

REIGATE LAWN TENNIS CLUB

THE CONSTITUTION AND RULES OF REIGATE LAWN TENNIS CLUB

DEFINITIONS

In these Rules, the following words or expressions have the following meanings:

‘The Bye-Laws’	The Bye-Laws of the Club made pursuant to the Rules
‘The Club’	Reigate Lawn Tennis Club
‘The Club Championships’	The tennis tournament which is described as such, operated by the Club for Members (where permitted by their category of Membership) typically on an annual basis
‘The Club Financial Year’	The calendar year ending the 30 September, to which day the accounts of the Club shall be balanced
‘The Club Membership Year’	The calendar year ending the 31 March
‘The Club Premises’	The total real estate of the Club
‘General Meeting’	An Annual General Meeting or Special General Meeting, as described under Rule 29 and Rule 30 respectively
‘The Handicap Tournament’	The tennis tournament which is described as such, operated by the Club for Members (where permitted by their category of Membership) typically on an annual basis
‘The Junior Championships’	The tennis tournament which is described as such, operated by the Club for Child Members and Young Members under nineteen years of age typically on an annual basis
‘The LTA’	The Lawn Tennis Association or the governing body of the sport of tennis for the time being
‘The Management Committee’	The group of Members elected to the positions set out in Rule 21. Within these Rules, references to ‘the Committee’ should be taken as referring to the Management Committee.
‘Member’	A person admitted into one of the categories stated in Rule 7 or Rule 9 (pursuant to Rule 5 and Rule 6), or a person elected under Rule 8 to the status described by that Rule
‘Membership’	The status of being a Member of the Club
‘Office’	A position of authority at the Club such as the role of President, Vice President or any role on the Management Committee or any Sub-Committee
‘The Rules’	The current Rules as approved in General Meeting
‘The Table of Subscriptions’	The Table of Subscriptions and entrance fees from time to time approved in General Meeting or by the Committee pursuant to the Rules

THE CONSTITUTION IS INCORPORATED WITHIN THE RULES

1 LEGAL STATUS

Reigate Lawn Tennis Club (RLTC) is an unincorporated association and is a non-profit making organisation.

2 OBJECTS

The Club is formed to provide courts and facilities for its Members and generally to encourage and facilitate the playing of lawn tennis in accordance with the rules of the Lawn Tennis Association.

3 DEEMED KNOWLEDGE OF THE RULES

All Members are deemed to be aware of the content of the Rules and Bye-Laws governing the Club.

4 MEMBERS

- 4.1 Any person can apply for Membership irrespective of sex, age, race, ethnicity, disability, sexual orientation or religious beliefs.
- 4.2 The Management Committee shall have the power to limit the number of Members in any category of Membership.

5 APPLICATION AND ADMISSION INTO MEMBERSHIP

- 5.1 Admission into Membership shall be vested in the Management Committee.
- 5.2 Every applicant for Membership shall complete the application process.
- 5.3 An application for admission into Membership will not be unreasonably refused (but is subject to Rule 4.2).
- 5.4 If an application for admission into Membership is accepted by the Management Committee, Membership will not be complete until the appropriate subscription has been received by the Club from the applicant.
- 5.5 No person shall be admitted into Membership without an interval of at least two days between their application for Membership and the acceptance or refusal for admission to Membership.
- 5.6 A person not admitted into Membership shall not be permitted to apply for Membership again within a period of twelve months following the Management Committee's decision not to admit him/her into Membership.

6 ENTRY TO MEMBERSHIP

- 6.1 On being accepted as a new Member, the Membership Secretary shall issue him/her with an electronic tag to access the Club. Details of the Club's Rules and Bye-Laws are available on the Club website, www.reigateltc.org.uk
- 6.2 Admission as a new Member will be conditional upon the new Member's acceptance of and agreement to abide by the approved Club Rules and Bye-Laws and be bound by and subject to the LTA rules and the LTA disciplinary code.
- 6.3 Renewal is on an annual basis and is at the discretion of the Committee but will not be unreasonably refused.

7 CATEGORIES OF MEMBERSHIP

The Club shall comprise the following categories of Member:

- 7.1 Tennis Member
 - 7.1.1 Any person who is nineteen years of age or over may apply to be a Tennis Member.
 - 7.1.2 A Tennis Member may play tennis at the Club and represent the Club in matches.
 - 7.1.3 A Tennis Member may use all of the indoor amenities of the Club.
 - 7.1.4 A Tennis Member may serve as President or Vice President, on the Management Committee and any Sub-Committee, and in any other Office.
 - 7.1.5 A Tennis Member may attend and speak at General Meetings and vote thereat and propose or second candidates' nominations.
 - 7.1.6 A Tennis Member may exercise all other rights and share in all the other privileges that are necessarily incidental to being a Tennis Member.
 - 7.1.7 A Tennis Member who is 67 years of age or over on 1 April of The Club Membership Year is categorised as a Senior Citizen Member and is entitled to a reduction in the cost of their subscription.
- 7.2 Social Member
 - 7.2.1 Any person may apply to be a Social Member.
 - 7.2.2 A Social Member may enjoy all of the indoor amenities of the Club.
 - 7.2.3 A Social Member may not play tennis at the Club nor represent the Club in matches.
 - 7.2.4 A Social Member may not serve as President, Vice President, on the Management Committee or any Sub-Committee, or in any other Office, except under the circumstance stated in Rule 7.2.5.
 - 7.2.5 A Social Member may only serve on the Management Committee, any Sub-Committee or in any other Office except the role of President and Vice President if they are nineteen years of age or over and there is an

unfilled vacancy for which the Management Committee decides to co-opt a Social Member. Appointees to the Management Committee by this route are limited to two at any one time.

