

# LIMPSFIELD LAWN TENNIS CLUB

## RULES

### NAME

1 The Club shall be called THE LIMPSFIELD LAWN TENNIS CLUB.

### MANAGEMENT OF THE CLUB

#### Overall Management of the Club

2 (a) The overall management of the Club shall be vested in an Hon Treasurer and a Main Committee comprising not fewer than four and not more than six General Members, the Chairman of each Sports Section Committee (being Tennis, Squash and Racketball, Badminton and Table Tennis) and any invited or co-opted Members .

#### President and Vice-Presidents

(b) The Main Committee shall be empowered to elect a President and Vice-Presidents who having been elected shall hold office so long as they so desire and shall be eligible to serve on the Main Committee annually by invitation of the Main Committee.

#### Club Chairman and Vice-Chairman

(c) A Club Chairman and Vice-Chairman shall be elected by the Main Committee annually from among their number and shall be ex-officio Members of all Sports Section Committees and Sub-Committees.

#### Hon Treasurer

(d) The Hon Treasurer shall be elected at the Annual General Meeting and shall be ex-officio a Member of the Main Committee and all Sports Section Committees and Sub-Committees. Election as Hon Treasurer shall be for three years when the Hon Treasurer shall retire but shall be eligible for re-election.

#### Main Committee

(e) Except as herein provided the Main Committee shall have full power to manage the affairs of the Club in whatever ways it considers are in the interests of the Club including (but without prejudice to the generality of the foregoing) the employment of staff and delegation of responsibilities.

(f) At all Main Committee meetings five Committee Members shall be a quorum.

(g) General Members of the Main Committee, which shall include not less than one representative from each Section of the Club, shall be elected at the Annual General Meeting. Any two Members of the Club shall be at liberty to nominate a Member to serve on the Main Committee, having previously received the consent of such Member. The name of each Member so nominated shall be sent in writing to the Club Manager not less than seven days before the Annual General Meeting. Should the number of candidates nominated exceed the vacancies to be filled, balloting lists shall be issued containing the names of the candidates only and from these lists each Member present and having the right to vote may select names in number sufficient to fill the vacancies. If any candidates obtain an equal number of votes, the Main Committee shall select by lot the candidate or candidates who are to be General Members of the Main Committee.

(h) Vacancies occurring during the year may be filled at the discretion of the Main Committee. Such co-opted Members shall serve until the next Annual General Meeting and shall then be eligible for election.

(i) In case there should not be sufficient number of Members willing to serve on the Committee for the coming year at the Annual General Meeting, the Main Committee may fill the remaining vacancies on the same terms as if they had occurred during the year.

(j) At all Main Committee meetings, the following shall apply:

- (i) The Club Chairman, Vice Chairman, Hon Treasurer, the Chairmen of each Sports Section Committee, the General Members and all invited and co-opted Members shall have one vote each.
- (ii) The President, Vice-Presidents and the Club Manager shall not be entitled to vote.
- (iii) The Club Chairman shall have an additional casting vote.

#### Management Committee

(k) The day-to-day management of the Club shall be the responsibility of the Club Manager acting under the direction of the Management Committee. The Management Committee shall consist of the Club Chairman, Hon

Treasurer and one Member appointed by the Main Committee. At all meetings two Members shall be a quorum. The Management Committee shall be at liberty to co-opt any other Members of the Main Committee onto the Management Committee as it sees fit.

(l) The management of the Club shall be implemented as outlined in the Management Structure document. This will be reviewed by the Main Committee as and when necessary but in any event not less than every twelve months.

#### **Indemnity**

(m) The Hon Treasurer and every other Member of the Main Committee, Sports Section Committees and Sub-Committees and every employee of the Club shall be indemnified by the Club and the Club shall pay all costs, losses and expenses which any such person may incur or for which he may become liable by reason of any act or thing done by him in good faith as such Member of his respective committee or employee in accordance with his instructions from the Club Manager or the appropriate delegated person or otherwise in the discharge of his duties.

#### **TRUSTEES**

3 (a) All the property both real and personal of the Club shall be vested in the Custodian Trustees on trust for sale and they shall be appointed by the Managing Trustees.

