

Meonstoke Tennis Club Constitution

1. Name

The Club, established on the 10th September 2014 and located at Meonstoke Recreation Ground in Meonstoke, Hampshire, is called Meonstoke Tennis Club (“the Club”).

2. Establishment

The Club is formed and supported under the umbrella of a management company (Meonstoke Tennis Club Ltd) limited by guarantee. The purpose of the limited company is to effect the establishment of the club and provide a structure for its management. This company was incorporated on the 10th September 2014 (Company Number 09211304) as prescribed by the Companies Act 2006 (see annexe 1).

3. Definitions

“the Chairperson” means the person elected from time to time to be the chairperson of the Club in accordance with Rule 10.

“the CLTA” means Hampshire and Isle of Wight Lawn Tennis Association;

“the Game” means the game of tennis;

“the Secretary” means the person elected from time to time to be the secretary of the Club in accordance with Rule 10;

“the Treasurer” means the person elected from time to time to be the treasurer of the Club in accordance with Rule 10;

“the LTA” means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ; and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man;

“the LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time;

“the LTA Rules” means the rules of the LTA as in force from time to time;

“the Management Committee” means the committee appointed under Rule 10 to manage the Club;

“the Members” means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 6.

4. Objectives

The objectives of the Club are:

4.1 principally to provide facilities for and generally promote, encourage and facilitate the playing of the Game in the area of Corhampton, Meonstoke and Exton and amongst other areas of the local community.

4.2 to provide low cost, local facilities for all to play the Game in the area of Corhampton, Meonstoke and Exton and others in the surrounding local community.

4.3 to provide and maintain Club premises at the Recreation Ground in Meonstoke and club-owned tennis equipment for use of its junior members when playing Short Tennis. (This equipment will also be available to the local primary school and for coaching sessions).

4.4 to provide initial coaching sessions for short tennis and tennis, and initial coaching for newcomers to the game.

4.5 to promote, improve, develop and support the interests of tennis;

4.6 to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability qualified coaches, coaching courses and insurance.

4.7 to take and retain a membership to the 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 and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;

4.8 to acquire, establish, manage and operate (for the members' benefit) the tennis court facilities of the Club.

4.9 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 the Members;

4.10 subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CLTA (as appropriate);

4.11 to do all such other 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 of the objects stated in this Rule 3.

5. Application of Surplus Funds

5.1 The Club is a non-profit-making organisation. Subject to rule 19.3, the income and property of the club shall be applied solely towards promoting the Club's objects as set forth in these rules no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

5.2 Nothing in Clause 5.1 shall prevent the Club from entering an agreement with a member for the supply by him to the Club of goods or services or for his employment by the Club, provided that such arrangements are approved by the Management Committee (without the member being present).

5.3 No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

6. Membership

6.1 Eligibility for membership

6.1.1 All are eligible for membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual organisation, religion, political or other beliefs.

6.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

6.1.3 The number of Members is unlimited.

6.1.4 There will be four “classes” of membership

- i. Household/Family/Individual membership
- ii. Subscription remitted membership
- iii. Non playing supporter’s membership

Junior membership will be a sub group of i

6.2 Admission of Members

Any person/family/household who wishes to become a Member must submit an application in such form as the Management Committee shall decide. All applications for membership shall be considered by the Management Committee, which shall admit that person/family/household 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.

Anyone who applies seeking a remission of fees (on an annual basis) because they are deemed to be on low income must be in receipt of a Means Tested Benefit/Universal Credit and evidence this financial entitlement alongside their application. No personal documents will be retained but the club admissions secretary must have sighted of a dated copy or original to waive the annual subscription (nb a key deposit will still be required).

6.3 Conditions of Membership

6.3.1 Each member agrees as a condition of membership:

- (a) to be bound by and subject to these rules, the rules and regulations of Meonstoke Tennis Club, and the rules and regulations of the relevant CLTA (as in force from time to time); and

(b) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code.