- 7.2.6 A Social Member may attend and speak at General Meetings but may not vote thereat or propose or second candidates' nominations, except when serving on the Management Committee or a Sub-Committee under Rule 7.2.5.

7.3 Young Member

- 7.3.1 The parent or guardian of any child who is between eleven and eighteen years of age (inclusive) on 1 April of The Club Membership Year may apply for that child to be a Young Member.
- 7.3.2 Furthermore, any person who is between nineteen and twenty-five years of age (inclusive) on 1 April of The Club Membership Year may apply to be a Young Member.
- 7.3.3 A Young Member who is nineteen years of age or over shall have the same rights and privileges afforded to a Tennis Member as listed in Rule 7.1 above.
- 7.3.4 A Young Member who is under nineteen years of age may play tennis at the Club and represent the Club in matches.
- 7.3.5 A Young Member who is under nineteen years of age may use all of the indoor amenities of the Club.
- 7.3.6 A Young Member who is under nineteen years of age may attend and speak at General Meetings but may not:
- (i) vote thereat or propose or second candidates' nominations, or
 - (ii) serve as President or Vice President, on the Management Committee or any Sub-Committee, or in any other Office.
- 7.3.7 The Management Committee may attach any conditions to the use of the Club Premises by Young Members under nineteen years of age as it may consider necessary. Such conditions shall be contained in the Bye-Laws.

7.4 Child Member

- 7.4.1 The parent or guardian of any child who is between the ages of five and ten years (inclusive) on 1 April of The Club Membership Year may apply for that child to become a Child Member.
- 7.4.2 A Child Member may play tennis at the Club and represent the Club in matches.
- 7.4.3 A Child Member may use all of the indoor amenities of the Club.
- 7.4.4 A Child Member and his or her parents or guardians are not entitled to attend General Meetings (though if any parent or guardian is a Member of the Club in their own right then the corresponding condition of their category of Membership takes precedence).
- 7.4.5 The Management Committee may attach any conditions to the use of the Club Premises by Child Members as it may consider necessary. Such conditions shall be contained in the Bye-Laws.

7.5 Associate Member

- 7.5.1 Any person who was not already an Associate Member on 1 December 2019 is not eligible to become an Associate Member or renew their Associate Membership.
- 7.5.2 An Associate Member may play tennis at the Club after 6pm on Mondays, before 1pm on Thursdays and after 5pm on both Saturdays and Sundays.
- 7.5.3 An Associate Member may enjoy all of the indoor amenities of the Club.
- 7.5.4 An Associate Member may play in the Handicap Tournament and may receive paid coaching between 8am and 5pm on Mondays to Fridays, and after 5pm on both Saturdays and Sundays.
- 7.5.5 An Associate Member may not play in the Club Championships nor represent the Club in matches.
- 7.5.6 An Associate Member may not serve as President, Vice President, on the Management Committee or any Sub-Committee, or in any other Office.
- 7.5.7 An Associate Member may attend and speak at General Meetings but may not vote thereat or propose or second candidates' nominations.

8 HONORARY MEMBERS

- 8.1 The Management Committee may elect anyone as an Honorary Member for life or any other period as it may determine in each case.
- 8.2 An Honorary Member, without being liable for any payment, shall have all the rights and privileges of a Tennis Member except the right to vote at General Meetings unless awarded the title of Honorary Life Member.

9 TEMPORARY MEMBERS

- 9.1 Anyone who wishes to apply to be a Temporary Member, at the discretion of the Committee, may do so on the following terms:
- 9.1.1 The period of Membership shall be for a specific period of time not exceeding in total more than three calendar months in any Club Membership Year.

- 9.1.2 Once admitted, they shall be subject to the Rules and Bye-Laws and payment of the subscription as determined by the Membership Secretary.
- 9.2 A Temporary Member shall be subject to the following restrictions:
- 9.2.1 A Temporary Member, unless under eleven years of age, may attend and speak at General Meetings but may not:
- (i) vote thereat or propose or second candidates' nominations, or
 - (ii) serve as President or Vice President, on the Management Committee or any Sub-Committee, or in any other Office.
- 9.2.2 A Temporary Member may not represent the Club in matches or play in the Club Championships, the Handicap Tournament or the Junior Championships.
- 9.2.3 A Temporary Member who breaches the Rules and Bye-Laws shall be liable to have their Membership immediately cancelled by the Management Committee, in which event they shall have no claim for the return of any part of their subscription.

10 CHANGES OF CATEGORY OF MEMBERSHIP

Any Members wishing to change their category of Membership shall, subject to the agreement of the Management Committee and its power to limit numbers contained in Rule 4, give immediate notice in writing to the Membership Secretary. Any alteration in subscription will be payable from that date.

11 SUBSCRIPTION OF MEMBERS

- 11.1 Members shall pay such subscriptions as are specified in the Table of Subscriptions.
- 11.2 The Management Committee shall have the power at any time to propose to alter the amount of any subscription payable subject to agreement by the Members in General Meeting.

