

MILTON KEYNES TENNIS CLUB

RULES AND CONSTITUTION OF MILTON KEYNES TENNIS CLUB

1. NAME

The name of the Club shall be Milton Keynes Tennis Club.

2. AFFILIATION

The Club shall be affiliated to the Lawn Tennis Association (LTA).

3. DEFINITIONS

“the AGM”	means the Annual General meeting
“the Chairman”	means the person elected from time to time to be the Honorary Chairman of the Club in accordance with Rule 9;
“the Game”	means the game of lawn tennis;
“the Secretary”	means the person elected from time to time to be the Honorary Secretary of the club in accordance with Rule 9;
“the Treasurer”	means the person elected from time to time to be the Honorary Treasurer of the Club in accordance with Rule 9;
“the LTA”	means the Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and the 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 from time to time;
“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 9 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; and
“the President”	means the person elected from time to time to be the president of the Club in accordance with Rule 8;

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.

4 OBJECTS

4.1 The objects of the Club are:

(a) to provide facilities for and to promote, encourage and facilitate the playing of the game in the local area and amongst the community;

(b) subject to the LTA Rules and the LTA Disciplinary Code, to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including regulations concerning disciplinary procedures that may be taken against the Members;

(c) 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 an increase in participation at all levels of the game and to maintain Clubmark status.

5. APPLICATION OF SURPLUS FUNDS

5.1 The Club is a non-profit making organisation. The income 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) and are agreed with the member on an arm's length basis.

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 Membership of the Club is open to all.

6.1.2. Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide.

6.2 CLASSES OF MEMBERS

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

Full Member

Junior Member

Honorary member

6.2.2. Full member. A full member is a member aged 18 or over whose class of membership does not impose any restriction on the times at which they are permitted to use the courts.

6.2.3 Junior Members. Any person who is under 18 years of age on 1 January in the current playing year shall be classified as a junior member. Juniors are entitled to use courts for their own play if courts are available, but are not entitled to attend adult sessions, except by invitation of the management committee. Sessions specifically designated for juniors will entitle them to full priority. Juniors who have attained a certain standard as approved by the Committee shall be classified as Intermediate. Intermediates shall be entitled to attend adult sessions.

6.2.4. Honorary Members. The members of the Club may by a vote at the AGM, elect as Honorary Members any members or former members who have given long and distinguished service to the Club. Honorary Members shall become full members for life or until terminated by the Club by General Meeting and shall be entitled to all privileges of full membership without payment of annual subscription.

6.2.5. The Management committee has the discretion to create other classes of membership, which may carry restrictions on the times at which the members are permitted to use the courts.

6.3 CONDITIONS OF MEMBERSHIP

6.3.1. Each member agrees as a condition of membership to be bound by and subject to these rules and the LTA Rules and the LTA Disciplinary Code.

6.3.2. The Management Committee may, subject to Clause 7.2, 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.

6.3.3 All Members shall be entitled to receive notice of and attend general meetings. A member other than a Full Member shall be entitled to all the privileges of membership relevant to his/her class of membership but shall not be entitled to vote at general meetings.

6.4 SUBSCRIPTIONS

6.4.1 Membership shall continue for one year from the first day of April. The full subscription amount falls due on 30 April.

6.4.2 The annual subscription for each type of Member 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.

6.4.3 No member shall be entitled to the privileges of membership until he has paid the first annual subscription in full.

6.4.4 Any Member whose subscription is not paid within one month of the date on which it falls due shall be deemed to have resigned his membership of the Club.

7. MEMBERSHIP CEASING

7.1 RESIGNATION

A Member may withdraw from membership of the Club. Membership shall not be transferable 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.

7.2 EXPULSION

7.2.1 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 of lawn tennis into disrepute.

7.2.2 Any action by the Management Committee that could lead to the expulsion of a member will be taken in accordance with the LTA Disciplinary Code.

7.3 EFFECT OF RESIGNATION OR EXPULSION

7.3.1 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.

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

8. PRESIDENT

The members of the Club may, by a simple majority vote at the AGM, elect as President a person (not necessarily a member) nominated by the Management Committee who is prominent within the business, sporting or cultural life of the community and who, by his association with the Club, is able to promote the objectives of the Club. On election he will serve until the following AGM and will become an Honorary Member of the Club for that period.

9. THE MANAGEMENT COMMITTEE

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

- (a) the Chairman;
- (b) the Secretary;
- (c) the Treasurer;

These 3 Members are the Officers of the Club

(d) no more than 5 other Members elected annually at the AGM

(e) the Head Coach

9.2 The Management Committee members shall be proposed, seconded and elected either by a show of hands or by ballot at the annual general meeting. All members of the Management Committee shall retire annually but shall be eligible for re-election.

