

# **Sevenoaks L.T.C. Club Rules** 02/10

## **INTRODUCTION**

Reference is made in these Club Rules to Club Procedures which:

- define membership categories
- quantify subscription discounts and reductions and the conditions for their application.
- provide guidelines for the administration of Club activities.

These procedures are subject to amendment by the Committee where considered appropriate to satisfy the needs of the Club. Club Rules specify which procedural changes require the approval of an Annual General Meeting.

## **CLUB NAME**

1. The Club shall be called "The Sevenoaks Clarendon Lawn Tennis Club", with the "working title" of "Sevenoaks Lawn Tennis Club".

## **GENERAL**

2. The Club is constituted by these Rules as a Non-profit-making Members' Club open to all the community, with the objects of promoting Lawn Tennis and providing opportunities to participate in the sport.
3. No member shall make financial gain within the Club except as authorised by the Committee and then only if the activities involved clearly provide a benefit to the Club or its members.

## **CLUB RULES**

4. Permanent alterations to the Club Rules can be made, only by a majority ruling at an Annual General Meeting.
5. The Committee may make temporary changes to Club Rules. Such changes must be ratified or rejected at the next following Annual General Meeting.

## **MEMBERSHIP**

6. Different categories of membership are determined by the Committee and defined in Club Procedures with subscription rates for the different categories reflecting the different levels of usage of the facilities. Membership of the club is open to all applicants, without discrimination. Any changes that are introduced in the number or definition of categories shall be ratified or rejected at the next following Annual General Meeting. In accordance with bar licence requirements, the full name and address of each applicant for membership shall be displayed on the Club Notice Board for at least two days prior to his or her becoming a member.
7. At least one parent (or guardian) of a Junior Member is also required to join the Club as either a Playing or Non-playing Member and shall remain responsible for the conduct of that Junior Member at all times. The adult is also responsible for making the supervising adult aware of any special medical requirements, whenever the junior takes part in activities arranged at the club.
8. On introduction by an existing member and application to the Club Secretary a temporary member may be admitted to the Club for a maximum period of two months.
9. The Committee shall have the power to request the resignation of a member or to terminate membership. A visitor may be asked not to attend again.

## **SUBSCRIPTIONS AND ENTRANCE FEES**

10. Subscriptions and entrance fees and any discounts applying shall be reviewed annually by the Committee, which will recommend rates to apply from the following 1 April, for approval at the Annual General Meeting.
11. Annual subscriptions are due on 1 April. Membership will lapse in the event of non-payment by 1 July.
12. Anyone who allows their membership to lapse, may only be readmitted to the Club by re-applying for membership in the normal way, including payment of the entrance fee, except when rejoining within 3 years. Where personal circumstances so require, existing playing members may retain membership rights by reverting to non-playing membership. A subsequent return to playing membership will not incur payment of the entrance fee.
13. Reimbursement of a subscription will be made only in the event of resignation of a member due to moving away from the Sevenoaks area. The calculation of the amount due is prescribed in Club Procedures.

## **GUESTS**

14. A member may be accompanied by guest(s) on the payment of the prescribed visitors fee(s). On arrival, the guest's and member's names must be entered in the visitors book provided in the club house. The member shall be responsible for their guest(s) and no guest may attend more than four times during a playing season.

15. Members of visiting club teams shall be guests of the club for the day, the name of the club being entered in the visitors' book. No fee is payable. Similarly, no fee is payable for opponents in Kent LTA tournament matches.

## **COMMITTEE**

16. The general management of the affairs of the Club shall be under the exclusive control of the Committee, of whom five shall form a quorum, and the Chairman shall have a casting vote in addition to his ordinary vote.
17. The Committee shall consist of the Chairman, Secretary, Treasurer, Men's Captain, Ladies' Captain, Match Secretary and a maximum of six other members, all of whom shall be elected annually by Club members at the Annual General Meeting. However, the Ladies' and Men's Captains may decline to stand for the committee and their place filled by other members. The person responsible for the Club's child protection policy shall have the right of access to the Committee and shall advise the Committee accordingly when it is considered that changes are required to the child protection policy.