12 ENTRANCE FEES

- 12.1 Each new Member shall be obliged to pay an entrance fee in the sum specified in the Table of Subscriptions.
- 12.2 Any previous Member returning to the Club after a period of absence shall not be expected to pay another entrance fee.
- 12.3 The Committee shall have the power at any time to alter the amount of any entrance fee payable by any category of Members, waive the payment of any entrance fee or suspend the operation of the Rule for such period and on such terms as it shall think fit.

13 PAYMENT OF SUBSCRIPTIONS

- 13.1 The subscriptions of any Members obliged under the Rules to pay a subscription shall, in the Club Membership Year of their admission into Membership, be at the rate relevant to their category of Membership for the period from the date of their admission to the end of the Club Membership Year as determined by the Club in General Meeting and shown in the Table of Subscriptions.
- 13.2 All other annual subscriptions shall be payable on 1 April in each year. A discount at the rate solely at the discretion of the Committee may be given to existing Members if paid before 1 April.
- 13.3 If after a written reminder has been given a subscription has not been paid before 1 May following, the defaulter shall, subject to a contrary decision of the Committee, immediately cease to be a Member of the Club.
- 13.4 In the absolute discretion of the Committee, the defaulter may be readmitted to Membership on payment of all arrears together with interest thereon at a rate to be decided by the Committee but without payment of any further entrance fee.

14 RESIGNATION OF MEMBERSHIP

- 14.1 Members may resign their Membership by giving to the Membership Secretary written notice to that effect.
- 14.2 When either a Child Member or a Young Member who is under nineteen years of age wishes to resign, it shall be the responsibility of their parent or guardian to ensure that such notice is given.
- 14.3 It shall not be necessary for written acceptance of such notice of resignation to be given on behalf of the Club by the Management Committee.

15 EXPULSION

- 15.1 Subject to the remaining provisions of this Rule, the Management Committee shall have the 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.
- 15.2 A Member shall not be expelled unless he/she is given fourteen days written notice of the meeting of the Management Committee at which his/her expulsion shall be considered and written details of the complaint made against him/her.

- 15.3 The Member shall be given an opportunity to appear before the Management Committee to answer complaints against him/her. The Member must not be expelled unless at least two-thirds of the Committee then present vote in favour of his/her expulsion.
- 15.4 The Management Committee may exclude the Member from the Club Premises until the meeting considering his/her expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his/her representations.
- 15.5 The Member may appeal against the Management Committee's decision by notifying the Management Committee. For a matter not relating to safeguarding or discrimination, the matter shall be put to the Club's Members in General Meeting who shall decide by a majority vote of Members present and voting at such meeting. For a matter of safeguarding or discrimination, the matter shall be put to an appeals panel who shall decide by a majority vote. The appeals panel will comprise a selection of three Members who will each either be a past Chairman of the Club or another respected Member who, at the time of the appeal, is not serving on the Management Committee and who is not involved in the matter being appealed.

16 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/she has no right to the return of any part of his/her subscription. The entry fob of an expelled Member will be immediately disabled.

17 ADMISSION OF GUESTS TO THE CLUB PREMISES

Members may introduce guests in their company, but not otherwise, into the Club Premises either as a spectator or a player. The introduction of guests shall be subject to the Rules and Bye-Laws.

18 PRESIDENT

- 18.1 At a General Meeting, a Tennis Member or Young Member who is nineteen years of age or over may be elected President of the Club.
- 18.2 The President of the Club shall hold office for a maximum of five years without re-election or until death or resignation or until he or she ceases to be a Member of the Club unless removed from office by a resolution of the Members in General Meeting. The President is an ex officio member of Management Committee and all Sub-Committees.

19 VICE PRESIDENTS

- 19.1 At a General Meeting, a Tennis Member or Young Member who is nineteen years of age or over may be elected a Vice President of the Club either for notable services rendered to the Club or for other meritorious services rendered or for accomplishing an outstanding achievement in connection with the game of lawn tennis.
- 19.2 A Vice Presidency shall be continuous save that for the duration of a tenure of the presidency it shall remain in abeyance and that where a holder of the office of Vice President ceases to be a Member it shall terminate.

20 TRUSTEES

- 20.1 The number of Trustees shall be not more than four nor less than three and the property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them. They shall deal with the property of the Club as directed by resolution of the Committee (of which an entry in the minute book shall be conclusive evidence).
- 20.2 The Trustees shall be indemnified against all risk and expense out of the property of the Club.
- 20.3 The Trustees shall hold office until death, resignation or until removed from the office of Trustee by a resolution of the Committee which may for any reason seem sufficient to a majority of the Members of the Committee present and voting at any meeting.
- 20.4 Where by reason of such death, resignation or removal it shall appear necessary to the Management Committee that a new Trustee or Trustees shall be appointed or, if the Committee shall deem it expedient to appoint an additional Trustee or Trustees, the Management Committee shall by resolution nominate the person or persons to be appointed the new Trustee or Trustees.
- 20.5 For the purpose of giving effect to such nomination the President is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act 1925 Section 36, and he/she shall by deed appoint he person or persons so nominated by the Committee as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment.
- 20.6 A Trustee shall not hold any office in the Club, other than President or Vice President, nor if he/she is also a Member of the Club hold any appointment on the Management Committee or any Sub-Committee.
- 20.7 As soon as possible thereafter the Trustees shall take all lawful and practicable steps to procure the vesting of all property belonging to the Club in the names of the Trustees as constituted after the said appointment.

