

BILLERICAY LAWN TENNIS CLUB CONSTITUTION

(Revised November 2009)

1 **Name**

The Club shall be called the Billericay Lawn Tennis Club (BLTC) and shall be a Members non-profit organisation.

2 **Objects**

The objects of the Club shall be:-

- (a) to foster the development of tennis in Billericay and encourage sportsmanship at all times.
- (b) to provide and maintain tennis courts and a Clubhouse for the use of its members.

3 **Categories of Memberships**

The Club shall comprise the following membership categories:

Full Members (irrespective of age)
Mid-Week Members
Improvers
Full Time Student Members/ Intermediates
Social Members (non-playing)
Junior Members (Junior Club Members)
Junior Parent

With the exception of Social Members, all Members, over the age of 16 shall be allowed to vote at general meetings

Members who are under the age of 16 shall not be allowed to serve on any Committee, except as Under 21 representative on the main committee. No member shall be permitted to purchase or consume intoxicating liquor at the Club whilst under the age of 18. Midweek and Junior members will not be eligible, except as invited, to play at the Club at weekends nor evenings after 6.30 pm.

A database of Club members' details will be maintained by the club. The club will adhere to the Data Protection Principles.

The names and membership categories of adult members may only be provided to the LTA or ECLTA.

4 **Acceptance of Candidate**

BLTC operates an open-door policy and no-one will be denied membership to the Club on the grounds of race, creed, colour, sex, occupation, religion or political persuasion. Every candidate for admission as a member shall first complete an application form to be submitted to the Membership Secretary. An Assessment Sub-Committee consisting of two members from the Tennis Sub Committee will then arrange an assessment session to determine the appropriate Class of Membership. If in due time, the initial classification needs to be re-assessed, the member must accept the Committee's decision.

5 **Notice to Member Elected**

The Membership Secretary shall notify the appropriate Class of membership to the applicant in writing, furnish him/her with a copy of the Constitution and Byelaws and request him/her to pay his/her entrance fee and first subscription to the Treasurer. If payment is not made within one month from the date of the Membership Secretary's notice, the offer to join

BLTC shall be void unless sufficient cause be shown to the satisfaction of the Committee. Persons may not be admitted to membership or be admitted as candidates for membership without an interval of at least two days between their becoming members and their admission. Nor may persons becoming members without prior nomination or application for membership be allowed the privileges of membership without an interval of at least two days between their becoming members and their admission.

6 **Entrance Fees**

Entrance fees shall be at the rate fixed by the members at the Annual General Meeting. Visitors' fees shall be fixed by the members at the Annual General Meeting and will be payable as hereinafter set out in paragraph 31 of this constitution.

7 **Subscriptions**

The amount of the subscription for all Membership Categories will be the current rate fixed by the members as necessary at an Annual General Meeting or Extra-ordinary General Meeting.

8 **Payment of Subscriptions**

Annual subscriptions (except as provided by rule 5) shall be payable on a date determined by the Members at an Annual General Meeting or Extra-ordinary General Meeting and if, after a reminder has been given, a subscription has not been paid within 30 days thereafter, the defaulter shall cease to be a member of the Club. If a satisfactory explanation be given to the Committee, the member may, at the discretion of the Committee, be re-admitted to membership on payment of all arrears without payment of any further entrance fee.

Membership subscriptions are not refundable. In exceptional circumstances, and at the complete discretion of the Committee or Treasurer, a repayment may be offered.

9 **Resignation**

Any member may resign his membership by giving to the Secretary notice in writing to that effect provided that if notice be given after 1st April in any year he shall be liable to pay his subscription for that year, but the Committee shall be at liberty at their discretion to waive such liability.

10 **Expulsion**

The Tennis Committee shall have the right, by majority vote taken in the Committee (including the casting vote of the Club Captain when necessary) to suspend play at the club for behaviourally offending members and in matches for immediate numbers of months-at-a-time dependent upon seriousness, including persistence of unacceptable behaviour on or off court. There will be no refund or deferment of any part of the player's subscription since membership as such would not be terminated. Repeated offence by the same member will be dealt with by increasing length of suspensions and/or expulsion of the member from the Club by the Main Committee without need for reference to any General Meeting of the Club.