Election procedures at the AGM are as follows:

- a) Nominations for election and re-election to the Committee must be submitted to the Club Secretary at least 6 weeks prior to the AGM. Nominations for Officers must state the position sought.
  - b) When nominated Officers and/or Members are unopposed, the Meeting may be invited to elect or re-elect each group by a block vote.
  - c) When nominations for Officers or Members exceed the declared vacancies in either group, a secret ballot(s) shall be conducted. A ballot for Officers shall include the nominee(s) for a specified position and the existing incumbent. A ballot for Members shall include all nominees and all existing Members. Should equal votes be cast for two or more candidates, a show of hands will decide which of these is/are selected.
18. The Chairman shall not normally hold office for more than 4 consecutive years. However, the Committee may recommend that the Chairman stand for re-election provided a secret ballot of all Committee Members indicates that at least 80% supports this recommendation
  19. The Committee may appoint such sub-committees as it may deem necessary or expedient and may delegate to them such of the powers and duties of the Committee as they may determine. The Committee shall also have power to co-opt any person or persons to serve on any such sub-committee.
  20. The Committee shall have power to fill any casual vacancy, among the officers and the Committee, but any Officer or Member of the Committee so appointed shall hold office only until the next following Annual General Meeting and is then eligible for re-election.

## **BAR**

21. The purchase for the Club and the supply by the Club of intoxicating liquor and the management of the Club House bar shall be by the Bar Committee, which shall consist of three members of the Club each of whom shall be elected annually at the Annual General Meeting. All guests must be signed in, if alcohol is being consumed on the premises.
22. The club premises may not be hired out to non-members with the use of the bar facility.
23. Persons under 18 years are not permitted to consume or purchase intoxicating liquor.
24. Guests must be accompanied by members and may not purchase liquor.
25. Visitors to the club may not purchase or consume intoxicating liquor on the premises.

## **GENERAL MEETINGS**

26. A General Meeting shall be held annually without a lapse of more than fifteen months. A notice convening the AGM and stating the business to be done shall be sent to members by email, as well as by posting the notice on the club notice board at least fourteen days prior to the meeting. All matters for inclusion on the agenda of the AGM should be submitted to the secretary, in writing, six weeks before the date of the AGM. Any other matters raised at the AGM, will not be subject to a vote at the AGM, but referred to the committee who will be mandated to decide on the matter at a later date. All members of the Club other than those under 18 years of age on the date of the Meeting shall be entitled to attend and vote at all General Meetings of the Club.
27. A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall also be convened within 28 days on the requisition in writing of one-fifth of the members of the Club entitled to vote at General Meetings or 20 members whichever is the less. A requisition must state the purpose for which the meeting is required and be addressed to the Hon. Secretary.
28. Voting at General Meetings: Members not attending General Meetings of the club should be able to vote on matters proposed to General Meetings by specifying their vote on any proposal in writing by a simple statement of '*in favour*' or '*not in favour*'. Votes made in writing may be either: handed to the Secretary; or posted to the Secretary; or emailed to the Secretary. Votes cast in any one of these ways would have to arrive by 11.59pm on the date falling 4 days prior to the date scheduled for a General Meeting (for example: if the General Meeting is scheduled to take place on Saturday 7<sup>th</sup> November, members' votes must arrive by 23.59 on Tuesday 4<sup>th</sup> November). If multiple written votes are received from a member on the same proposal, then the Secretary will take the last written vote received prior to the deadline time as being the valid vote for that member on

that proposal. Votes cast in any one of these ways would be counted as if the member concerned was present at the meeting. Members attending the General Meeting having previously voted in writing on a proposal to be discussed at that meeting would have to notify the Chairman at the start of the meeting that they are attending the meeting in person and their written vote(s) would then automatically be disregarded. A member who had submitted a written vote and then failed to notify the Chairman of their attendance at the meeting before the relevant vote is taken would not be allowed to vote in person at the meeting and their written vote would be taken as their valid vote on the proposal. The member's vote cannot be altered by any other person and if sent by email may only be sent from an account registered with the club as that person's email account.

29. A vote at the AGM cannot increase the financial value of any proposal put to the meeting, but this does not take precedence over rule 16.

#### **PLAYING ARRANGEMENTS**

30. Periods of Club Play and other designated official playing periods shall be agreed at the Annual General Meeting.
31. Any members not participating during a designated period of Club Play shall give up their court immediately if it is required for the Club Play.
32. During Club Play a court shall be occupied by the same players for one tie-break set only.
33. Junior members shall have priority for courts as specified in Club Procedures. Adult members take precedence for courts as specified in Club Procedures.
34. Approved tennis shoes shall be worn for play on all courts (trainers are not acceptable). Recognised tennis attire shall also be worn.

#### **COACHING**

35. Professional coaching shall be conducted only by coaches approved by the Committee and in accordance with conditions specified in Club Procedures. The Committee retains the right to review and require a change to any aspect of coaching programmes and the way they are conducted.

#### **DISSOLUTION OF THE CLUB**

36. If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present, and such resolution shall at a Special General Meeting held not less than one month thereafter be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon the Committee shall thereupon or at such fixture date as shall be specified in such resolution, dispose of the assets of the Club to another Community Amateur Sports Club, a registered Charity or the Lawn Tennis Association.