- 20.8 The Trustees 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 compliance with the directions of the Management Committee and agreed by the Members in General Meeting.

21 MANAGEMENT OF THE CLUB

The entire management of the Club (except as otherwise provided by the Rules) shall be deputed to the Management Committee which shall consist of the following Honorary Officers. (Members of the Management Committee will be personally indemnified against any legal claim made against them relating to their work as a Committee Member or in respect of the Club's activities and taken against them in their capacity as a Committee member, by the Club's insurance policies.)

A Chairman
A Secretary
A Treasurer
A Membership Secretary
A House and Grounds Sub-Committee Chairman
A Tennis Sub-Committee Chairman
A Social Sub-Committee Chairman
A Junior Sub-Committee Chairman
A Ladies' Captain
A Men's Captain

22 ELECTION OF THE COMMITTEE

- 22.1 At each Annual General Meeting all Members of the Management Committee shall retire, but each shall be eligible for re-election.
- 22.2 Any two Members, who are entitled to vote, may propose and second any other Member or Members who is or are eligible to hold office with the assent of such nominees by giving notice in writing to the Honorary Secretary at least ten days before the meeting.
- 22.3 If any such notice is given, all Members entitled to vote shall be given notice of the fact at least three days before the meeting by the posting of the nomination on the Club Committee notice board.
- 22.4 In the event that no nomination for a particular office on the Management Committee has been given prior to the Annual General Meeting a nomination, with the nominee's assent, may be proposed and seconded orally at the Annual General Meeting.
- 22.5 Voting shall be by show of hands and by simple majority except when there is more than one nomination for a vacancy, when voting shall be by ballot.
- 22.6 Every voting Member shall be entitled to one vote for each vacancy to be filled.

23 CASUAL VACANCIES ON THE MANAGEMENT COMMITTEE

In the event of a vacancy on the Management Committee, the Management Committee shall have power to appoint any Member of the Club who is eligible to hold office to fill the vacancy. See Rule 7.2.5.

24 PROCEEDINGS AND DUTIES OF THE MANAGEMENT COMMITTEE

- 24.1 The Management Committee shall meet not less than four times in its year of election to arrange the affairs of the Club.
- 24.2 At the first meeting of the Management Committee which shall be held within six weeks of the Annual General Meeting at which the Management Committee was elected, the Management Committee shall fill any vacancies left open at the Annual General Meeting.
- 24.3 Notices of all meetings convened shall be sent by the Honorary Secretary to reach every Member of the Management Committee at least seven days in advance of the meeting.
- 24.4 The Treasurer, according to the financial policy agreed by the Committee, shall
- 24.4.1 keep proper books of account to enable him/her to present at every Annual General Meeting of the Club an accurate report and statement concerning the finances of the Club.
- 24.4.2 present an up to date statement of income and expenditure at each Committee meeting.
- 24.5 The Honorary Secretary shall take minutes of all proceedings of the Committee, and draft copies of these minutes shall be posted prominently on the Committee notice board and posted on the Club website for the benefit of Members within fourteen days of such proceedings.

25 SPECIAL POWERS OF THE MANAGEMENT COMMITTEE

- 25.1 The Management Committee may in the interests of good management or in order to facilitate the proper carrying out of any specific projects or other work that will be of benefit to the Club, create such new posts and appoint such persons to fill them as it deems necessary.

- 25.2 Where in the opinion of the Management Committee the interests of the Club require it, the Management Committee may create such new categories of Membership and such sub-divisions of those categories and determine such entrance fees and rates of annual subscription for them as it considers necessary and confirmed by Members at the next General Meeting.

26 BORROWING

- 26.1 If at any time the Club in General Meeting shall pass a resolution authorising the Management Committee to raise or borrow money, the Management Committee shall then be empowered to raise or borrow for the purposes of the Club such amount of money, the sum of which being at the discretion of the Committee, either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in the resolution.
- 26.2 The Trustees subject to the provisions of Rule 20 shall at the direction of the Management Committee make all such dispositions of the Club property or any part of the Club property and enter into such agreements in relation to that property as the Management Committee may deem proper for giving security for such loans and interest.
- 26.3 All Members of the Club, whether voting on such resolution or not, and all persons becoming Members of the Club after the passing of such resolution, shall be deemed to have assented to the resolution as if they had voted in favour of it.