11 **Effect of Ceasing to be a Member**

Any person on ceasing to be a member of the Club shall forfeit all right to a claim upon the Club, its property and funds.

12 **Committee**

(i) The entire management of the Club (except as otherwise provided by these rules) shall be delegated to a committee consisting of the Chairman, the Trustees, and other officers of the Club. The Trustees shall be members of the club. If the number of men/ladies elected to the Committee shall be less than three, then the Committee shall co-opt so many men/lady members of the Club to the Committee as shall bring their number to three.

(ii) The officers of the Club shall consist of: -

Chairman	Bar Representative
Hon. Treasurer	Head Coach
Hon. Secretary	Mens Captain (*)
Club Captain	Asst. Fixt Sec (*)
Membership Secretary	Ladies Captain (*)
Social/Catering Secretary	Under 21 Representative
Ground Representative	Mid-Week Members Representative
Fixture Secretary	

(*) Denotes non Committee position

(iii) The Tennis sub-committee shall consist of the Club Captain, Mens and Ladies Captain, Fixture Secretary and Assistant Fixture Secretary, Head Coach and Mid Week Representative.

Four representatives of the Tennis sub-committee to attend main Committee meetings.

Also to be elected at the AGM, 4 members for the Bar Committee.

13 Election of Officers

At the Annual General Meeting, Officers of the Club shall retire but shall be eligible for re-election. Any two members may propose any other candidate or candidates at the meeting. Voting shall be by secret ballot and the candidate who shall receive most votes shall be declared elected. In the event of two or more candidates receiving an equal number of votes a second (or more if necessary) secret ballot will be conducted until a winning candidate emerges.

14 Vacancies on Committee

In the event of vacancy of the Officers the Committee shall have power to elect any playing member of the Club to fill such vacancy, but the proceedings of the Committee shall not be invalidated in consequence of there being less than prescribed number.

15 President and Vice-Presidents and Trustees

A President and Vice-Presidents of the Club shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire but shall be eligible for re-election. The Trustees shall be elected by the members and they shall respectively hold office until death or resignation from membership unless removed from office by a resolution of the members. Any casual vacancy in the office of President or Trustees may be filled by the Committee and the person shall hold office until the next Annual General Meeting after such appointment when he shall retire, but may be re-appointed by the members at such a meeting.

The President, Vice-Presidents and Trustees shall be ex-officio members of the Committee. There shall be four Trustees and the property of the Club shall be vested in them. They shall deal with the property as directed by resolution of the Committee (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the Club property.

16 Club Coaches

The Head Coach shall be responsible for the management and organisation of the Junior Club. In addition the Head Coach will be responsible for coordinating coaching times, court reservations and other ancillary matters.

The Head Coach will be directly responsible to the Main Committee for the performance of his/her duties. The Head Coach will be an ex-officio member of the Main Committee and also a member of the Tennis sub-committee. The Head Coach will be paid an Administration Allowance, which shall be reviewed annually.

In the event that the incumbent Head Coach resigns, the vacancy will be advertised in suitable Tennis Magazines and applicants will be required to submit their application in writing. Candidates will be asked to give a demonstration of their coaching and will also attend a formal interview. The Interview Panel will consist of the Tennis sub-committee, the Chairman and Treasurer, who will decide by simple majority the most suitable candidate.

Assistant Coaches may be appointed to assist the Head Coach with the performance of his/her duties. Assistant Coaches will be responsible to the Head Coach for the performance of his/her duties. The Head Coach may recommend assistant Coaches, but the Interview Panel will decide on the acceptability of such applicants. Assistant Coaches may be paid an Administration Allowance

A Junior Club Administrator may be appointed to assist collection of annual fees and coaching fees and with other aspects concerned with the administration of the Junior Club. Junior Club Administrator may be paid an Administration Allowance.

For the avoidance of doubt, all coaches will be self employed.

