

## **WALTON-ON-THAMES LAWN TENNIS CLUB**

Stompond Lane  
Walton-on-Thames  
Surrey KT12 1HF

Est. 1939

### **CLUB RULES**

(Approved 18<sup>th</sup> May 2011)

# WALTON-ON-THAMES LAWN TENNIS CLUB

## RULES

1. **NAME** - The Club shall be called the Walton-on-Thames Lawn Tennis Club and shall be affiliated to The Surrey County Lawn Tennis Association and by doing so to The Lawn Tennis Association.
2. **AIMS** - To provide facilities for and generally to promote, encourage and facilitate the playing of the game of Lawn Tennis in the area of Walton-on-Thames and amongst the community.

### 3. DEFINITIONS

- 3.1 “the Chairman” means the person elected from time to time to be the chairman of the Club in accordance with Rule 17
- “the Executive Committee” means the committee appointed under Rule 4 to manage the Club, together with any co-opted member in accordance with Rule 4
- “the Members” means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 10
- “the Officers” means the persons elected from time to time to be the Chairman, Secretary, Treasurer, Membership Secretary, Club Captain, Men’s Captain, Ladies’ Captain, Competitions Secretary, Bar Secretary and Juniors’ Organiser of the Club in accordance with Rule 17
- “the President” means the person elected from time to time to be the president of the Club in accordance with Rule 4
- “the Regulations” means regulations instituted by the Executive Committee in accordance with Rule 6
- “the Secretary” means the person elected from time to time to be the secretary of the Club in accordance with Rule 17
- “the Treasurer” means the person elected from time to time to be the treasurer of the Club in accordance with Rule 17
- “the Trustees” means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 7
- “the Voting Member” means a playing member aged 18 years and over, as listed in Rule 10 and any member of the Executive Committee

3.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.

#### 4. CLUB MANAGEMENT

**4.1 Executive Committee** – The Executive Committee shall be responsible for the management of the Club and shall consist of the Officers together with up to nine Voting Members, one of whom must be an Internet member, as defined in Rule 10 (herein entitled “Elected Members”). All shall serve in an honorary capacity and shall be members of the Club. The Executive Committee shall be entitled to invite the Club President to attend meetings of the Executive Committee, but he will not be entitled to vote thereat.

**4.2** Each member of the Executive Committee must satisfy HM Revenue & Customs’ 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.

**4.3 Co-opted Members** – The Executive Committee may, in addition to the above, co-opt a maximum of two further members as may be required to carry out other duties as and when the occasion arises. All Co-opted Members of the Executive Committee shall retire annually at the next Annual General Meeting after their co-option and be eligible for re-appointment at the first meeting of the Executive Committee following the Annual General Meeting.

**4.4 Election of Officers** – The Officers (of whom not more than three shall be non-playing members) shall be elected annually at the Annual General Meeting in accordance with Rule 17. All Officers retire annually and are eligible for re-election at the Annual General Meeting. Any Officer may hold more than one but not more than two offices, but for the sake of clarification shall have only one vote in accordance with Rule 5.2.

**4.5 Election of Elected Members** – The nine Elected Members of the Executive Committee shall be elected by the Voting Members at the Annual General Meeting in accordance with Rule 17 and shall serve for a period of three years, a minimum of one-third retiring at the end of each year. Such retiring Elected Members shall not be eligible for re-election until one year after the meeting at which they retire. The members who are to retire shall be those who have served longest on the Executive Committee and in the event of equality of service the Executive Committee shall decide by ballot who shall retire

**4.6 Casual Vacancies** – The Executive Committee shall be empowered to fill any vacancy which may occur in the Officers, its elected membership and the position of Hon. Auditor until the next Annual General Meeting.

**4.7 Disqualification** – Any member of the Executive Committee shall cease to be a member of that Committee if he or she is absent from three consecutive meetings (unless the Executive Committee excuses the absence) or, in the opinion of the Executive Committee, shall have acted contrary to the best interests of the Club.

**4.8 Sub-Committees** – the Executive Committee shall have the power to appoint from among its number such sub-committees as it considers necessary. The Executive Committee can appoint any Member to a sub-committee. All sub-committees shall be chaired by a member of the Executive Committee. All sub-committees shall periodically report their proceedings to the Executive Committee and shall conduct their business in accordance with the directions of the Executive Committee.

