in accordance with Rule 9;
- "the Honorary Treasurer" means the person elected from time to time to be the honorary treasurer of the Club in accordance with Rule 9;
- "the LTA" means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen's Club, West Kensington, London W14 9EG;
- "the Officers" means the Chairman, the Honorary Secretary and the Honorary Treasurer;
- "the Management Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Members" means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 5;
- "the President" means the person elected from time to time to be the president of the Club in accordance with Rule 9;
- "the Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.5.

- 2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.

3. **Objects**

The objects of the Club are:

- (a) to promote, encourage and facilitate the playing of tennis in Alnwick and the surrounding area;
- (b) to encourage and support junior participation and competition;
- (c) to participate in league match play and friendly matches;
- (d) to affiliate to the NLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the NLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- (e) 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;
- (f) to make rules, regulations, byelaws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;
- (g) to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the NLTA (as appropriate) where so required by the Rules and Regulations of the LTA or the NLTA (as the case may be);
- (h) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be 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. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for lawn tennis, to the LTA for use in community related lawn tennis initiatives, or to a charitable organisation, on winding-up or dissolution of the Club.

5. **Membership**

5.1 *Eligibility for membership*

- 5.1.1 Persons of either sex are eligible for full membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin,

creed, colour, age, disability, sex, occupation, sexual organisation, religion, political or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

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.

5.2 *Admission of Members*

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management 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, which shall, in its absolute discretion, decide whether to admit that candidate as a Member

5.3 *Classes of Members*

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

Full Member

Non-Playing Member

Junior Member

Student

Only Full Members shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings.

5.4 *Subscriptions*

5.4.1 The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee provided that the Management Committee shall use its best endeavours to ensure that the fees set by it do not preclude membership of the Club.

5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.

5.4.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the entrance fee (if any) and his first annual subscription.

5.4.4 Any Member whose entrance fee or subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned his membership of the Club.

6. **Resignation**

A Member may withdraw from membership of the Club on one months clear notice to 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 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.
- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management 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 make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross-examine any witnesses on behalf of the member. The member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.

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.

The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9. The Management Committee

- 9.1 The Club shall be managed by a Management Committee consisting of:
- (a) the Chairman;
 - (b) the Honorary Secretary;
 - (c) the Honorary Treasurer;
 - (d) no more than 7 other Members elected annually at the annual general meeting.
- 9.2 The Management Committee shall decide how members may be nominated to be members of the Management Committee and shall notify members accordingly.
- 9.3 Any person nominated as a member of the Management Committee must be a Full Member.
- 9.4 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.
- 9.5 The Management 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).

- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to 2 further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 9.7 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.8 Retiring members of the Management Committee may be re-elected.
- 9.9 A member of the Management Committee shall be deemed to have vacated office if:
- (a) he is, or may be, suffering from mental disorder; or
 - (b) he resigns his office by notice to the Club; or
 - (c) he shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
 - (d) 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 NLTA or the LTA; or
 - (e) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.
- 10. Proceedings of the Management Committee**
- 10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 4 meetings each year. The quorum for such meetings shall be 4. The Chairman and the Honorary Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Honorary Secretary shall give all the members of the Management Committee not less than 7 days' notice of a meeting.
- 10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management 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 Honorary Secretary shall preside. In the event of an equality of votes the Chairman, or the acting chairman of that meeting, shall have a casting or additional vote.
- 10.3 The Management 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 Management Committee as the Management Committee may determine. All sub-committees

shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

- 10.4 The Management 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 Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- 10.5 Trustees shall be appointed, should the need arise, if the Club acquires tangible assets.
- 10.6 The number of Trustees shall not be more than four or less than two.
- 10.7 Every member of the Management Committee, employee or agent of the Club shall be indemnified by the Club and the Management Committee shall pay all costs, losses and expenses which any such member of the Management Committee, employee or agent may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith as such member of the Management Committee, employee or agent in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of his duties. The Management Committee may give to any member of the Management Committee, employee or agent of the Club who has incurred or may be about to incur any liability at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.
- 11. Annual general meeting**
- 11.1 The annual general meeting of the Club shall be held at such time as the Management 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 auditor's report on the accounts and the Honorary Treasurer's report as to the financial position of the Club;
 - (c) to elect the Officers and other members of the Management Committee;
 - (d) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
 - (e) to deal with any special matters which the Management Committee desires 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 Honorary Secretary not less than 28 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 Management Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than one tenth of the members aged 18 and over.

13. Procedures at the annual and extraordinary general meetings

- 13.1 The Honorary Secretary shall send to each Member at his last known address written notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.
- 13.2 The quorum for the annual and extraordinary general meetings shall be 6 Members or one-tenth of the membership of the Club (whichever is the greater number).
- 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 Management Committee present to preside and if no other member of the Management 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 Each Full 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.
- 13.5 The Honorary Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 13.6 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, 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 must enter the name and address of the guest together with his own name in a book, which must be kept on the Club's premises and pay a fee at a rate to be fixed from time to time by the Committee.
- 14.3 No one may be admitted as a guest on more than four occasions in any calendar year.

15. 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.

16. Regulations and Standing Orders

The Management 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 well being of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

17. Finance

- 17.1 All moneys payable to the Club shall be received by the person authorised by the Management 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 three signatories who shall be the Chairman, Honorary Secretary and Honorary Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 17.2 Subject to Rule 18.2, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 17.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.
- 17.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Honorary Treasurer.
- 17.5 Full accounts of the financial affairs of the Club shall be prepared each year. A report on these accounts shall be prepared by an independent person. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

18. Dissolution

- 18.1 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. The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

18.2 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed to the LTA for use in community related tennis initiatives, another community amateur sports club for lawn tennis or a charity.

Signed

Name RUTH OLDFIELD

Signature Ruth Oldfield

[Name and signature of chair of meeting]

Witnessed

Name

Address

Occupation

Signature

[Name, address, occupation and signature of witness]