

Barnet Lawn Tennis Club Club Rules and Constitution

Rules revised 2010
(To be approved AGM Sept 2010)

1. Name

The Club is called **Barnet Lawn Tennis Club**, located at Gloucester Road, New Barnet, Herts EN5 1RS.

2. Objects

The objects of the Club are:

- the provision of facilities for lawn tennis;
- to generally promote, encourage and facilitate the playing of lawn tennis in the area of Barnet for the benefit of the community;
- to provide and maintain Club premises for use of its members with enhancement and enjoyment of lawn tennis, social and other facilities;
- to sell or supply food or drink as a social adjunct to the sporting purposes of the Club;
- to affiliate to the County Lawn Tennis Association (CLTA) and by doing so affiliate to the LTA and to comply with and uphold the Rules and Regulations of the CLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- 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;
- to make rules and regulations concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the members;
- to do all such other things as the 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.

3. Application of Surplus Funds

The Club is a non profit-making, unincorporated members' club. 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 dissolution of the Club.

4. Membership

1. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, occupation, religion, political or other beliefs;
2. In the event of the membership being in excess of a number ensuring the comfort and convenience of existing members, the Committee shall have the power to restrict membership until such times as extended facilities are available;
3. 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 Membership Secretary, who 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;
4. Only adult members (defined as having reached 18 years of age at the date of the Annual General Meeting) 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. There shall be the following classes of member:
 - Full Adult – 24 years of age or over
 - Adult Weekday
 - Adult Weekday/Evening
 - Intermediate – 16 to 23 years of age
 - Student – 16 to 23 years of age (in full time education)
 - Junior B – 12 to 15 years of age
 - Junior A – 9 to 11 years of age
 - Mini Tennis – 5 to 8 years of age
 - Senior Citizen – 60 years of age or over
 - Social – Non-playing, any age (free to spouses of members and parents of juniors);
6. A joining fee for new members will be charged. This may be waived by the Committee in exceptional circumstances;
7. The entrance fee and annual subscription for each type of member shall be determined annually by the Committee, provided that the Committee shall use its best endeavours to ensure that the fees set by it do not preclude membership of the Club;
8. No candidate who has been elected a member shall be entitled to the privileges of membership until he/she has paid the entrance fee (if new) and his/her annual subscription;
9. Any member whose entrance fee or annual subscription is not paid by such date as the Committee shall decide each year, shall be deemed to have resigned his/her membership of the Club.
10. Any member reaching the age of 70 years (as at 31st March), who has been a full member for 10 years or more, will be granted Honorary membership from the start of the next membership year;
11. The committee may, at their discretion, nominate a member as having Honorary status in recognition of their contribution to the club;

5. Resignation

A member may withdraw from membership of the Club on 3 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.

6. Expulsion

1. The 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/her to remain a member;
2. A member shall not be expelled unless he/she is given 14 days' written notice of the meeting of the Committee at which his/her expulsion shall be considered and written details of the complaint made against him/her;
3. The member shall be given an opportunity to make written representations and/or to appear before the 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 Committee then present vote in favour of his/her expulsion;
4. The Committee may exclude the member from the Club's premises until the meeting considering his/her expulsion has been held.

7. 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/she has no right to the return of any part of his/her subscription. The Committee may refund an appropriate part of a resigning member's subscription if it considers it appropriate taking account of all the circumstances.

8. Visitors

1. Any member may introduce visitors 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 visitor;
2. The member introducing a visitor must enter the name and address of the visitor together with his own name in a book which must be kept on the Club's premises;
3. Visitors must pay a visitors fee as set by the Committee and the liability for fees will be the responsibility of the member introducing the visitor.
4. No one may be admitted as a visitor on more than four occasions in any calendar year.

9. The Committee

1. 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 (e.g. the Club Coach). The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members;
2. The Committee has the power to acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, medical and related social facilities;
3. The Committee has the power to employ and engage staff and others to provide services;
4. The Club will indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club, but only to the extent of its assets;
5. The Committee will have due regard to health and safety regulation and to the law on disability discrimination and child protection;
6. The Club shall be managed by a Committee consisting of the Chairman, Treasurer, Secretary, Membership Secretary, Ladies' Captain, Men's Captain, Bar Manager, Social Secretary, Maintenance Secretary, Social Tennis Secretary, Press & Publicity Officer, Child Protection Officer and Club Coach;
7. The Committee shall decide in its discretion how members may be nominated to be members of the Committee and shall notify the members accordingly;
8. Any person nominated as a member of the Committee must be an adult member, aged 18 years or above;
9. 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;
10. A Committee position may be shared by 2 members. However they will only be entitled to one vote and should alternate attendance at meetings;
11. 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 at the annual general meeting following their re-election or election;
12. In addition to the members elected or appointed in accordance with this Rule 9, the Committee may co-opt up to 3 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;
13. 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;
14. Retiring members of the Committee may be re-elected;
15. A member of the Committee shall be deemed to have vacated office if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting his/her case to the