27 SUB-COMMITTEES

- 27.1 There shall be five Permanent Sub-Committees which shall be under the direction of and directly responsible to the Management Committee as follows:
- 27.1.1 A Finance and General Purposes Sub-Committee which shall consist of the Chairman, the Treasurer, the Secretary, the House and Grounds Sub-Committee Chairman, the Tennis Sub-Committee Chairman and the Membership Secretary. This Sub-Committee shall meet not less than six times in its year of election to arrange the day to day management of the Club and the controlling of finances within the guidelines and budget given to it by the Management Committee.
- 27.1.2 A House and Grounds Sub-Committee which shall consist of the House and Grounds Sub-Committee Chairman and Members deemed necessary for the task of maintaining the Club.
- 27.1.3 A Tennis Sub-Committee which shall consist of the Tennis Sub-Committee Chairman, the Men's Captain, the Ladies' Captain, a Junior Sub-Committee representative and Members deemed necessary for the task of carrying out duties related to the tennis playing calendar. At least two persons on this Sub-Committee should be Tennis Members of the Club who are not on the Management Committee.
- 27.1.4 A Social Sub-Committee which shall consist of the Social Sub-Committee Chairman, the organiser of the bar and any Members deemed necessary for the task of carrying out duties related to the social activities.
- 27.1.5 A Junior Sub-Committee which shall consist of the Junior Sub-Committee Chairman and any Members deemed necessary for the task of carrying out duties related to the juniors.
- 27.2 The Management Committee may at any time establish such further Sub-Committees to be responsible to itself as it considers necessary. Each of which shall consist of a Chairman, and such number of Members as is determined by the Committee.
- 27.3 It shall also be in the power of the Management Committee at any time to dis-establish existing or to re-establish former Sub-Committees.
- 27.4 The Management Committee and the Permanent and other Sub-Committees shall have the power to co-opt additional Members.
- 27.5 The Permanent and other Sub-Committees shall carry out such duties as may be delegated to them by the Management Committee and may make recommendations to the Management Committee on any matters concerned with the management of the Club.
- 27.6 The Chairmen of Sub-Committees shall report back to the Management Committee at the next Committee meeting.

28 CHAIRMAN OF MEETINGS

In the absence of the person appointed to take the chair at any meeting whether General, Committee, Permanent or other Sub-Committees, the Members present entitled to vote shall appoint one of their number to preside over the meeting before any business is transacted.

29 ANNUAL GENERAL MEETING

- 29.1 The Annual General Meeting of the Club shall be held within ninety days of the end of each Club Financial Year upon a date and at a time to be fixed by the Committee for the following purposes:
- 29.1.1 to receive from the Committee a report, reviewed balance sheet and statement of accounts for the preceding Club Financial Year.
- 29.1.2 to elect the Committee for the ensuing year.

- 29.1.3 to appoint a reviewer for the ensuing year, who shall not be eligible to serve on the Management Committee or any Permanent Sub-Committee during their appointment.
- 29.1.4 to elect persons to fill such further post or posts as the interests of good management require for a determinate or indeterminate period not exceeding a Club Financial Year.
- 29.1.5 to decide on any resolution which may be duly submitted to the meeting.
- 29.1.6 to discuss any other business.
- 29.2 Notice and an agenda of the Annual General Meeting including a copy of the report, reviewed balance sheet and statement of accounts shall be sent (by mail or by e-mail or by the inclusion of a hyperlink to the papers) to all Members other than Child Members, Young Members under nineteen years of age and Temporary Members at least twenty-one days before the Annual General Meeting at the addresses last notified to the Membership Secretary.

30 SPECIAL GENERAL MEETINGS

- 30.1 A Special General Meeting may be convened by:
 - 30.1.1 the Management Committee at its discretion at any time for any special purpose, or
 - 30.1.2 on a requisition to the Honorary Secretary signed by not less than ten Members of the Club entitled to vote at General Meetings stating the purpose for which the meeting is to be called.
- 30.2 Such Special General Meeting shall be held within six weeks of the receipt of such requisition.

31 NOTICE OF GENERAL MEETINGS

- 31.1 The Honorary Secretary shall at least twenty-one days before the Annual General Meeting or any Special General Meeting send to every Member entitled to attend and to vote at such meeting a notice of the meeting and of the business to be transacted at the meeting.
- 31.2 Such notice shall be sent by e-mail or by mail to the address of such Member last notified to the Membership Secretary.
- 31.3 No business other than that of which notice has been so given shall be brought forward at the meeting.
- 31.4 All notices sent or posted to a Member's last known postal or email address shall be considered as having been duly delivered but neither accidental omissions to send such notices, nor the non-receipt of any notices sent, shall invalidate any proceedings or resolution.

32 CONDUCT OF GENERAL MEETINGS

- 32.1 At all General Meetings the President shall take the chair.
- 32.2 The Honorary Secretary shall take minutes of the proceedings at all General Meetings.
- 32.3 Every Member present and entitled to vote shall have one vote upon every motion.

33 QUORUMS

- 33.1 The quorums at all General Meetings shall be as follows:
 - 33.1.1 for motions proposed and any addition to, repeal or amendment of the Rules - thirty Members with voting rights.
 - 33.1.2 for the addition to, repeal or amendment of any Bye-Law - twenty Members with voting rights.
 - 33.1.3 for all other business - ten Members with voting rights.
- 33.2 The quorum for a meeting of the Management Committee shall be five.

34 RESOLUTIONS

- 34.1 In General Meeting or Committee unless otherwise stated in the Rules a resolution shall be decided by a simple majority of votes.
- 34.2 Voting shall be by show of hands unless either the chairman of the meeting or five Members present and entitled to vote demand a ballot.
- 34.3 In the case of an equality of votes, the chairman of the meeting shall have the casting vote in addition to the vote to which he or she is entitled as a Member attending the meeting.
- 34.4 Any positive amendment pertinent to the subject matter of a resolution which is properly brought forward shall be voted upon first.
 - 34.4.1 No amendment shall be moved which goes beyond the scope of a resolution already proposed.
 - 34.4.2 If a meeting is not in unanimous agreement that a proposed amendment can properly be moved in accordance with this Rule, it shall require the support of at least two-thirds of those present and voting before such proposed amendment can be put to the meeting.
 - 34.4.3 Where the notice convening a meeting sets out the exact wording of a resolution that is to be proposed at the meeting, such resolution shall not be open to amendment.
- 34.5 To reverse a Management Committee resolution within the same year of office as it was carried, it shall require the support of at least two-thirds of those present and voting at a meeting. It shall be an essential prerequisite that the same notice or full attendance at a meeting as that required by Rule 43.3 relating to the Bye-Laws shall be observed.

