

## GOSFORTH LAWN TENNIS CLUB RULES

### 1. Name

The Club, established in 1902, is called Gosforth Lawn Tennis Club ("the Club").

### 2. Definitions

2.1 "the President" is the person elected from time to time, and is also the chairman of the Club in accordance with Rule 9.

"the CLTA" means Northumberland County Lawn Tennis Association.

"the Game" means the game of tennis.

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

"the Treasurer" means the person elected from time to time to be the 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 Officers" means the President, Secretary, Treasurer, Membership Secretary, Men's Captain and Ladies' Captain.

"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 5.

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

### 3. Objects

The objects of the Club are:

(a) to provide tennis, social and other activities and generally to encourage and facilitate the playing of tennis.

(b) to provide and maintain Club premises at West Avenue, Gosforth.

- (c) to promote, improve, develop and support the interests of tennis:
- (d) to take and retain a membership of the CLTA (and by doing so become and remain registered as an associate of the LTA) and to comply with and uphold the Rules and Regulations of the CLTA as amended from time to time and the LTA Rules and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated.
- (e) to acquire, establish, own, operate and turn to account in any way [for the members' benefit] the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable.
- (f) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to make rules, regulations, bye-laws, policies, procedures and standing orders concerning the operation of the Club including:
  - without limitation regulations concerning disciplinary procedures that may be taken against the Members.
  - the safeguarding and protection of children and young people.
- (g) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the CLTA (as appropriate).
- (h) to do all such other things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or to as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 3.

#### **4. Application of Surplus Funds**

- 4.1 The Club is a non-profit-making organisation. Subject to Rule 22.3, the income and property of the Club shall be applied solely towards promoting the Club's facilities and in furtherance of 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.
- 4.2 Nothing in Clause 4.1 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. Membership**

##### *5.1 Eligibility for membership*

- 5.1.1 Persons of either sex are eligible for full membership of the Club provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- 5.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.
- 5.1.3 Each year the elected committee will be responsible for determining if or when membership numbers have reached their limit for that year.

## 5.2 *Admission of Members*

Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall, in its absolute discretion, decide whether to admit that candidate as a Member.

## 5.3 *Conditions of membership*

5.3.1 Each member (of each class) agrees as a condition of membership:

- (A) to be bound by and subject to these rules and the rules and regulations of the relevant CLTA (as in force from time to time); and
- (B) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code.

5.3.2 The Management Committee may, subject to Clause 7, 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.

## 5.4 *Classes of Members*

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

Full Member – aged over 18

Student Member – aged 18 or over in full time education

Non-Playing Member – aged over 21

Junior Member – up to 18

Life Member – elected by the management committee and given the privileges of a Full Member

Temporary Member (see 14.4)

For the purposes of defining membership, age is determined to be as at 31 March.

5.4.2 Only Full Members shall be entitled to vote at general meetings. A Member other than a Full Member shall be entitled to all the other privileges of membership relevant to this class of membership but shall not have the right to vote at general meetings.

## 5.5 *Subscriptions*

5.5.1 The annual subscription for each type of Member shall be determined at the Annual General Meeting.

5.5.2 The Members shall pay annual subscription fee set by the Annual General Meeting.

5.5.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid his first annual subscription.

5.5.4 Annual subscriptions for Members fall due on 1<sup>st</sup> April. For subscriptions that remain unpaid as of 1<sup>st</sup> May a late payment fee becomes due.

5.5.5 Any Member whose subscription is not paid by 15<sup>th</sup> May shall be deemed to have resigned his membership of the Club.

- 5.5.6 Any new Member joining on or after 1<sup>st</sup> August shall pay such proportion of the annual subscription for the current season as the Management Committee may decide.
- 5.5.7 Any Member selected to represent the Club in league matches must have paid his subscription in full.
- 5.5.8 The Treasurer may place in a prominent position in the Clubhouse a list of all Members whose subscriptions remain unpaid by 30<sup>th</sup> April.
- 5.5.9 Classes of Subscription
- Full Members
  - Student Members
  - Junior Members (not included in Family or mini-tennis classes)
  - Mini-tennis (not included in Family or Junior membership)
  - Family Member (consisting of a maximum of two Full Members plus one or more Junior members)
  - Non Playing - aged over 21 (may play 6 times per year) paying annually
  - Life Non Playing - aged over 21 on payment of a one off fee

## **6. Resignation**

Any member(s) intending to resign or transfer to non-playing membership shall notify the Membership Secretary by 31 March. Failure to do so will render the member liable for the full subscription for the ensuing year.

## **7. Expulsion**

- 7.1 Subject to the remaining provisions of this rule, the Management Committee shall have power to refuse membership or expel a Member if it in its sole discretion determines that it would be in the interests of the Game or of the Club to do so.
- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.
- 7.3 The Member shall be given an opportunity to appear before the Management Committee to answer complaints made against him. The member must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.
- 7.4 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.
- 7.5 The Member may appeal against the Management Committee's decision by notifying the Management Committee.