The Management of the said property is to be in the hands of the Managing Trustees. The Managing Trustees shall be the Club Chairman, Hon Treasurer and any two Members of the Main Committee appointed by the Main Committee for that purpose.

(b) The Main Committee may from time to time borrow money for the purposes of the Club on such terms, at such rate of interest, on such security (if any), and generally in such manner as they shall think fit.

If any money shall be borrowed on security as aforesaid, the Custodian Trustees shall at the direction of the Managing Trustees make all such dispositions of the Club property or any part thereof and enter into such agreement in relation thereto as the Managing Trustees may deem proper for giving such security, but so that the Custodian Trustees shall not be required to incur any personal liability in respect thereof.

(c) All stocks and shares of the Club shall be registered on behalf of the Club in the name of the Hon Treasurer LLTC Account and the relative certificates lodged with the Club's bankers.

(d) 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.

#### **MEETINGS**

##### **Notification and Voting Rights**

4 (a) All Adult Members (being in a membership category aged 18 or over), Life and Honorary Life Members shall be entitled to be notified of any General Meeting and to speak at that meeting:

(b) All Adult Members (being in a membership category aged 18 or over), Life and Honorary Life but not social (otherwise known as Copper) Members shall be entitled to vote at any General Meeting at which they are present, each Member having one vote and in the case of joint Members and family Members where more than one adult aged 18 or over is present, all those adults shall be entitled to vote ("Voting Members").

(c) Subject to paragraph 19(d) no votes by proxy are permitted at any General Meeting.

(d) In the event of the number of votes on any resolution being even, the Club Chairman shall have an additional casting vote.

##### **Annual General Meeting**

5 (a) The Annual General Meeting shall be held in February or such other time as the Main Committee may decide, for the purpose of adopting the accounts, electing officers and general business. Notice of the Annual General Meeting shall be sent to all Members entitled to receive notice at least 14 days before the Meeting.

##### **General Meetings**

(b) At all General Meetings, twenty-five Members shall form a quorum.

##### **Special General Meetings**

- 6 (a) A Special General Meeting may be called by the Main Committee who shall give fourteen days' notice of the meeting and business to all Members entitled to receive notice and no other business shall be transacted at that meeting.
- (b) A Special General Meeting shall be called upon receipt by the Club Manager of a requisition signed by twenty Members whereupon the Club Manager within a period of twenty-eight days shall give fourteen days' notice of the business to all Members in writing and no other business shall be transacted at that meeting.

#### **BYE-LAWS**

- 7 The Main Committee shall have power to make bye-laws so long as they are consistent with the rules. Such bye-laws shall be posted on the notice board.

#### **SPORTS SECTIONS AND SUB-COMMITTEES**

- 8 Each Sports Section of the Club shall be permitted to form a Sports Section Committee with such Members as they think fit, all of which shall be elected annually at the Sports Section's Annual General Meeting. Each Sports Section Committee may co-opt Members on to that Committee as they consider appropriate. The Sports Section Committees shall be permitted to administer the day-to-day affairs of the sport played by that Section and each Sports Section Committee so formed may compile written regulations governing their own administration subject to the prior approval of the Main Committee.
- 9 The Main Committee may appoint and remove Members of Sub-Committees for special purposes. Members of such need not necessarily be Members of the Main Committee.
- 10 The Club Chairman, Club Vice-Chairman and Hon Treasurer attending meetings of any Sports Section or Sub-Committee of the Club in an ex officio capacity shall not be entitled to vote at those meetings.