**4.9 President, Vice-Presidents and Hon. Auditor** – The President, Vice-Presidents and the Hon. Auditor shall be elected each year at the Annual General Meeting. Nominations for these positions shall be made by the Executive Committee and election requires a two-thirds majority vote at the Annual General Meeting.

## **5 PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

**5.1 Meetings** – The Executive Committee shall meet at least ten times a year, or more often if necessary at the discretion of the Chairman or Secretary, or upon requisition in writing from any three members of the Executive Committee. A quorum for meetings shall be either one-third of the Members of the Executive Committee or six Members whichever is the greater. Any suggestions or complaints from a Member must be sent in writing to the Secretary and shall be considered at the next meeting of the Executive Committee.

**5.2 Voting** – All Members of the Executive Committee present at a meeting shall be entitled to one vote on any motion proposed and seconded at their meeting and a simple majority verdict shall prevail unless a greater majority is required under these Rules (Rule 6.2 Regulations and Rule 13 Suspension or Expulsion). In the event of the vote being tied, the Chairman shall have a casting vote.

**5.3 Chairman** – The Chairman shall be the chairman of the Executive Committee. If there is no person holding that office, or if the Chairman is unwilling or unable to preside or is not present within 15 minutes of the time appointed for the meeting, the members of the Executive Committee present may appoint one of their number to be chairman of the meeting.

## **6 EXECUTIVE COMMITTEE POWERS** – The Executive Committee shall be responsible for the management of the Club and shall have the authority to:

**6.1 Membership Applications** - accept or refuse new or renewal applications for membership at their discretion, but there shall be no discrimination on grounds of sex, race, ethnic origin, colour, age, disability, sexual orientation, occupation, religion, political or other beliefs. Refusal of applications shall be made only on reasonable grounds and, if asked, the Executive Committee shall state their reasons in writing. Appropriate standards of play may be required for some grades of playing members.

**6.2 Regulations** - institute Regulations at any time, with which all members are required to comply. No alterations, amendments or additions to the Club's Regulations shall be made except by a two-thirds majority vote at a meeting of the Executive Committee. Copies of Regulations shall be exhibited in the clubhouse.

**6.3 Contracts** – enter into contracts for the purposes of the Club on behalf of all the Members. The Executive Committee shall have the sole right of appointing and determining the terms and conditions of service of contractors or employees of the Club.

**6.4 Delegation** – delegate to either an Officer or sub-committee such of the powers and duties of the Executive Committee as the Executive Committee may determine.

**6.5 Closure of Courts** - close any or all of the courts at any time for the purpose of arranging and the playing of special events, matches, tournaments, etc. In addition a court, or courts, may be closed for maintenance at the discretion of the groundsman.

**6.6 General** - do all such other things as the Executive Committee thinks fit to further the interests of the Club and in accordance with the aims of the Club.

## **7 TRUSTEES**

**7.1** The Executive Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Executive Committee or by a resolution duly passed at a general meeting. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Executive 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 the Committee in good faith be conclusive evidence of the fact so stated.

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

**7.3** All property of the Club, excluding cash at bank, shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Executive Committee shall appoint by resolution a new Trustee in his place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after the said appointment. The Trustees shall in all respects act, in regard to any property of the Club held by them, and enter into any Agreement in accordance with the directions of the Executive Committee; and shall have 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 such amounts and upon such terms as to interest, security and otherwise in compliance with the Executive Committee's directions.

**7.4** The Club shall indemnify or reimburse all liabilities and claims upon the Trustees or the Executive Committee or any guarantors of loans or any members loaning money to the Club for demands undertaken, satisfied or paid by all or any of them.

## **8 FINANCE**

**8.1** The Financial Year shall end on the 31<sup>st</sup> December

**8.2** All monies belonging to the Club shall be entrusted with a Bank selected and approved by the Executive Committee and all cheques drawn shall be signed by any two of the following – the Chairman, Secretary, Treasurer and any other person so designated by the Executive Committee.