- Committee with an appeal to the Club members, or is removed by the Club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.
16. The Committee will nominate a member to represent the club as Honorary President. This will be a non-elected position;

10. Proceedings of the Committee

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 6. 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 14 days' notice of a meeting;
2. The Chairman shall be the chairman of the Committee. Unless he/she is unwilling to do so, the Chairman shall preside at every meeting of the Committee at which he/she is present. But if there is no person holding that office, or if the Chairman is unwilling or unable to preside, the Treasurer shall preside. If there is no Treasurer or if he/she is unwilling or unable to preside, the members of the Committee present may appoint one of their number to be chairman of the meeting;
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;
4. The Committee may from time to time appoint from among the members 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;

11. Annual General Meeting

1. The annual general meeting of the Club shall be held at such time as the Committee shall decide each year and will cover the following :
 - 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 and the Treasurer's report as to the financial position of the Club;
 - c. to elect the officers and other members of the Committee;
 - d. to decide on any resolution which may be duly submitted in accordance with Rule 11.2;
 - e. to deal with any special matters which the Committee desires to bring before the membership.
2. No period greater than fifteen months shall elapse between one annual general meeting and the next.

12. Extraordinary General Meeting

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 30 members stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedures at the Annual and Extraordinary General Meetings

1. Each member will be notified of the date of the general meeting at least 28 days before the meeting, with notice of any resolution proposed to be moved at the general meeting to be given in writing to the Secretary not less than 14 days before the meeting;
2. The quorum for the annual and extraordinary general meetings shall be 20 members or one-tenth of the Adult membership of the Club (whichever is the greater number);

3. The Chairman shall preside at all meetings of the Club but if he/she is not present within 30 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the members present 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 may choose one of their number to be chairman of the meeting;
4. Each adult member (defined as having reached 18 years of age at the date of the Annual General Meeting) 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;
5. The Secretary, or in his/her absence a member of the Committee, shall take minutes at annual and extraordinary general meetings;
6. There shall be a right for a member to vote by written proxy. No person may represent more than one member.

14. Rules and Regulations

1. 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;
2. The Committee shall have power to make, repeal and amend such Regulations (such as court etiquette, clothing, court availability/priority) as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and any repeals or amendments to them shall have effect until set aside by the Committee;
3. A copy of these Rules and any Regulations made by the Committee shall be prominently displayed at all times on the Club notice board and all members shall be deemed to be conversant therewith.

15. Finance

1. The Committee has the power to take out any insurance for the Club, employees, contractors, players, visitors and third parties;
2. The Committee may raise funds by appeals, subscriptions, loans, grants and charges;
3. The Committee may make grants and loans and give guarantees and provide other benefits;
4. The Committee may set aside funds for special purposes or as reserves and invest funds in any lawful manner;
5. The Committee may open bank accounts and 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 three signatories who shall be the Chairman, Secretary, Treasurer or President. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.
6. Subject to Rule 18.3, 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;
7. 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;
8. The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Treasurer;
9. Full accounts of the financial affairs of the Club shall be prepared each year. A report on these accounts shall be prepared by an auditor or independent person. The accounts must be made available to every member when notice concerning the annual general meeting is given;
10. Except for the purpose of subscriptions the Club's financial year shall run from 1st May to 30th April and the accounts submitted to the annual general meeting shall be prepared accordingly.

16. Borrowing

1. The Committee may borrow a maximum total amount of £ 50,000 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.
2. When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit;
3. The Committee shall have no power to pledge the personal liability of any member for repayment of any sums so borrowed.

17. Leasehold and Licensing Act

1. Members shall comply with the terms of the lease between London Borough of Barnet and the Club, dated 24th September 2007;
2. Members shall comply with the licence granted by London Borough of Barnet in relation to the Licensing Act 2003 for the sale and consumption of alcohol at the Club premises.

18. Dissolution

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;
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;
3. Any assets 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.