

RULES OF THE ALBERT LAWN TENNIS CLUB.

1. NAME

The Club established in 1922 shall be called the "Albert Lawn Tennis Club".

2. OBJECTS

The object of the Club is to provide facilities for, and to promote and encourage participation in, the game of lawn tennis under the laws of lawn tennis for the time being recognised by the Lawn Tennis Association (LTA) and also partake in any other recreation as may be permitted by the Management Committee and according to the rules of the appropriate governing bodies.

To take and retain a membership of the County Lawn Tennis Association (CLTA) and by doing so become and remain registered as an associate of the LTA and to comply with and uphold the Rules and Regulations of the CLTA as amended from time to time and the LTA RULES and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated.

Subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to make rules, regulations, bye laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against members.

To do all such things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or as are otherwise incidental or conducive to the attainment of all or any part of the objects stated in this rule.

3. CONSTITUTION.

The Club is constituted by these rules as a non-profit making Members' Club. Any profit arising from the activities of the Club shall only be used for the benefit of the Club as a whole.

4. CLASSES OF MEMBERS.

The Club shall consist of the following classifications of members:-

a. Full Playing Members.

b. Family Members.

Family membership shall consist of two Full Playing members (husband/ wife/ partner) who reside at the same address.

c. Senior Playing Members

Members aged 70 or over on the 1st April with 25 years continuous membership shall have the benefit of a 50% reduction in the full playing members' subscription.

d. Country Members.

No person shall be eligible for Country membership whilst residing or working within a radius of 15 miles of the Club's premises.

e. Countrywide Members

No person shall be eligible for Countrywide membership whilst living or working within a radius of 25 miles of the Club's premises.

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4. CLASSES OF MEMBERS(Cont.)

f. Day Time Members.

Day time members shall be eligible to use all the Club's facilities except that they are only permitted to play tennis from Monday to Friday until 5.00pm.

g. Associate Members.

Associate members shall be eligible to use all the Club's facilities except that their court allocation and times of play shall be determined by the Management Committee.

Associate Membership is designed to encourage members to improve the standard of their tennis.

h. Beginners.

Beginners shall be eligible to use all the Club's facilities except that their court allocation and times of play shall be determined by the Management Committee.

i. Junior Membership (U-18).

Junior members (U-18) shall consist of persons who are aged 17 or under on the 1st April.

j. Junior Membership (U-11).

Junior members (U-11) shall consist of persons who are aged 10 or under on the 1st April.

k. Social Members.

Social members shall be eligible to use all the Club's facilities except that they are not eligible to play tennis.

l. Honorary Members

Honorary Members shall have all the privileges of full playing members.

m. Life Members

At the discretion of the Management Committee and on payment of a lump sum to be determined by that Committee, life members may be elected who will have all the privileges of full playing members without the payment of further subscription.

5. ELECTION OF MEMBERS.

a. Membership of the Club shall be open to everyone interested in the sport of lawn tennis on application regardless of sex, age, disability, ethnicity, sexual orientation, religion or other beliefs. However limitation of membership according to the available facilities is allowable on a non-discriminatory basis.

b. The Management Committee may refuse membership, or remove it, only for a good cause such as conduct or character likely to bring the Club or sport into disrepute.

Persons applying for membership must do so on the form approved by the Management Committee. The Management Committee will then consider the application. Admission or rejection is to be decided on a majority vote of the members present at the meeting.

c. Honorary Life Membership may be approved by the Club at a general meeting in recognition of a member's outstanding service to the Club.

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5. ELECTION OF MEMBERS (Cont.)

- d. Each member of each category agrees as a condition of membership to be bound by and subject to these rules and bye-laws and the rules and regulations of the relevant CLTA as in force from time to time and to be bound by and subject to the LTA Rules and the LTA Disciplinary Code.
- e. Rule 5d confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts(Rights of Third Parties)Act 1999 For the avoidance of doubt, the members do not intend that any term of these rules, apart from Rule 5d should be enforceable , by virtue of the Contracts(Rights of Third Parties)Act 1999, by any person who is not a party to these rules.

6. ENTRANCE FEES.

Any Entrance fees shall be determined by the Management Committee.

7. ANNUAL SUBSCRIPTION.

Annual subscriptions shall be determined by the Management Committee.

A notice showing the current subscriptions shall be posted in the Clubhouse.

8. PAYMENT OF SUBSCRIPTIONS.

Subscriptions are due annually on the 1st April. Those paid by the 31st March shall have the benefit of a discount as determined by the Management Committee. Actual play after the 1st April renders members liable to payment of the appropriate playing subscription for that year. New members will be allowed 30 days from the date of their acceptance to have the benefit of any discounts determined by the Management Committee.