**8.3** The Executive Committee shall have power to authorise the payment of remuneration and expenses to any Member of the Club and to any other person or persons for services rendered to the Club

**8.4** The financial transactions of the Club shall be recorded in such manner as the Executive Committee thinks fit by the Treasurer

**8.5** The Club is a non-profit making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. Surplus income shall be held in a Reserve Fund and may be invested as thought fit by the Executive Committee so as to obtain the maximum financial return commensurate with the ability to obtain such monies as is required to meet the Club's financial commitments provided that no surplus assets will be distributed to members or third parties.

## **9 BORROWINGS**

The Executive Committee may borrow a maximum total amount of £5,000 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 two-thirds majority vote at a general meeting of the Club, any further money above that sum.

## **10 MEMBERSHIP**

**10.1 Applications** - All applications for election as members shall be made on the Club's official application form, addressed to the Membership Secretary and be accompanied by the appropriate subscription. In the event of non-acceptance, all such sums received shall be refunded and the decision of the Executive Committee accepted as final. All accepted applicants shall receive Club Membership Cards, which are non-transferable.

The name and address of any prospective member shall be displayed in the clubhouse for at least two days before admission. No person may purchase any intoxicating liquor in the Club until at least 48 hours after his or her election.

**10.2 Membership Grades** – Club Membership shall be divided into the following grades:

- (i) Senior (26 years of age and over)
- (ii) "18 – 25" (18 years of age and under 26 years)
- (iii) Student
- (iv) Internet Full
- (v) Internet Off-peak
- (vi) Junior (Under 18 years of age)
- (vii) Country (Members residing more than 75 miles from the Club)
- (viii) Non-Playing

Internet Full and Internet Off-peak Members may at any time apply for Senior Membership and Junior Members may apply for transfer to Student Membership at any time. Internet Off-peak and Junior Members shall have defined hours of play as detailed in the Regulations. In addition, all Junior Members must have at least one parent or guardian as a playing or non-playing Member of the Club.

- 10.3 Life Membership** – Subject to the recommendation of the Executive Committee, the Club shall be entitled, by a two-thirds majority vote at the Annual General Meeting, to appoint any member as a Life Member.

## **11 SUBSCRIPTIONS AND ENTRANCE FEES**

- 11.1** The dates of the membership year shall be determined by the Executive Committee and will be included in the Regulations. The annual subscription for all members shall be fixed at the previous Annual General Meeting. The Club's entrance fee and subscriptions for indoor tennis shall be determined by the Executive Committee.

- 11.2** All renewal subscriptions shall be paid to the Membership Secretary within two weeks of the commencement of the new membership year or membership period for indoor tennis. Membership renewals received after that time will be subject to a surcharge as set by the Executive Committee, or the membership may, at the discretion of the Executive Committee, be treated as lapsed and the member being advised accordingly. Any members wishing to resign or amend the terms of their membership must notify the Membership Secretary in writing prior to the commencement of the new membership year.

- 11.3** The Executive Committee shall assess any short period subscriptions as circumstances so permit and be entitled to waive or vary the subscription or entrance fee in exceptional circumstances.

- 11.4** In exceptional circumstances, the Executive Committee shall have the power to charge a levy or surcharge either on all Members or on an individual basis.

- 11.5** No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the entrance fee (if applicable) and his first annual subscription.

- 12 RESIGNATION** – A Member may withdraw from membership of the Club on written notice to the Membership Secretary. 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 with any condition of the membership set out in the Rules.

## **13 SUSPENSION OR EXPULSION OF MEMBERS**

- 13.1** The Executive Committee shall have the power to suspend or expel any Member for any infringement of the Rules or Regulations or for any action prejudicial to the best interests of the Club

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

**13.3** The Member shall be given an opportunity to make written representations and/or to appear before the Executive Committee and at any such meeting to be accompanied by a friend. The Member or friend may answer any complaints made against the member and may cross examine any witnesses. If the Member is a junior (aged under 18) then they must be accompanied by a parent or guardian and only that parent or guardian will be able to make verbal representation. The Member will only be expelled if at least two-thirds of the Executive Committee then present vote in favour of the expulsion.

