



Southbank Tennis Club

Constitution and Rules

(Affiliated to the Lawn Tennis

Association)

Name

1. The name of the club to be 'Southbank Lawn Tennis Club'

Objects

2. (a) The club is formed to provide and maintain, tennis courts, a clubhouse and club-owned equipment for its members, and to promote, encourage and facilitate the playing of Lawn Tennis.

(b) To supply or sell refreshments to members, visitors and guests.

(c) To organise, or allow to be organised such social activities as may be decided by the Management Committee.

Laws of the Game

3. The game shall be played under the rules and laws of the Lawn Tennis Association, or as amended by any competition the club is playing in, or such regulations as the Management Committee may decide.

Membership

4. (a) The number of all categories of members may be limited at the discretion of the Management Committee.

(b) The club year shall commence on 1st April in each year.

(c) There shall be the following categories: -
 - (i) ADULT MEMBERS (including over 65's membership category) who shall have full rights of membership, except for those admitted to membership after 18th February 1992, who shall not

be able to vote at any General Meeting on any policy decision until they have had four consecutive paid up years of membership. Adult members shall be eighteen years of age or over at the commencement of the club year.

- (ii) STUDENT MEMBERS shall have the same rights and voting restrictions as adult members as mentioned in Para 4(c) (I) but shall be those who are eighteen years of age and in full time education at the commencement of the club year.
- (iii) JUNIOR MEMBERS shall have no voting rights but will be able to attend and to speak at any General Meeting and shall be under eighteen years of age at the commencement of the club year. Junior members may, at the discretion of the Management Committee, be restricted to use the courts at specific times, but the Management Committee may allow play at any time, by any Junior member who the Management Committee consider show promise of exceptional playing ability.
- (iv) PARENT AND CHILD MEMBERS shall have no voting rights but will be able to attend and speak at any General Meeting. Parent and Child members will be only be allowed to play tennis with their child/children. Parent and Child members may, at the discretion of the Management Committee, be restricted to use the courts at specific times.
- (v) ASSOCIATE MEMBERS shall be any other person who does not wish to play tennis on a regular basis but wishes to take part in any social activity of the club. The Management Committee shall from time to time decide on the number of times an Associate member may play before requiring the Associate member to apply for playing membership in categories (c) (i), (ii) (iii) or (iv) of this rule. Associate members shall have no voting rights but will be able to attend and speak at any General Meeting.

- (d) The CLUB PRESIDENT, VICE-PRESIDENTS and TRUSTEES shall be considered to be adult members for speaking and voting purposes at all General Meetings only. In all other respects they will be considered to be Associate members.
- (e) Every other member shall be allowed to introduce visitors subject to such regulations or bye-laws as shall be made from time to time by the Management Committee. Every visitor shall be the guest of and accompanied by the member introducing them and shall sign the visitor's book immediately on entering the club house.
- (f) (i) All candidates for playing membership [(c) (i), (ii) or (iii)] of the club shall complete an application form and send it, together with the appropriate subscription to the General Secretary. Persons of either sex are eligible for adult membership of the club provided they are at least 18 years old. The General Secretary shall post the application form on the notice board in the club house and it shall remain there for seven days. Any Adult or Student member may object in writing, to an application for membership. This objection shall be sent, not later than fourteen days after posting the application on the notice board, to the General Secretary. Any person who has objected to an application for membership shall be required to attend the Management Committee meeting considering the application, and the applicant for membership shall also be invited to attend the meeting. After hearing objections and any comments by the applicant the Management Committee shall vote on the matter and decide by simple majority whether or not to accept the application. No person shall be denied membership of the club on grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

- (ii) If an application is refused the subscription shall be returned and no further application from the candidate will be considered for twelve months.
- (iii) Whilst a candidate is waiting for their application to be considered they may take part in all club activities.
- (iv) The General Secretary shall supply all newly elected members with a copy of the club rules. A copy of the club rules shall, at all times be posted on the notice board in the club house.
- (v) Any member wishing to resign shall notify the General Secretary in writing before the commencement of the club year, otherwise he or she will be regarded as a member for the ensuing season. Any person on ceasing to be a member of the club for any reason whatsoever shall forfeit all rights to and claim upon the club, its property and funds.
- (vi) If at any time, two thirds of the Management Committee members shall be of the opinion that the interests of the club so require, they may by letter invite any member to resign from the club within a time specified in such a letter. In default of resignation the question of expulsion shall be submitted to an Extraordinary General Meeting to be held not later than three weeks after the date specified in the letter inviting the member to resign. The member whose expulsion is sought shall be notified of the meeting and the grounds on which the expulsion is sought. The member shall be allowed to offer any reason for not being expelled to the Extraordinary General Meeting verbally or in writing. If two thirds of the members present at the meeting and are entitled to vote, shall vote for expulsion, the member concerned shall thereupon cease to be a member of the club. The Management Committee shall if they feel it is desirable,

exclude the member whose expulsion is sought from the club house and grounds and any club teams until the Extraordinary General Meeting is held. In the case of both the Management Committee meeting and the Extraordinary General Meeting, voting shall be by ballot.