#### **MEMBERSHIP AND SUBSCRIPTIONS, VISITORS AND GUESTS**

- 11 Any person desirous of joining the Club shall apply to the Club Manager. Applicants shall in every case be approved by the Management Committee and shall not be admitted to membership or be entitled to any of the privileges of membership without an interval of at least two days between their application for membership and their admission. The Club Manager shall have the discretion to waive the requirements for membership as provided for in this paragraph.
- 12 (a) The Entrance Fees and Annual Subscriptions and all other fees shall be decided by the Main Committee annually and the current fees will be displayed on the notice board in the Clubhouse.
- (b) Annual subscriptions shall be paid to the Club Manager on such dates and or on such terms as the Main Committee may decide. If a subscription is unpaid by the due date, the Club Manager shall write to remind the Member of the fact; at the end of one month the Club Manager shall write to inform the Member that if the subscription is not paid within seven days he or she shall cease to be a Member of the Club, and if the subscription is not so paid membership shall cease accordingly.
- (c) The Main Committee may recommend the election by the Club at a General Meeting of Honorary Life Members from time to time in exceptional circumstances or for outstanding services to the Club.
- 13 All visitors who attend the Club for the purpose of participating in one of the organised activities of the Club shall be automatically elected a Temporary Member for the day of their visit and there shall be no guest fee payable.
- 14 (a) Members may introduce guests socially on an occasional basis.
- (b) Guests playing a Club sport may be introduced provided they are accompanied by a Member, who in advance of the guest playing shall pay for each guest so introduced a fee and shall enter his or her name in a book kept for that purpose. No individual guest may be introduced on more than five occasions in any one year.
- 15 The Clergy of the Parish of St Peter's Limpsfield and their spouses and children shall be eligible for election as Members of the Club without payment of entrance fee or subscription.
- 16 If in the opinion of the Main Committee a Member has been guilty of conduct detrimental to the interest of the Club or unbecoming a Member of the Club, the Main Committee may (1) suspend the Member from the Club for such period as the Main Committee may determine and/or (2) recommend the Member to resign. If the Member does not then resign, his/her Membership may be terminated by the Main Committee.

## **GENERAL**

- 17 These rules may be altered only at a General Meeting. Notice of any proposed alteration must be sent to the Club Manager in writing signed by at least twenty Members following which the Club Manager shall place the proposal on the agenda for the next Annual General Meeting unless required otherwise in accordance with Rule 6(b). Such proposal must be received by the Club Manager 28 days before the Annual General Meeting. No alteration to the Rules shall be made except it be passed by two-thirds majority of Members present and voting in General Meeting.
- 18 The financial year shall end on 30th September or such other date as the Main Committee shall decide.
- 19 (a) The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to Members on winding up or dissolution of the Club.
- (b) A resolution to wind up or dissolve the Club may only be proposed at a General Meeting on not less than six weeks' notice.
- (c) The notice convening such meeting shall give brief details of the relevant facts and the Main Committee's recommendation.
- (d) In order to be carried, three quarters of all Voting Members must vote in favour of the resolution. Proxy votes shall be accepted on such a resolution provided that they are received by the Club Manager not less than 48 hours before the meeting is due to take place.
- (e) In the event of a distribution to Members on a winding up or dissolution of the Club, payment shall be distributed to all current Members who, at the date of the notice convening the meeting, had paid their subscriptions up to date, the distribution being made in proportion to that year's Annual Subscription.
- 20 A notice or any other Club communication may be sent by the Club to any Member, either personally or by sending it through the post or, if a Member has given the Club his e-mail address, by e-mail to the last e-mail address which he has given to the Club unless he has notified the Club in writing, not less than 10 days before any notice is due to be served on him, that he is not content to receive either that notice or notices generally by e-mail.
- 21 Any notice or other Club communication,  
(a) if sent by post, shall be deemed to have been received on the second working day following it being posted if sent by first class post and on the fifth working day if sent by second class post, and  
(b) if sent by e-mail shall be deemed to have been received on the next working day after it was sent.
- 22 The Club requires each Member to provide their name, date of birth, address, telephone number and email address. The email address need only be supplied if the Member is prepared to allow the Club to use it to communicate with him or her. Every effort will be made to ensure confidentiality of a Member's personal information and the Club will not pass on any of this information to a third party without obtaining the Member's permission.
- 23 (a) It is a condition of membership of the Club that every Member consents to the holding of such information by the Club Manager on behalf of the Club as the Member has provided to the Club  
(b) A Member has the right to ask the Club Manager for a copy of the information held about that Member and which is subject to the Data Protection Act 1998 and to correct any inaccuracies in that information.

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