9.3 The Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee. Those persons proposed to be nominated as members of the Management Committee must be nominated by any two Full Members on the form prescribed by the Management Committee and the nominations must be submitted to the Secretary by such date as the Management Committee shall prescribe each year.

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 by ballot at the AGM for that position. In the event of a tie, further ballots will be held until there is a majority decision.

9.5 The Management Committee may co-opt such other further Members as it sees fit who shall serve until the next AGM. Co-opted members shall be entitled to vote at the meetings of the Management Committee.

9.6 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee until the next AGM.

9.7 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 the 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.

10. PROCEEDINGS OF THE MANAGEMENT COMMITTEE

10.1 The Club shall be managed by the Management Committee which shall comprise the Officers and other members elected in accordance with Rule 9.1, and any

additional co-opted members in accordance with Rule 9.5. 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 Management Committee shall:

- (i) be responsible for the efficient day-to-day running of the Club;
- (ii) be responsible for appointing representatives for the management of Juniors;
- (iii) be responsible for making appropriate arrangements for the Club's bank account(s), including cheque signatories;
- (iv) be responsible for negotiating and agreeing from time to time with Milton Keynes Council or its successor in title arrangements for the hire of tennis courts at the Pavilion, Woughton on the Green, Milton Keynes, Buckinghamshire and/or such other facilities as are thought to be desirable;
- (v) as prescribed in rule 7 have the power to terminate the membership of any member who, in its opinion, persistently or seriously offends against the Rules of the Club or who by their conduct renders themselves unfit for membership;
- (vi) be responsible for appointing Club representatives for other committees as required.

10.3 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 for 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.

10.4 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting Chairman for that meeting) shall have a casting or additional vote.

10.5 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.

10.6 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.

10.7 The members of the Management Committee shall not be liable for any loss suffered by the club as the result of the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they 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.

11. GENERAL MEETINGS

11.1 ANNUAL GENERAL MEETING

11.1.1 The AGM 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 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 and the Treasurer's report as to the financial position of the Club;
- (c) to elect the President;
- (d) to elect the Officers and other members of the Management Committee;
- (e) to decide on any resolution which may be duly submitted in accordance with Rule 11.1.3 below;
- (f) to deal with any other matters which the Management Committee desires to bring before the membership.

11.1.2 The Secretary shall, not less than 28 days preceding the AGM, notify all members of the Club of the date, time and place of the AGM, setting out the agenda of the meeting and inviting a) full details of any proposed amendments to the Rules and Constitution or proposals for the running of the Club to be considered at the meeting and b) nominations for the appointment of officers and Committee members.

11.1.3 Notice of any resolution proposed to be moved at the AGM shall be given in writing to the Secretary not less than 14 days before the meeting. The Chairman will not accept proposals made orally at the meeting unless prior notice has been given in accordance with this Rule. The Chairman may, at his discretion accept nominations at the meeting for Members of the Management Committee in the event that no advance nominations have been received for a specific vacant post on the Management Committee.

11.2. EXTRAORDINARY GENERAL MEETINGS

11.2.1 An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee and shall be called within 28 days of receipt by the Secretary of a requisition in writing signed by not less than 10% of Members stating the purposes for which the meeting is required and the resolutions proposed.

11.2.2 The Secretary shall, not less than 14 days preceding the EGM, notify all Members of the Club of the date, time and place of the EGM, setting out the business to be discussed at the meeting. No business other than that for which the meeting was called may be discussed at an EGM.

11.3. CONDUCT OF GENERAL MEETINGS

11.3.1 The quorum for the AGM and any EGM shall be 12 full members or 10% of full members whichever is the greater. 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. If the persons attending an AGM or EGM 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.

11.3.2 The Chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an AGM or EGM 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. 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.

11.3.3 Proposals for alterations to the Rules and Constitution shall be passed if approved by two-thirds of the full Members present. All other proposals at the AGM shall require a simple majority. In the case of an equality of votes the motion shall be deemed to have been lost. All proposals put to an EGM shall require a two-thirds majority.

11.3.4 Each full member shall have one vote and must be present at the AGM in person to exercise his vote. There shall be no right for a Member to vote by proxy. No person may represent more than one Member. Postal votes will not be accepted.

12. FINANCE

12.1 All moneys payable to the Club shall be received by the person(s) 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 three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

12.2 The Management Committee shall have power to authorise the payment of expenses and remuneration 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. 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.

12.3 Any capital or extraordinary expenditure in excess of £2,500 must be approved by a two-thirds majority vote of the Committee at a meeting, such meeting to have had two weeks notice of convention and business. Any capital or extraordinary expenditure in excess of £5,000 must be approved by the membership in general meeting by a two-thirds majority vote.

13. DISSOLUTION

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

13.2 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.

13.3 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) the LTA for use in community related

initiatives for the Game; (ii) a registered community amateur sports club for the game; or (iii) a registered charitable organisation.