- (vii) Membership is open to all the community.

Management

- 5. (a) All assets of the club shall be vested in the Trustees.
- (b) The management of the club shall be vested in the Management Committee consisting of: -
 - (i) The officers of the club.
 - (ii) Not more than seven other members to be elected at the Annual General Meeting.
- (c) Six members shall form a quorum at any Management Committee meeting.
- (d) The Chairperson shall have a casting vote at all meetings of the Management Committee
- (e) The officers of the club shall consist of: -

Chairperson	Club Captain
Vice-Chairperson	Match and Tournament Secretary
General Secretary	Treasurer
- (f) The officers shall be elected at the Annual General Meeting. No member shall be eligible to be an officer or member of the Management

Committee until their fourth year of continuous membership of the club, unless invited by the Management Committee.

- (g) The Management Committee shall be elected by ballot if three or more members present at an Annual General Meeting should so demand.
- (h) The Management Committee shall have power to fill any vacancy that may arise until the next Annual General Meeting. The Management Committee may co-opt members or invite members to their meetings only for specific purposes.
- (i) Each Management Committee member or co-opted member shall have one vote on each motion before the meeting and the Chairperson of the meeting, shall in the cases of equality of votes have a second or casting vote. Invited members shall have no votes.
- (j) The Management Committee shall meet as and when required. Any five Management Committee members may require the General Secretary to call a Special Meeting of the Management Committee. The request shall be in writing and shall state the reason(s) for calling the Special Meeting which shall be held not later than fourteen days after the General Secretary has received the request.
- (k) The Management Committee may appoint sub-committees for any specific purpose but the decisions of any sub-committee must be approved by the Management Committee before being acted upon, unless specific powers to act have been given by the Management Committee upon the setting-up of the sub-committee(s).
- (l) The Chairperson, or in his/her absence the Vice-Chairperson, or some other member elected by the meeting shall preside at each Management Committee meeting.
- (m) On the courts, all authority shall be vested in the Club Captain or

Management Committee member on duty and if neither is present, on any Management Committee member present.

- (n) The Management Committee shall be empowered to: -
 - (i) Enforce rules and make regulations,
 - (ii) Suspend play on one or more courts if they so decide,
 - (iii) Organise competitions, matches and social events,
 - (iv) Fill the position on the Management Committee of any Management Committee member who has been absent from three consecutive meetings of the Management Committee and has not given to them reasons which they find acceptable for the absences. Always providing that the notice of a Management Committee meeting has been given,
 - (v) Decide upon any question or matter not expressly dealt with by these rules.
- (o) The Chairperson and Treasurer shall have joint power to waive or abate annual subscriptions of any member at their discretion.

General Meetings

6. (a) The Annual General Meeting shall be held at a time and place to be decided by the Management Committee, not later than the first day of March in each year. All classes of membership shall be entitled to receive at least fourteen days' notice of the meeting.

- (b) The business to be carried out at the Annual General Meeting shall be: -

- (i) To confirm the minutes of the last Annual General Meeting and any other General Meeting that have not been confirmed.
- (ii) To deal with matters arising from the meeting in (a) above that are not on the agenda for the Annual General Meeting.
- (iii) To receive the Honorary Treasurer's report.
- (iv) To receive the Club Captain's report.
- (v) To receive the Chairperson's report.
- (vi) To hear the President's remarks.
- (vii) To consider any amendments to the club Constitution and Rules and to accept or reject the amendments before any further business is dealt with.
- (viii) To elect the President and Vice-Presidents of the club.
- (ix) To elect the officers and Management Committee of the club in accordance with rule 5(b).
- (x) To elect team captains.
- (xi) To elect the Match and Tournament Committee this consists of the Club captain, the team captains and the Match and Tournament secretary.
- (xii) To appoint an Auditor who is not a Management Committee member.
- (xiii) To fix the rates of subscription for the forthcoming season.

- (xiv) To fix rates of discount (if any) and dates for the payment of subscriptions.
 - (xv) To decide on any proposition, other than a change of these rules, by a simple majority.
 - (xvi) To deal with any other matters that the Chairperson agrees to be dealt with.
- (c) The quorum from an Annual General Meeting shall be 25% of members voting rights.
- (d) An Extra-Ordinary General Meeting of members shall meet at such a time and place as the Management Committee may decide. The General Secretary shall send at least seven days' notice of such a meeting to all classes of membership and shall state shortly the objects for which the meeting is called. The quorum for an Extraordinary General Meeting shall be one third of members with voting rights.
- (e) A Special General Meeting of members must be called by the General Secretary at any time within fourteen days of receipt of a request to call a meeting signed by at least fifteen members of the club who have voting rights. The reasons for requiring the meeting must be given in the request. The quorum for a Special General Meeting shall be 50% of members with voting rights.
- (f) At the Annual General Meeting the President shall preside. In the absence of the President, the meeting shall be presided over by the Chairperson, an adult member of the club or a Trustee, providing that person shall be entitled to vote on policy decisions in accordance with rule 4(c) (i).