On the 30th April the following steps may, at the absolute discretion of the Management Committee, be taken:-

- a. Post in the club a list of members whose subscriptions are still outstanding.
- b. Suspend any such members from exercising any of the privileges of membership and post a notice in the Clubhouse to this effect.
- c. Take any reasonable steps which they may deem desirable.

No member shall be eligible to play for any of the Club's teams unless he/she has paid his/her subscription for the current year.

9. RESIGNATION OF MEMBERSHIP.

Members wishing to resign their membership or to change their classification of membership must give notice thereof, in writing, to the Membership Secretary. Failure to submit a letter of resignation before 1st April may result in the member being liable for his or her subscription for the following year.

10. SUSPENSION OR EXPULSION OF MEMBERS.

The Management Committee shall have the power to terminate or suspend the membership of any member or to exclude any member or visitor whom it considers guilty of a breach of these rules or of misconduct or offensive behaviour to any other member, visitor or employee, whether on the Club's premises or elsewhere.

11. VISITORS.

Any member may introduce a friend to the Club but the same visitor may not be introduced by the same member or any other member more than six times in each calendar year.

BEFORE PLAYING the names of all visitors and their introducers shall be recorded in accordance with the regulations as determined by the Management Committee. The appropriate fee must then be placed in the club letter box. Failure to observe this rule may result in the suspension of a member. The names of all visitors using the bar facilities and their introducers must be recorded in the Visitors' Book maintained in the clubhouse for this purpose.

12. INJURY, LOSS OF PROPERTY ETC.

Members or visitors leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk. The Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

13. TEMPORARY MEMBERS.

Members may introduce as Temporary members, persons who, in the opinion of the Management Committee, are unlikely to be resident or engaged in business within a radius of 15 miles of the Club's premises for more than four weeks. Such temporary members may be elected without an entrance fee on payment in advance of the appropriate subscription as determined by the Management Committee.

Members may introduce as Temporary members, Juniors under the age of 18 who are in attendance at a recognised school on payment in advance of the appropriate subscription as determined by the Management Committee.

Temporary members shall during the continuance of their membership enjoy all the privileges of Full Playing Members except those of attending or voting at any General Meeting.

Temporary Social Members for any one day may be accepted provided application is made in writing to the Chairman, Secretary or Treasurer of the Club at least 48 hours previously and his written approval obtained to such application and the application form has been displayed in the Clubhouse for 48 hours.

14. SALE OF INTOXICATING LIQUOR.

- a. The permitted hours of the Club, during which intoxicating liquor may be supplied to members and their guests for consumption on the premises, shall be decided from time to time by the Management Committee but shall be within the hours permitted by the Club's Premises certificate and displayed on the Club noticeboard.
- b. The purchase and supply of intoxicating liquor or any other goods shall be controlled solely by the Management Committee.
- c. Intoxicating liquor for consumption off the premises shall only be supplied to members of the Club during the permitted hours.
- c. Members on bar duty shall have the right to refuse sale of drinks at their discretion.
- d. Visitors to the Club, who are members of clubs having similar objectives to those of the Club, may be admitted to the Club at the discretion of the Management Committee and may purchase intoxicating liquor for consumption on the premises during the permitted hours.

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14. SALE OF INTOXICATING LIQUOR(Cont.)

- f. No persons shall be paid any commission or similar payment by the Club in connection with the purchase of intoxicating liquor or any other goods by the Club, and the Management Committee shall have no power to make any such payment to any person.
- g. Any pecuniary benefit arising directly or indirectly from the supply of intoxicating liquor, shall be used for the benefit of the Club as a whole.
- h. A list of members shall always be kept on the Club's premises.

15. USE OF THE CLUB PREMISES FOR SOCIAL EVENTS.

The Management Committee may at its discretion hire out the club's facilities including the bar and the function room to members of the Club provided the Management Committee is satisfied that the letting is:-

- (a) for a bona fide event, that is, non profit making (unless the purpose of the event is solely for the benefit of a non-profit making organisation or for a registered charity) and is
- (b) for the use of that member and his/her guests and not the general public and is
- (c) for regulated entertainment and/or the provision of entertainment facilities.

For the purpose of this rule "regulated entertainment" means plays, non commercial films indoor sporting events, live music, recorded music, a performance of dance and anything of a similar description.

For the purpose of this rule "provision of entertainment facilities" include making music, dancing and anything of a similar description.

16. GENERAL MEETINGS.

- a. The Annual General Meeting shall be held not later than the 15th December, after 10 days notice has been given by post or electronic mail to each member. A copy of the agenda is to be incorporated with this notice.