35 MEMBERS' RESOLUTIONS

Any Member wishing to move any resolution at an Annual General Meeting shall give written notice of the resolution to the Honorary Secretary by the thirty-fifth day preceding the date fixed for the meeting.

36 REVIEWER

At every Annual General Meeting one Member of the Club, not being a Trustee or member of the Management Committee, shall be elected to serve as reviewer for the ensuing year. In the event that it is not possible to elect such Member the Committee shall appoint an independent reviewer or firm of auditors.

37 PURCHASE OF INTOXICATING LIQUOR

37.1 The purchase of intoxicating liquor for supply by the Club shall be in the absolute discretion of the Social Sub-Committee.

37.2 The purchase or consumption of intoxicating liquor is not permitted by persons under eighteen years of age.

38 PERMITTED HOURS

The permitted hours for the supply of intoxicating liquor shall be as determined in the Club Premises Certificate as issued by the Local Authority in accordance with the Licensing Act in force at the time.

39 PRIVATE BENEFIT NOT TO ACCRUE ON SUPPLIES OR SERVICES

No person shall at any time be entitled to receive at the expense of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club or supplies or services provided to the Club.

40 PROFITS OR EMOLUMENTS FOR MEMBERS

No Member shall, except for services rendered at the request of the Management Committee, receive any profit or emoluments from the funds or transactions of the Club.

41 AMENDMENTS OF RULES

41.1 The Rules may be added to, repealed or amended by resolution at any General Meeting provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the Members present and voting on it.

41.2 Following the passing of every resolution which alters either the Rules or the Bye-Laws, the Honorary Secretary shall post a notice on the Committee notice board and, within six weeks subsequently, send a notification to all Members other than Child Members, Young Members under nineteen years of age and Temporary Members.

42 NOTICES

42.1 Any notice required by the Rules to be given or sent to a Member shall be deemed to have been duly given or sent four working days after it is e-mailed or posted, if sent by prepaid post to the address of the Member last notified to the Membership Secretary.

42.2 All notices other than those relating to General Meetings shall be posted by being affixed in a prominent position in the Club Premises on the Committee notice board. It shall be the duty of the Honorary Secretary to ensure that any such notice remains so exhibited for as long as is necessary.

43 BYE-LAWS AND REGULATIONS

43.1 The Management Committee shall from time to time make, repeal and amend all such Bye-Laws and regulations (not inconsistent with the Rules) as it shall think expedient for the internal management and well-being of the Club.

43.2 All such Bye-Laws and regulations shall be binding on the Members until repealed by the Management Committee or set aside by a resolution of a General Meeting of the Club.

43.3 No business involving the making, repealing or amending of any Bye-Law shall be transacted in Management Committee, unless either notice of such proposed business has been given to each member of the Management Committee with the notice convening the meeting, or all the members of the Committee are present at a particular meeting.

43.4 No resolution concerning the Bye-Laws, moved in either General Meeting or Management Committee, shall be carried except by a majority of at least two-thirds of those present and voting subject to the provisions of the Rules.

44 INTERPRETATION OF THE RULES AND BYE-LAWS

The Management Committee shall be the sole authority within the Club for the interpretation of the Rules and the Bye-Laws; and the decision of the Management Committee upon any question of interpretation, or upon

any matter affecting the Club which is not provided for in the Rules or the Bye-Laws, shall be final and binding upon all Members.

45 STATUS OF THE CLUB

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

46 DISSOLUTION

- 46.1 If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Members present and entitled to vote, and if such resolution shall be confirmed by a resolution passed by a majority of two-thirds of the Members present and entitled to vote at a Special General Meeting held not less than one month after that meeting, at which not less than one-quarter of the Members entitled to vote shall be present, the Management Committee, through the Trustees, shall immediately or at any such future date as shall be specified in such resolution proceed to realise the property of the Club.
- 46.2 After the discharge of all the Club's liabilities, the Committee shall cause the remainder to be equally divided (pro rata according to the rates of subscription) among all Members of the Club of not less than three consecutive years membership (other than Child Members, Young Members under nineteen years of age and Temporary Members) and, upon the completion of such division, the Club shall be dissolved.

THE BYE-LAWS OF REIGATE LAWN TENNIS CLUB

1 Definitions

The definitions set out in the Rules shall apply to these Bye-Laws.

In addition, the following definitions apply to these Bye-Laws:

'Club Notice Board': Any of the notice boards situated inside or outside the Clubhouse

'Clubhouse': The building situated on the Club Premises, inside of which is a bar and other facilities for Members

'Court Bookings Officer': The Member designated by the Tennis Sub-Committee to have responsibility for managing court bookings at the Club

'Junior Member': A Child Member, Young Member who is under nineteen years of age, or Temporary Member who is under nineteen years of age

'Senior Member': A Tennis Member, Associate Member, Young Member who is nineteen years of age or over, or Temporary Member who is nineteen years of age or over

'General Club Play': The use of the courts to play tennis by any Member of the Club except Social Members

2 Allocation of Courts

Prior to 1 February each year, the Tennis Sub-Committee shall prepare a proposal for determining a timetable for the Designated Club Sessions and the allocation of the courts for the ensuing year. This proposed timetable must be agreed by the Management Committee by the 1 March, following which it shall be communicated to Members. The agreed timetable shall then remain in force for 12 months commencing 1 April.