6.3.2 Rule 6.3.1 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 5.3, 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.

6.3.3 The Management Committee may subject to Clause 8 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.

6.4 *Classes of Members*

6.4.1 There shall be the following classes of members for the Club:

Family Membership (one full voting membership)

Non-Participating Supporter Membership

Junior Member (as part of family/household membership)

6.4.2 Only Full Members shall be entitled to receive notice of, attend and vote at general meetings 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.

6.5 *Subscriptions*

6.5.1 The annual subscription for Membership shall be determined from time to time by the Management Committee provided that the Management Committee shall ensure that the fees set by it do not preclude open membership of the Club and at all times subscriptions remain low as to reflect the day to day running costs and maintenance of the Club.

6.5.2 No candidate who has been elected a Member shall be entitled to the privileges of membership until they have paid their first annual subscription and submitted a signed application form.

6.5.3 Any Member whose annual subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned their membership of the Club.

7. Resignation

A Member may withdraw from membership of the Club on one month's 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. No pro-rata refund of annual membership will be made.

8. Expulsion

8.1 Subject to the remaining provisions of this rule, the Management Committee shall have power to refuse membership or expel a Member only for good and sufficient cause, such as conduct or character likely to bring the Club or the Game into disrepute.

8.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.

8.3 The Member shall be given an opportunity to appear before the Management Committee to answer complaints made against him. The member must not be expelled unless at least [two-thirds] of the Management Committee then present vote in favour of their expulsion.

8.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

8.5 The Member may appeal against the Management Committee's decision by notifying the Management Committee who shall put the matter to the Club's members in general meeting and decided by a majority vote of members present and voting at such meeting.

9. 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 has no right to the return of any part of his subscription.

10. The Management Committee

10.1 The Club shall be managed by a Management Committee consisting of at least:

- (i) the Chairman;
- (ii) the Secretary;
- (iii) the Treasurer;
- (iv) the Publicity Officer
- (v) the Coach;
- (vi) the Junior Membership Secretary

The members of the Management Committee may exercise all of the powers of the Club for the purposes of the management of the Club.

10.2 The members of the management committee above (i-iv) shall also be directors of Meonstoke Tennis Club Ltd. The remaining two (v-vi) will be co-opted on an annual basis.

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

10.4 The Club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the rules and regulations of the relevant CLTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of

Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

10.4 The members of the Management Committee may delegate any of the powers that are conferred on them by these rules to such person, or committee, by such means (including power of attorney), to such extent, in relation to such matters and on such terms and conditions as they think fit. If the members of the Management Committee specify, any such delegation may authorize further delegation of members' powers. The members of the Management Committee may revoke any delegation or alter its terms and conditions.

10.5 The Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee in the place of those retiring. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by any two Full Members on the form prescribed by the Management Committee and must be submitted to the Secretary by such date as the Management Committee shall prescribe each year.

10.6 Any person nominated as a member of the Management Committee must be a Full Member.

10.7 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.

10.8 The Management 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 (as the case may be) at the annual general meeting following their re-election or election (as the case may be).

10.9 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to two further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.

10.10 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.

10.11 Retiring members of the Management Committee may be re-elected.

10.12 A member of the Management Committee shall be deemed to have vacated office if:

- (a) they become bankrupt or makes any arrangement or composition with their creditors generally; or
- (b) they are, or may be, suffering from mental disorder; or
- (c) they resigns their office by notice to the Club; or

(d) they shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or

(e) they are suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the CLTA or the LTA; or

(g) they are requested to resign by not less than two-thirds of the other Management Committee members acting together.

10.13 Any person accepting election or nomination to the Management Committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from Management Committee. The Management Committee has the right to veto such an election if, in its opinion, it is not in the best interests of the Club.

11. Proceedings of the Management Committee

11.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 3 meetings each year. The quorum for such meetings shall be 3. The Chairperson and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 14 days' notice of a meeting.