## **8. Effect of Resignation or Expulsion**

Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription.

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

## **9. The Management Committee**

9.1. The Club shall be managed by a Management Committee consisting of ten executive Members and a non-executive Junior Member. The executive Members are as follows:

- a. the President
- b. the Secretary
- c. the Treasurer
- d. the Membership Secretary
- e. the Men's Captain
- f. the Ladies' Captain
- g. no more than four other Members elected annually at the annual general meeting. The executive members of the Management Committee may exercise all of the powers of the Club for the purposes of the management of the Club.

9.2 The Club agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the rules and regulations of the relevant CLTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

9.3 The Management Committee shall ensure that the Club maintains an up to date policy and set of practices to safeguard children and ensure that all members are informed of and bound by its contents. The Management Committee must appoint, either from existing Management Committee members or in accordance with 9.4 below, a member or members with responsibility for ensuring the policy and set of practices are implemented and monitored.

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

9.5 The Secretary shall make available to the Members each year a nomination form for the election of members of the Management Committee. An application for membership of the Management Committee must be supported by any two Full Members of the Club on the form prescribed by the Management Committee. It should include a pen picture of the nominee and a supporting statement and must be submitted to the Secretary at least 14 days prior to the Annual General Meeting. No Member may nominate more than one candidate for any one vacancy.

9.6 Any person nominated as a member of the Management Committee must be a Full Member of not less than one year's standing.

9.7 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If

there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

- 9.8 The Management Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).
- 9.9 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 9.10 The Management Committee may appoint any Member to fill any casual vacancy on the Management Committee, except for the posts of President, until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.11 Retiring members of the Management Committee may be re-elected.
- 9.12 Any person accepting election or nomination to the Management Committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Club all such interests. Failure to do so will lead to automatic disqualification from Management Committee membership. 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 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 10 meetings each year. The quorum for such meetings shall be five. The President and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 14 days' notice of a meeting.
- 10.2 The President, or in his absence, any selected Member, shall be the chairman of the Management Committee. Unless he is unwilling to do so, the President shall preside at every meeting of the Management Committee at which he is present.
- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the President (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee must make minutes of its meetings available to all Members within 21 days of each meeting. All issues must be recorded but details of sensitive issues may be withheld at the Committee's discretion.
- 10.5 The Management Committee may from time to time appoint from among its number and/or any Member 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 be entitled to an indemnity out of the assets of the Club for all agreed expenditure on behalf of GLTC, and other liabilities properly incurred by them in the management of the affairs of the Club.
- 10.8 The Committee is empowered to make such additional Rules as may from time to time be deemed expedient. Such Rules shall be posted on the Club website and shall be binding on all members, but they must be confirmed or rejected at the next AGM or at an EGM called for that purpose.
- 10.9 Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- 10.10 The Management Committee shall appoint Trustees to hold office until death or resignation unless removed from office by a resolution of the Management Committee. The President 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 a resolution of the Management Committee and the President 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 Management Committee in good faith be conclusive evidence of the fact so stated.
- 10.11 The number of Trustees shall not be more than four and no less than two.
- 10.12 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by resolution of the Management Committee and entry in the minutes shall be conclusive evidence of such resolution.
- 10.13 The Trustees shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in discharge of their duties.

## **11. Annual general meeting**

- 11.1 The annual general meeting of the Club shall be held in January (exceptionally in February) to transact the following business:
  - a. to receive the President's report of the activities of the Club during the previous year.
  - b. to receive and consider the accounts of the Club for the previous year, the Treasurer's report as to the financial position of the club, the accounts having been signed off by the auditor.
  - c. to elect the Officers and other members of the Management Committee.
  - d. to decide on any resolution which may be duly submitted in accordance with the Rules.
  - e. to deal with any other matters which the Management Committee desires to bring before the membership.

## **12. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 14 days of receipt by the Secretary of a requisition in writing signed by not less than 10 Members stating the purposes for which the meeting is required and the resolutions proposed. If an extraordinary general meeting is called after receipt of a Members' requisition the only business to be transacted at that meeting shall be the resolutions proposed in the requisition. If a Members' requisitioned meeting is not called before the expiry of a period of 21 days commencing on the date of the request, the Members requisitioning the meeting may call the meeting at any time before the expiry of two months commencing on the date of that request.

**13. Procedures at the annual and extraordinary general meetings**

**Calling a general meeting**

- 13.1 Proposals for the decision of General Meetings of the club shall be notified to the Secretary at least 14 days before the date of the meeting and made available to all Members at least 7 days before the date of the meeting. Proposals must be submitted in writing and carry the signature



of any 2 Members of the club. Those advancing the proposal should have the opportunity to speak in support of it, and Members to discuss it before a vote is taken.