3 Supervision of Club sessions for Junior Members

The Junior Sub-Committee shall arrange a roster of Senior Members and/or Social Members who are nineteen years of age or over to be on duty at the Club Premises for each Club session arranged for Junior Members as designated on the agreed yearly timetable.

4 Courts for Designated Club Sessions

- 4.1 During periods when a designated Club session is taking place, courts being used for that session shall be used subject to the following conditions:
- 4.1.1 When other Members are waiting to play, those on court must only play one short set (i.e. with a tie-break at 5-5) and then vacate the court.

- 4.1.2 Singles matches must not be played when other Members are waiting to play a doubles match. When all the courts are in use, singles players must make up a four or give way to a doubles match.

5 Courts for General Club Play

- 5.1 During periods when no designated Club sessions are taking place, the courts available for General Club Play shall be as detailed in the agreed yearly timetable subject to the following conditions:
- 5.1.1 Matches in which Members are representing the Club take precedence over General Club Play (subject to meeting the conditions of Bye-Law 7).
- 5.1.2 Matches taking place in the Club Championships, the Handicap Tournament or the Junior Championships take precedence over General Club Play (subject to meeting the conditions of Bye-Law 7).
- 5.1.3 Other matches take precedence over General Club Play, but only if prior approval for such matches has been given by the Court Bookings Officer.
- 5.1.4 General Club Play by Senior Members takes precedence over General Club Play by Junior Members, except on any court designated for Junior Members under Bye-Law 8.
- 5.2 In addition to the general etiquette as detailed under Bye-Law 27, the guidelines for General Club Play at times when there are other Members waiting to play shall be that one short set (i.e. with a tie-break at 5-5) be played. After each such set the court must then be vacated to allow those waiting to play to take the court.

6 Courts for Competitions

The Management Committee shall have the power to make arrangements for the following: -

- 6.1 To hire the courts, including the imposition of a charge, for the use of non-members.
- 6.2 To hold matches, tournaments or other competitions and to provide cups and other prizes for such competitions.
- 6.3 All matches, tournaments, or other competitions and special use of courts shall be communicated to Members in advance.

7 Courts for Matches

- 7.1 All matches must be pre-booked with the Court Bookings Officer. The Court Bookings Officer shall then arrange for the details of such matches to be displayed by such means as the Tennis Sub-Committee shall deem appropriate. The display shall specify the date, the start time and the number of courts to be used.
- 7.2 A maximum of four courts shall be permitted for playing of matches at any one time except when courts are unfit for play, when the maximum will then be reduced to two courts. In this situation the Court Bookings Officer will limit bookings to two courts unless unavoidable circumstances require four courts to be used for match play. The limits described in this Bye-Law may be waived in exceptional circumstances by the Tennis Sub-Committee.

8 Courts for Junior Members and Senior Members

The entitlement for Junior Members to play tennis during times when sessions are organised for Senior Members, and the entitlement for Senior Members to play tennis during times when sessions are organised for Junior Members shall both be as detailed in the agreed yearly timetable.

9 Courts for Coaching

Coaching courts shall be allocated for the needs of the Club coach at times as agreed by the Tennis Sub-Committee and shall be as detailed in the approved yearly timetable. In addition, coaches may use free courts but must vacate if requested to do so.

10 Floodlit Courts

- 10.1 Eight floodlit courts are available to Members for hire at an hourly rate to be agreed by the Finance and General Purposes Committee on an annual basis.
- 10.2 Under conditions imposed by the local authority in return for permission to use the floodlights, the following restrictions apply:
- 10.2.1 The floodlights on any court must not be used between 10pm and 8am.
- 10.2.2 The floodlights on courts 1, 2, 3, 4 and 8 must not be used at weekends nor on public holidays.
- 10.3 Any problems or difficulties in relation to the floodlights must be referred to the Committee.

11 Court Maintenance

- 11.1 A court must not be used if at the proposed time of playing a Member finds the net fully unwound or any plant or machinery or equipment has been left on or around the playing area of the court.
- 11.2 Only a member of the House and Grounds Sub-Committee can declare a court to be reinstated for play.
- 11.3 A fault with or breakage of court equipment should be reported to a member of the House and Grounds Sub-Committee.

12 Care of Courts

- 12.1 The artificial clay courts are to be kept in good condition and the care instructions posted on the court gate are to be followed.
- 12.2 All courts: Only proper tennis shoes with non-marking soles are permitted on the courts. Shoes are to be brushed clean before entering the courts, and in the case of the artificial clay courts, when leaving the courts.
- 12.3 No hard objects or chairs (except plastic) are to be taken onto any court (unless approved by the Management Committee) and all rubbish must be placed in the bin provided.
- 12.4 Glass drinking cups and related accessories constructed of glass may not be taken on court.
- 12.5 The nets shall be kept tensioned.
- 12.6 Damage to the courts by racquet or other abuse must be prevented and if possible running into the stop netting avoided.
- 12.7 Gates shall be closed after entry and exit.