The business of the Annual General Meeting shall be the confirmation of the minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meetings, the consideration of the reports of the various officers and the presentation by the Treasurer of the accounts for the year ending on the previous 30th September, the election of the Management Committee as detailed in Rule 18 for the ensuing year and any other items of which notice has been given and included in the Agenda. At a General Meeting further business may be accepted at the discretion of the chairman provided that it does not call for an alteration to the rules, the winding up of the Club, the transfer of any of the club's assets, the borrowing of money, or any expenditure not within the immediate financial resources of the Club.

- b. The Management Committee may at any time summon an Extraordinary General Meeting of the Club for the transaction of special business. It shall be bound to do so on receipt by the Secretary of a requisition signed by not less than twenty members. The notice calling any such meeting shall be sent to the members at least 10 clear days in advance of the meeting and shall state the nature of the special business which alone can be transacted at that meeting.

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16. GENERAL MEETINGS(Cont.).

- c. The non receipt by any members of the notice of a General Meeting shall not invalidate the proceedings at any such meetings provided the notice was despatched in accordance with Rule 25.
- d. Twenty members at least must be present at any General Meeting to constitute a quorum for the transaction of business. If a quorum is not present within fifteen minutes of the time for which the meeting is convened, the meeting shall be dissolved or stand adjourned as members present may determine, provided that the Annual General Meeting shall not be dissolved or stand adjourned for more than thirty days. Notice of such an adjourned meeting shall be sent to members and if a quorum is not present on the new date the members present may transact the necessary business.
- e. No member whose subscription is unpaid according to Rule 8 shall vote at a General Meeting.
- f. At a General Meeting of the Club, the voting power of the members shall be as follows:-

Full Playing, Family, Senior, Life and Honorary Members	4 votes each
Country Members	3 votes each
Associate, Day-time, Beginners, Countrywide Social and Life Social Members	1 vote each
Junior members	No vote

17. ELECTION OF PRESIDENT.

A President and Vice Presidents shall be elected at a General Meeting of the Club for a fixed term of three years.

The President and Vice-Presidents on election shall become Honorary Members of the Club during their term of office.

18. OFFICERS.

The Club shall have the following honorary officers:-

- a. Chairman.
- b. Vice-Chairman.
- c. Secretary.
- d. Assistant Secretary
- e. Treasurer.
- f. Assistant Treasurer
- g. Courts & Premises Officer.
- h. Membership Secretary.
- i. Match Secretary.
- j. Bar Caterer.
- k. Social Secretary.
- l. Supplies Officer
- m. Men's Captain.
- o. Ladies' Captain
- p. Minutes Secretary.
- q. Chairman of Tournament & Championship Sub-Committee.
- r. Chairman of Junior Committee.

All officers shall be elected yearly at the Annual General Meeting.

19. MANAGEMENT.

The management of the Club shall be entrusted by the Annual General Meeting to Management Committee comprising the officers elected under Rule 17 together with four other members of the Club.

Each member of the Management Committee must satisfy HM Revenue & Custom's fit and proper person test to be involved in the general control, management and administration of the Club and must declare that he/she is a fit and proper person prior to being elected.

Members of the Committee shall be elected annually subject to the powers of the Management Committee under Rule 19. Not more than two non-playing members shall be eligible for election to the Management Committee.

For the purposes of the Management Committee meetings a quorum shall consist of nine members of whom one shall be Chairman, Secretary or Treasurer.

20. POWERS OF THE MANAGEMENT COMMITTEE.

The Management Committee shall have the full powers of management including the following:-

- a. To draw up and enforce such bye-laws as may be found advisable for purposes not specifically provided for in these Rules. A copy of these bye-laws to be posted in the Clubhouse.
- b. To delegate part of its duties to sub-committees which may be composed of any members of the Club, but any sub-committee elected to supervise the bar shall be appointed in accordance with Licensing requirements.
- c. To appoint or dismiss any employee of the Club.
- d. To arrange matches with other clubs and organisations.
- e. To reserve or close any court or courts on any day or days.
- f. To let or reserve any court or courts or any part of the Club's premises to or for respectively any persons at such time and on such conditions as the Management Committee may think appropriate.
- g. To close the Club's grounds or premises at such times as is thought necessary and to admit members thereto on such terms as the Management Committee may determine.
- h. To adjust the amount of the subscription in the case of members elected late in the season or of members leaving the neighbourhood and resigning their membership before the end of the season; to re-admit to the Club without entrance fee any persons who have previously been members where such persons have resigned owing to leaving the neighbourhood or any other good reasons.
- i. To regulate the total playing membership according to the capacity of the courts.
- j. To promote such championships, competitions or tournaments as thought fit.
- k. To fill casual vacancies for President, Vice-Presidents, Officers of the Club or Committee Members.
- l. To determine the course of conduct for members whilst on the Club premises.