11.2 The Chairperson, Secretary or Treasurer shall be the chairman of the Management Committee. Unless they are unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which they are present. But if there is no person holding that office or if the Chairperson is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Secretary or Treasurer shall preside. If there is no Secretary or Treasurer or if they are unwilling to preside, or if they are not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.

11.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the acting chairman of that meeting shall have a casting or additional vote.

11.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

11.5 The Management 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. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.

11.6 All meetings will be minuted and the records held for the required 10 years.

11.7 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.

12. Annual general meeting

12.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:

- (a) to receive the Chairperson'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, the Treasurer's report as to the financial position of the Club;
- (c) to remove and elect the auditor or confirm that he remain in office;
- (d) to elect the Club Officers and other members of the Management Committee;
- (e) to decide on any resolution which may be duly submitted in accordance with Rule 12.2 below;
- (f) to deal with any special matters which the Management Committee desires to bring before the membership.

12.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 28 days before the meeting.

12.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

13. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 3 Members stating the purposes for which the meeting is required and the resolutions proposed.

14. Procedures at the annual and extraordinary general meetings

14.1 The Secretary shall send to each Member at his last known address written notice of the date, time and place of the general meeting together with the resolutions to be proposed and, in the case of an annual general meeting, the names of the persons proposed to be elected as members of the Management Committee for the ensuing year at least 14 days before the meeting. This information will also be posted on the Club's website. The accidental failure to give notice to any person entitled to notice, or the accidental omission of any such details in any notice, shall not invalidate the proceedings at the meeting.

14.2 The quorum for the annual and extraordinary general meetings shall be 6 members. No business other than the appointment of the chairman of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum.

14.3 The Chairperson shall preside at all meetings of the Club but if he is not present within 15 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 Management Committee present to preside and if no other member of the Management Committee is present or willing to preside the Members present may choose one of their number to be chairperson of the meeting.

14.4 If the persons attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an annual or extraordinary general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Management Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the Association must give at least 7 days' notice to the persons to whom notice of the Association's meetings is required to be given in accordance with rule 14.1. No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.

14.5 Members of the Management Committee may attend and speak at annual or extraordinary general meetings, whether or not they are Members. The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.

14.6 Each Family Membership shall carry only 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.

14.7 No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chairman of the meeting.

14.8 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.

15. Opening of Club premises

The Club is open all day on each day during daylight hours or at such other times or for such other periods as the Management Committee shall decide. Bookable access to the court will be suspended when the court is used for coaching activities and club events but a minimum of 14 days' notice of these activities will be given. Day to day court bookings will be made via the booking system on the club website seven days prior to that booking.

16. Alteration of the rules

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.

17. Regulations and Standing Orders

The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

18 Use of Facilities

The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the rules and regulations of the relevant CLTA, the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the CLTA can enforce any breach at its option and in its sole discretion.

19. Finance

19.1 All monies payable to the Club shall be received by the person authorized by the Management 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 any of the three signatories who shall be the Chairperson, Secretary and Treasurer. Nb no cheques may be signed by the beneficiary of that said cheque. Any monies not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

19.2 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.

19.3 The Club may pay any reasonable expenses that members of the Management Committee properly incur in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.

19.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.

19.5 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be duly audited by the auditors. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

20. Borrowing

20.1 The Management Committee may borrow a maximum total amount of £2,000 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.

20.2 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

21. Notices

21.1 The Club can send, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting it to the intended recipient's usual address, by sending it or supplying it in electronic form to an address notified by the intended recipient to the Club or by making it available on a website and notifying the intended recipient of its availability in accordance with this rule.

21.2 If any notice or other information is left by the Club at the intended recipient's usual address, it is treated as being received on the day it was left.

21.3 If any notice or other information is sent by the Club by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.

21.4 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.

22. Dissolution

22.1 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.

22.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

22.3 Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies i.e. (i) the LTA for use in community related initiatives for the Game; (ii) another registered community amateur sports club for the Game; or (iii) a registered charitable organization.