- 13.2 The Secretary shall make available to each Member notice of the date, time and place of the general meeting together with the resolutions to be proposed and, in the case of an annual general meeting, the names of the persons proposed to be elected as members of the Management Committee for the ensuing year at least 7 days before the meeting. The accidental failure to give notice to any person entitled to notice, or the accidental omission of any such details in any notice, shall not invalidate the proceedings at the meeting.

#### **The process of the meeting**

- 13.3 Members attending a General Meeting will be required to sign a register of attendance that will include their class of membership (and voting rights). The information about numbers eligible to vote should be passed to the tellers.
- 13.4 The quorum for the annual and extraordinary general meetings shall be 15 Members.
- 13.5 The President shall preside at all meetings of the Club but if he is not present the Members present and entitled to vote may choose one of the other members of the Management Committee present to preside, and if no other member of the Management Committee is present or willing to preside, the Members present and entitled to vote may choose one of their number to be chairman of the meeting.
- 13.6 If the persons attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. The chairman of the meeting must adjourn the meeting if directed to do so by the meeting. When adjourning an annual or extraordinary general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the Management Committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the Secretary must give at least 7 days notice to the persons to whom notice of the meetings is required to be given in accordance with rule 13.2. 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.
- 13.7 The chairman of the meeting may permit other persons who are not Members to attend and speak at a meeting.
- 13.8 Each Member present over 18, except non-playing Members, shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.
- 13.9 The Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 13.10 Members have the right to vote by proxy on the election of committee members – not on resolutions.

#### **14. Guests**

- 14.1 Any Member may introduce guests to the Club, and any player, coach, other team representative, match official or spectator attending the Club's premises (by invitation of the Club) who is not a Member shall be a guest of the Management Committee, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

- 14.2 The Member introducing a guest and any person introduced as a guest of the Management Committee in accordance with Rule 14.1 must enter the name and address of the guest together with the name of the introducer in a book which must be kept on the Club's premises.
- 14.3 No one may be admitted as a guest on more than three occasions in any calendar year.
- 14.4 Any member may apply to the membership Secretary for a non member to be granted temporary membership, the period of which will not exceed 28 days.
- 14.5 The fee payable must be placed in the box provided in the Pavilion for the purpose and their name entered in the Visitor's book before commencement of play. For the purpose of this rule non playing members shall be considered as visitors. The visitor's fee referred to in this clause shall be decided by the committee and confirmed at an Annual General Meeting.

**15. Alteration of the rules**

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

**16. Regulations and Standing Orders**

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

**17. Use of Facilities**

The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to the rules and regulations of The Club.

**18. Finance**

- 18.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.
- 18.2 Subject to Rule 18.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.
- 18.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club (but not for playing). The remuneration of a member of the Management Committee, Member or employee of the Club or other person may take any form and may include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death or sickness or disability benefits to, or in respect of, that person.
- 18.4 The financial transactions of the Club shall be recorded in such manner as the Management

Committee thinks fit by the Treasurer.

18.5 The Treasurer will produce audited accounts of the financial affairs of the Club each year.

## **19. Borrowing**

19.1 The Management Committee may from time to time borrow money at its own discretion, for the purposes of the Club, and with the sanction of a General Meeting.

19.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and in particular by mortgage of, or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club.

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

19.4 The Trustees shall, at the discretion of the Management Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Management Committee may deem proper for giving security for such moneys and the interest payable thereon.

## **20. Notices**

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

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

20.3 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website.

## **21. Dissolution**

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

21.2 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.

21.3 Any property remaining after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among members of the Club, but shall be given or transferred to another non-profit making tennis club or voluntary organisation having objects similar to those of the Club or to a registered charity for lawn tennis or the LTA for use in community related tennis initiatives.

## **22 Teams**

A selection committee comprising the Men's or Ladies' Captain and team captains shall be responsible for selection of teams.

**23 Club Tournaments**

The Committee shall appoint a Tournament Committee for each season. Tournament rules shall be those decided by the Tournament Committee from time to time.

**24 Conduct of Members**

24.1 Only recognized tennis wear will be permitted on court.

24.2 Members are expected to conduct themselves in an orderly and proper manner while on club premises.

24.3 Damage - members and visitors shall make good any damage caused by them to the property of the Club.

24.4 The committee has the power to reprimand, suspend or expel any member who shall infringe the Club Rules.

24.5 The committee accepts no responsibility for loss or damage to personal property.

**25 General**

In the event of any difference of opinion arising as to the interpretation of these Rules, the committee shall have the power to determine the sense in which the Rule/Rules shall be taken. Such decision although immediately effective shall be referred to the next Annual General Meeting for confirmation.