21. The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

OR 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/she may become liable by reason of any contract entered into or act or

thing done by him/her 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/her 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.

22. TRUSTEES

The trustees of the Club shall be appointed from time to time as necessary by the Club in general meeting from among the members who are willing to be so appointed. A Trustee shall hold office during his/her life, or until he/she shall resign by notice in writing given to the Management Committee or until a resolution removing him/her from office shall be passed at a general meeting by a majority comprising two thirds of the members present and voting.

All property of the Club including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, and for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Management Committee shall take steps to procure the appointment by the Club in general meeting of a new trustee in his/her place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all the Club property into the names of the Trustees as constituted after the said appointment. The Trustees shall in all respect act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee, and shall have the power to sell, lease mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions. But no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

OR

The Management Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a general meeting. The Chairman from time to time is nominated as the person to appoint a new Trustee within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or Committee in good faith be conclusive evidence of the fact so stated.

(Then for both the above)

The number of the Trustees shall be not more than four or less than two.

23. ORDER OF PLAY.

Doubles shall take precedence over singles at all times when there are no vacant courts in fit condition to play.

Members are only to play one short set when other members are waiting for a game.

24. PLAYING ATTIRE.

Playing attire on court, both for senior and junior play, shall be recognised tennis wear. Because this rule can be widely interpreted by individuals, the Committee will consider any complaints about appropriateness and its decision will be final.

Proper tennis shoes without bars, heels or spikes to be worn.

25. RULES AND BYE-LAWS.

- a. The Rules and Bye-laws of the Club shall be exhibited in the Clubhouse.
- b. Every member on joining the Club shall be considered as agreeing to abide by its rules and bye-laws and as submitting to the restrictions and obligations as they join, and any new bye-laws made under Rule 20 and for the time being posted in the Clubhouse as therein provided shall be considered equally binding upon members

25. RULES AND BYE-LAWS(Cont.).

- c. The Management Committee may subject to Rule 10 terminate the membership of any person, or impose any other sanction it determines to be appropriate, in connection with the breach of any condition of membership set out in this rule.
- d. Alterations or additions to the rules can be made at any General Meeting. Fourteen days notice in writing of any proposed alterations or additions must be given to the Honorary Secretary with the names of the proposer or seconder.

26. BORROWING POWERS.

In connection with a specific project and with authority given at a General Meeting of the Club, the officers or trustees of the Club may borrow and raise money in any manner they think fit for the benefit of the Club and be so authorised to secure the repayment of any money borrowed, owing or raised by a mortgage, charge or any other standard security on the Club's property or assets.

Notwithstanding the above the Management Committee may negotiate short term borrowing facilities up to a maximum of £10,000.

27. JUNIOR MEMBERS.

- a. A Junior Committee to be formed consisting of the Chairman elected as an officer of the Club in accordance with Rule 17, a Membership Secretary, 2 Members from the Junior Section, 2 Members from other than the Junior Section and 2 Parents of Junior Members.
- b. One night each week shall be designated Junior Club night entitling the Junior members to have exclusive use of two courts for the whole of an evening.
- c. In addition to Clause as above, Junior members shall be allowed to have exclusive use of a minimum of four courts on either a morning or an afternoon at a weekend.

28. NOTICES.

Any notice to be served pursuant to these rules shall be deemed to have been properly served on a member if such notice has been sent by post in a pre-paid envelope to such member at his last known address and shall be deemed to have been duly received by such member on the day on which, in due course of post, the same ought to have been delivered. Alternatively any notice may be sent by electronic mail.

29. WINDING UP OF THE CLUB

- a. The present members may vote to wind up the Club if not less than three quarters present and voting, support that proposal at a properly convened general meeting.
- b. The Management Committee will then be responsible for the orderly winding up of the Club's affairs.

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29. WINDING UP OF THE CLUB (Cont.)

- c. After settling all liabilities of the Club, the Management Committee shall dispose of the net assets to one or more of the following: -
 - i. to another club with similar sports purposes which is a recognised charity and/or
 - ii. to another club with similar sports purposes which is registered CASC and/or
 - iii. to the Club's governing body for use by it for related community sports.
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BYE-LAWS PASSED BY THE COMMITTEE.

1. PLAYING BY PROSPECTIVE MEMBERS.

Any prospective member shall not be allowed to play at the Club prior to the acceptance of his/her application, except by prior arrangement with a member of the Management Committee. This does not preclude anyone playing under normal regulations covering visitors.

2. DATA BASE.

All members details will be maintained on a computer Data base. Any member not wishing to have his/her details recorded in this manner shall advise the secretary in writing. This information will not in any circumstances be disclosed to a third party without a member's agreement.

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Amended 25/11/16 (AGM)