At Extraordinary and Special General meetings, the Chairperson, Adult

member or a Trustee shall preside providing that person shall be entitled to vote on policy decisions in accordance with rule 4 (c) (i).

- (g) There shall be no proxy voting at any meetings of the club
- (h) The Management Committee shall recommend to all the General and Special Meetings whether or not they consider the motion(s) to be policy decisions prior to the commencement of the meeting.
- (i) At all General Meetings the Chairperson of the meeting shall have a casting vote in the event of equality of voting.

Trophies

7. Any trophy owned by, or purchased in the future, or presented in the club shall be perpetual and no person shall win a trophy outright. The Management Committee at its discretion shall have the power to present a replica for any meritorious performance in tournaments organised by the club. Upon any trophy, the property of the club, being presented to a club member, such member may be called upon to give an indemnity in case of loss or damage to the trophy.

Dress

8. No member or visitor will be allowed to play on the courts unless regulation tennis clothes, which can be coloured or white, are worn. Suitable footwear shall be worn and the Management Committee member on duty shall have the sole discretion regarding the suitability of clothing and footwear worn.

Indemnity of Officers

9. (a) The members shall indemnify the Management Committee, officers and Trustees of the club against any liability incurred by them on behalf of the club or by reason of their holding office.
- (b) The club, its officers and Trustees accept no liability for any accident or injury or loss of property to members or visitors whilst on club premises, courts or grounds.

Gambling

10. The clubhouse shall not be used for gambling and the Management Committee shall have the power to prohibit any games, the playing of which would in their opinion be injurious to the interests of the club.

Accounts

- 11(a) The financial year of the club shall end on the 31st December.
- (b) All monies belonging to the club are to be paid into the club account(s) maintained by a local bank and/or building society.
- (c) Drawings on any current accounts must be authorised by any two of the following officials: -
- Chairperson, Vice-Chairperson, Honorary Treasurer, General Secretary or Club Captain.
- (d) Drawings on any deposit accounts must be authorised by two Trustees.
- (e) A copy of the final accounts for the financial year just ended shall be

produced at the Annual General Meeting and shall be suitably claused if not audited.

- (f) No capital expenditure exceeding £1000 shall be incurred without the consent of either the Annual General Meeting, an Extra-Ordinary General Meeting, a Special Meeting or the Trustees. If the club has loans outstanding guaranteed by guarantors, or private loans have been made by members, then the consent of at least 75% of these guarantors and/or private lenders shall be required in addition to consent of the meeting of members which consent to the capital expenditure.

Alterations to Constitution and Rules

- 12(a) Motions for any addition, deletion or amendment to the Constitution and Rules shall be made by at least two members who are adult members, Student members, the President or Trustees, and shall be sent to the General Secretary by the 15th January in any year. Any motion to add, delete or amend the Constitution and Rules being proposed by the Management Committee shall be made at a Management Committee meeting held not later than 31st January in each year. All motions shall be included on the agenda for the next Annual General Meeting and shall not be carried unless the quorum of members as defined in rule 6(c) is present and the motion is carried by at least two thirds of the members present at that meeting who are in favour of the motion(s).
- (b) In the absence of a quorum, the motions shall remain on the agenda and the General Secretary shall call an Extraordinary General Meeting in accordance with rule 6(d) to consider the motion(s).

Bye-Laws and Regulations

13. The Management Committee shall from time to time make, repeal and amend all such bye-laws and regulations (not consistent with these Rules) as they think expedient for the internal management, use of the courts, club house, grounds and wellbeing of the club. All such bye-laws and regulations shall be binding upon the members until repealed by the Management Committee or set aside by a resolution of a General or Special Meeting of the club. Always providing that bye-laws and regulations made by the Management Committee shall be posted for the information of members on the notice board in the club house.

Dissolution, Amalgamation, Sale or Transfer of Assets

14(a) If at any General or Special Meeting a resolution for the dissolution, amalgamation, sale, or transfer of assets, shall be passed by a majority of members present, and such a resolution shall at an Extraordinary General Meeting held not less than one month thereafter, at which not less than one half of the members eligible to vote be present, be confirmed by a resolution passed by a majority of two thirds of the members voting thereon, the Management Committee shall thereupon or at such future date as may be specified resolutions proceed to realise the property of the club in cases of dissolution or sale of assets or proceed with a scheme of amalgamation or transfer of assets. After the discharge of all liabilities, shall apply any surplus monies for approved sporting or charitable purposes in accordance with a scheme to be presented to members for approval at the two General Meetings mentioned in this rule. Upon completion of the division the club shall be dissolved. No meetings to discuss matters covered by this rule shall be held before 1st April 1996.

- (b) Any resolution under 14(a) above can only be made by members who have been paid up adult members for the previous ten years.
- (c) For the purpose of paragraph 14(b) above only, members shall include the President and the Trustees provided they have had ten years continuous paid-up adult membership.

Constitution and Rules

15. This Constitution and Rules are the rules of the club for the time being operative and all previous rules of whatever nature are hereby revoked.