

CUDDINGTON & SANDIWAY TENNIS CLUB

Constitution and Rules of Membership

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CUDDINGTON & SANDIWAY TENNIS CLUB

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1. Name

The Club is called The Cuddington and Sandiway Tennis Club ("the Club").

- 1.1 The Club is affiliated to the Cuddington and Sandiway Parish Playing Fields Association Limited.

2 Definitions

- 2.1 "Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;

"Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 9;

"Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 9;

"Management Committee" means the committee appointed pursuant to Rule 9 to manage the Club;

"Members" means the members of the Club admitted from time to time in accordance with Rule 5;

- 2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3. Objects

- 3.1 The objects of the Club are:

- (a) to provide tennis, social and other activities for its Members and generally to encourage and facilitate the playing of tennis;
- (b) to provide and maintain Club premises at the Playing Fields, Norley Road
- (c) to promote, improve, develop and support the interests of tennis;
- (d) to acquire, establish, own, operate and turn to account in any way the tennis court facilities of the Club together with buildings and casements, fixtures and fittings and accessories as shall be thought advisable;

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- (e) 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;
- (f) to discipline the Members where permitted by its Rules/Regulations
- (g) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

4. Application of Profit

The Club is a non-profit-making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No profit or surplus will be distributed other than to the Members on winding-up or dissolution of the Club.

5. Membership

5.1 Eligibility membership

- 1.1 Persons of either sex are eligible for adult or student membership provided they are at least 18 years old.
- 5.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

5.2 Admission of Members

- 5.2 Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate 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 in the Management Committee's considered opinion.
- 5.2.3 Until a candidate has paid the membership fee appropriate to their membership he or she is not entitled to any privileges of the Club.

5.3 Classes of Members

There shall be the following classes of membership for the Club:

- Adult Member
- Junior Member
- Student Member – being students in full time education at the date of paying their subscription

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- Family members – comprising two guardians and their children in full time education
- Couple members – comprising two cohabiting adult members
- Honorary members – as agreed by the Management Committee

All classes of Membership, other than Junior Members, shall be entitled to receive notice of, and vote at general meetings. The Junior Members shall be entitled to all the other privileges of membership other than the right to receive notice of, and vote at general meetings.

5.4 Number of Members

The total number of Members of the Club may not at any time fall below 25.

5.5 Subscriptions

5.5.1 The annual subscription for each type of Member shall be determined from time to time by the Management Committee.

5.5.2 The Members shall pay any annual subscription fees set by the Management Committee.

5.5.3 No Member shall be entitled to the privileges of membership until he has paid his annual subscription.

5.5.4 Any Member whose entrance fee or subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned his membership of the Club.

6. Resignation

A Member may withdraw from membership of the Club on **7 days** 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.

7. Expulsion

7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the Club for him to remain a Member.

7.2 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.

7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to answer complaints made against him and to cross-examine any witnesses and must not

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be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.

- 7.4 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.

8. 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. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9. The Management Committee

- 9.1 The Club shall be managed by a Management Committee consisting of

- (a) Chairman;
- (b) Secretary;
- (c) Treasurer;
- (d) Membership Secretary
- (e) Club Captain
- (f) no more than 10 other Members elected annually at the annual general meeting

- 9.2 The election of the Management Committee for the forthcoming year shall take place at the AGM.

- 9.3 Any person nominated as a member of the Management Committee must be a Full Member of not less than one years' standing.

- 9.4 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. 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).

- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to **3** 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.

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- 9.7 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.
- 9.8 Retiring members of the Management Committee may be re-elected.
- 9.9 A member of the Management Committee shall be deemed to have vacated office if;
- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - (b) he is, or may be, suffering from mental disorder; or
 - (c) he resigns his office by notice to the Club; or
 - (d) he shall without sufficient reason for more than 4 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) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

10. Proceedings of the Management Committee

- 10.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 4 meetings each year. The quorum of such meetings shall be 3. The Chairman 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 7 days' notice of a meeting.
- 10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within 20 minutes after the time appointed for the meeting, the Secretary shall preside. If there is no Secretary or if he is unwilling to preside, the members of the Management Committee present may appoint one of their number to chair the meeting.
- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or the acting chair of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee may from time to time appoint from the Members 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

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proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

- 10.5 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.
- 10.6 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 may become liable by reason of any contract entered into or act or thing done by him 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 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.
- 10.7 Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the Chairman of the meeting is.

11. Annual general meeting

- 11.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year but in any event shall take place no later than the end of February to transact the following business:
- (a) to receive the Chairman'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, Treasurer's report as to the financial position of the Club; the Membership Secretary's report on the membership of the Club
 - (c) to remove and elect the auditor or confirm that he remain in office;
 - (d) to elect the members of the Management Committee;
 - (e) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;

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- (f) to deal with any special matters which the Management Committee desires to bring before the membership.
- 11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary not less than 14 days before the meeting.

12. 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 20 members, or 10% of the membership (whichever is the smaller) stating the purposes for which the meeting is required and the resolutions proposed.

13. Procedures at the annual and extraordinary general meetings

- 13.1 The Secretary shall send to each Member at his last known address written notice of the date of the general meeting together with the resolutions to be proposed at least 28 days before the meeting. Members may be notified by email if that is the preferred method of notification.
- 13.2 The quorum for the annual and extraordinary general meetings shall be 20 Members or one-tenth of the membership of the Club (whichever is the smaller number).
- 13.3 The Chairman shall preside at all meetings of the Club but if he is not present within 20 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present and entitled to vote 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 and entitled to vote may choose one of their number to chair the meeting.
- 13.4 Each Adult Member present shall have 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 chair of the meeting shall have a casting or additional vote.
- 13.5 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 13.6 There shall be no right for a member to vote by proxy. No person may represent more than one Member. For the avoidance of doubt voting shall be based upon one member being entitled to one vote.

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14. Guests

- 14.1 Any member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.
- 14.2 No one may be admitted as a guest without the permission of a member of the Management Committee.

15. Court Availability

Court availability and playing times are published separately and are deemed part of the Club's Regulations, Bye-laws and Standing Orders which may be amended from time to time by the Management Committee in accordance with Clause 17.

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 contained particulars of the proposed alteration or addition.

17. Regulations, Bye-laws and Standing Orders

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

18. Finance

- 18.1 All moneys payable to the Club shall be received by the person authorised 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 two of the signatories who shall be members of the Management Committee
- 18.2 Subject to Rule 20.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 18.3 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.
- 18.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer.

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18.5 Full accounts of the financial affairs of the Club shall be prepared each year. A report on these accounts shall be prepared by an independent auditor. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

19. Dissolution

19.1 A resolution to dissolve the Club shall only be proposed at an extraordinary general meeting and shall only be passed if carried by a majority of at least three-quarters of the Members present and voting.

19.2 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.

19.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed among the Members equally.