**13.4** The Executive 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.

**14 EFFECT OF RESIGNATION OR EXPULSION** – Any person ceasing to be a Member forfeits all rights 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 Executive Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

## **15 ANNUAL GENERAL MEETING**

**15.1** The annual general meeting of the Club shall be held each year within three months of the end of the Club's financial year to transact the following business:

- (a) to receive reports of the activities of the Club during the previous year
- (b) to receive and consider the audited accounts of the Club for the previous year and the Treasurer's report as to the financial position of the Club
- (c) to elect the President, Vice Presidents and Hon. Auditor
- (d) to elect the Officers and Elected Members of the Executive Committee
- (e) to decide on any resolution which may be duly submitted in accordance with Rule 15.2 below
- (f) to deal with any other matters which the Executive Committee desires to bring before the membership

**15.2** 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

**16 EXTRAORDINARY GENERAL MEETINGS** - An Extraordinary General Meeting may be convened by the order of the Executive Committee or by the requisition in writing to the Secretary signed by at least twenty Voting Members and accompanied by a copy of the agenda containing in detail the proposed resolutions at the meeting. The Secretary shall notify the Executive Committee forthwith and all members shall be advised of the date of any such meeting, which will be arranged and conducted at as early a date as possible.

## **17 PROCEDURES AT THE ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

**17.1** The Secretary shall send to each Member at his last known address written notice of the date of the general meeting and the agenda at least 10 days prior to the date of the meeting

**17.2** Nomination of new Officers and Elected Members for election to the Executive Committee must be received in writing by the Secretary at least seven days before the Annual General Meeting. All nominations must be signed by a proposer and seconder (both of whom must be Voting Members) and by the nominee accepting nomination. If a nomination is made by the Executive Committee no seconder is necessary.

**17.3** The quorum for the annual and extraordinary general meetings shall be 20 Voting Members

**17.4** The Chairman 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 Voting Members present may choose one of the other members of the Executive Committee present to preside and if no other member of the Executive Committee is present or willing to preside then the Voting Members present may choose one of their number to chair the meeting

**17.5** Only Voting Members present at the meeting shall have the right to vote at the annual or extraordinary general meeting. Each Voting Member shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting unless a greater majority is required under these Rules. In the event of the vote being tied the Chairman shall have the casting vote.

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

## **18 CONDITIONS OF PLAY**

**18.1 Rules of Tennis** – All members shall comply with the current Rules of Lawn Tennis as promulgated by the International Tennis Federation, which shall apply to all games and matches played on the courts.

**18.2 Members' Obligations** - All members shall:

**18.2.1** wear recognised and predominately white tennis dress and tennis shoes;

**18.2.2** exercise the utmost care of the courts and Club property at all times;

- i. become familiar with any Regulation that may be introduced by the Executive Committee;
- ii. refrain from using the Club's name for any purpose without the written consent of the Executive Committee.

## **19 VISITORS**

**19.1** Any playing member may introduce a visitor to play on the Club's courts at such fees and conditions as the Executive Committee shall decide and as specified in the Regulations subject to Rules 19.2 and 19.3 below.

**19.2** No person shall be allowed to play as a visitor more than six times during the calendar year, of which no more than three times can be indoors.

**19.3** A person whose application for membership has been declined or who has previously been expelled from the Club may not be introduced as a visitor

**20 LIABILITY** - The Club will not be held liable for injury to persons, or for loss of, theft of, or damage to, their property while on Club premises.

## **21 RULES**

**21.1 Alterations** – No alterations, amendments or additions to the Club's Rules shall be valid unless passed by a two-thirds majority vote at an Annual General Meeting or at an Extraordinary General Meeting, for which notice in writing shall have been given in accordance with Rule 17.1 above.

**21.2 Interpretation** – the Executive Committee reserves the right of interpretation of all Rules and Regulations or of any questions not contained therein and whatever decision is made shall be accepted as final and binding by all members.

**22 DISSOLUTION OF THE CLUB** – If upon dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any assets whatsoever the same shall not be paid or distributed to the Members of the Club but shall be given or transferred to such other Community Amateur Sports Clubs or the Lawn Tennis Association as the Executive Committee shall determine at a meeting at or before the time of dissolution.