13 Tennis Balls

- 13.1 All tennis balls used on the courts must be of the officially approved type.
- 13.2 No attempt is to be made to retrieve tennis balls hit into the house adjacent to courts 2 and 3.

14 Junior Members

- 14.1 Court availability for Junior Members shall be as detailed in the agreed yearly timetable.
- 14.2 Junior Members shall have playing precedence over Senior Members at times as detailed in the agreed yearly timetable, except on any court designated for Senior Members under Bye-Law 8.
- 14.3 A list of upgraded Junior Members (which has been approved by the Management Committee) shall be displayed on the Club Notice Board and such upgraded Junior Members shall be offered the same playing facilities as Senior Members.

15 Dress

- 15.1 All Members and guests must wear only recognised tennis attire whilst playing on the courts.
- 15.2 All Members and guests must wear tennis shoes with non-marking soles whilst playing on the courts.

16 Members' Change of Contact Details

All Members of the Club, including parent and guardians acting on behalf of Junior Members, shall have the responsibility for giving immediate notice to the Membership Secretary of all changes to their email address and telephone numbers (and postal address if held by the Club).

17 Liability relating to Loss or Damage and or Injury

- 17.1 Neither the Club nor any Committee member shall be liable to any Member or guest of a Member for the following:-
 - (a) Any loss of or damage to any property occurring from whatever cause on the Club Premises.
 - (b) Any injury sustained by any Member whilst on the Club Premises.
- 17.2 The Honorary Secretary shall ensure that a notice to this effect shall at all times be displayed on the Club Notice Board.
- 17.3 Any accident occurring on the Club Premises should be reported immediately to the Club by emailing the address specified by the Management Committee.

18 Guests

- 18.1 Prior to bringing a guest to the Club, the Member introducing the guest shall, via their account on the Club website, provide the name and phone number of each guest and pay the appropriate visitor fee.
- 18.2 A Member shall not introduce as a guest the same person on more than three occasions in any one calendar year except in special circumstances approved by the Committee.
- 18.3 Neither a former Member who has been expelled or suspended under Rule 15 nor a non-member whose contact or presence shall be considered by the Committee to be objectionable or prejudicial to the interests of the Club shall be introduced or admitted to the Club Premises.
- 18.4 All Members are to be responsible for their guests to be aware of and strictly observe the Club Rules and Bye-Laws.

19 The Club Bar

The Club bar shall be open at such times as shall be as stipulated by the Social Sub-Committee in compliance with Rule 38.

20 Intoxicating Liquor/Refreshments

- 20.1 Intoxicating liquor may be sold for consumption on the Club Premises only to Members over the age of eighteen years for their own consumption or that of their guests introduced in accordance with Rule 17 and Bye-Law 18.
- 20.2 Charges for refreshments are to be determined by the Management Committee. Members are not permitted to bring intoxicating liquor onto the Club Premises for consumption thereon except for special occasions which have the prior permission of the Committee.

21 Betting

No betting shall be allowed on the Club Premises unless approved by the Management Committee.

22 Gaming

- 22.1 Save for the provision of gaming machines or other games as permitted by law and approved by the Management Committee, the Club Premises shall not be used for gambling or the playing of any games of chance.
- 22.2 No lottery shall be allowed unless approved by the Management Committee.

23 Employment of Staff

Subject to any directions given to him or her by the Management Committee, a Member may be designated by the Committee on behalf of the club to engage staff, stewards and other Club servants as may be required for the efficient and economical running of the Club. Likewise, the same person may lawfully terminate such engagement.

24 Complaints

All complaints shall be raised in line with the Club's complaints procedure.

25 Club Property

Members causing directly or indirectly any damage will be expected to reimburse the Club for any such damage to Club property howsoever it may be caused.

26 Tidiness

All Members are expected to respect Club property and to ensure general tidiness of the Club Premises. At no time may any of the Clubhouse internal furniture be taken outside the building except by formal approval of the House and Grounds Sub-Committee Chairman or Social Sub-Committee Chairman.

27 Etiquette

- 27.1 It is forbidden to move behind players or across courts when a game is in progress.
- 27.2 All Members must conduct themselves in a reasonable and courteous manner towards other Members and guests whilst they are on Club Premises.

28 Bicycles, Scooters and Skateboards

- 28.1 The riding of bicycles, scooters and skateboards is forbidden on Club Premises.
- 28.2 Bicycles and scooters must be parked at the rear of the changing rooms.
- 28.3 Scooters and skateboards are not allowed in the Clubhouse.

29 Use of Club Premises

- 29.1 The Committee may from time to time allocate the use of the whole or part of the Clubhouse for such purposes and for such period as it thinks fit and on such occasions Members and their guests may be excluded from entry into the building.
- 29.2 Notification of such occasions shall be communicated to Members at least seven days before the commencement of such use.
- 29.3 The Committee may at their discretion hire out the Clubhouse or part thereof to any Member or other party upon such terms as the Committee think fit.

30 General

- 30.1 All Members should be encouraged to become a member of the LTA.
- 30.2 Smoking is forbidden on the Club Premises.
- 30.3 Vaping is forbidden within any building on the Club Premises and on, and in the immediate vicinity of, the courts.
- 30.4 Well-behaved dogs on leads are allowed entry into the Club Premises but at no time are dogs allowed on the courts, in the Clubhouse or in any other building.
- 30.5 Chewing gum is forbidden on the Club Premises.

REIGATE LAWN TENNIS CLUB

November 2021