17 Meetings of Committees

Following the Annual General Meeting the Committee shall meet at least six times in the ensuing year to examine the accounts and arrange the affairs of the Club. Notice of meetings shall be sent to each member. A quorum shall consist of nine members. Should an officer of the Club fail to attend three successive meetings (without reasonable excuse) he shall be automatically asked to resign.

18 Minutes of Committee Meetings

Minutes shall be taken of all proceedings of the Committee and shall be displayed in the Clubhouse.

19 Bankers

All monies raised by the Club shall be the property of the Club and shall be deposited in the name of the Club at the Billericay Branch of Barclays Bank plc or at such Bank as may from time to time be resolved by the Committee. Cheques shall be signed by the Treasurer and a designated signatory. The Treasurer may use online banking to make or receive payments. The online banking transactions will be overseen by a Bank Audit Group (see rule 29).

20 Sub-Committees

The Committee may from time to time appoint from among their number such sub-committee (in addition to the sub-committee under rule 37 hereof) as they may deem necessary or expedient and may delegate or refer to them such of the powers and duties of the Committee as the Committee may determine. Such sub-committee shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.

21 Annual General Meetings

The Annual General Meeting of the Club shall be held in the Autumn in each year upon a date and at a time to be fixed by the Committee for the following purposes: -

- (a) To receive from the Committee a Report, Balance Sheet and Statement of Accounts for the preceding financial year and an estimate of the receipts and expenditure for the ensuing financial year.
- (b) To elect the Committee and to appoint an auditor for the ensuing year.
- (c) To decide on any resolution which must be duly submitted to the meeting as hereinafter provided.

A copy of the Report, audited Balance Sheet, Statement of Accounts shall be put on the Clubhouse notice board at least seven days before the Annual General Meeting.

22 Resolutions

Any member desirous of moving any resolution at the Annual General Meeting must give notice thereof in writing to the Secretary not less than two weeks before the date of such meeting. Any such resolutions received by the Secretary will be displayed on the Club notice board.

23 Extra-ordinary

The Committee may at any time for any special purpose call an Extra-ordinary General Meeting and they shall do so forthwith upon the requisition in writing of any ten members stating the purpose for which the meeting is required.

24 Notice of Annual General Meeting

Fourteen days at least before the Annual General Meeting or any Extra-ordinary General Meeting, a printed or written notice of such meeting and of the business to be transacted thereat shall be sent to every member.

25 Chair and Voting

At all General Meetings of the Club the President or, in his/her absence, a member selected by the meeting, shall take the chair. Every member present entitled to vote shall have one vote upon every motion and in the case of equality of votes, the Chairman shall have a second or casting vote.

The Chairman's decision on all matters regarding the conduct of the meeting is final.

Amendments:

The Chairman may, at his or her discretion, permit amendments to be put forward at a General Meeting. Any person present (and entitled to vote) may put forward an amendment. Every amendment to a proposal shall be proposed and seconded. In the event of there being more than one amendment to any proposal, the last amendment shall be the first voted upon, and if carried shall become a substantive resolution. If an amendment is not carried, the amendment (if any) immediately preceding it shall be next voted upon, and if carried shall become a substantive resolution. In the event of no amendment being carried the original proposal shall be voted upon'.

26 Quorum

The quorum at all General Meetings shall be 20 members.

27 **Financial Year**

The financial year of the Club shall end on the last day of September in each year, to which day the accounts of the Club shall be balanced.

28 **Auditors**

At every Annual General Meeting one member of the Club, not being a Trustee or member of the Committee shall be elected to serve as an auditor for the ensuing year. A vacancy occurring in the office of auditor during the year shall be filled by the Committee.

29 **Bank Audit Group**

A Bank Audit Group comprising Chairman, Treasurer and Auditor will set up for the purpose of overseeing the online payment system used by the Treasurer and for interrogating payments from bank accounts. Bank Audit Group will periodically conduct spot checks throughout the year.

30 **Payment of Members**

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

31 **Visitors**

Every member shall be allowed to introduce visitors subject to such regulations or Byelaws as shall be made from time to time by the Committee and every visitor shall be the guest of and be accompanied by the member introducing him, both of whom shall sign the visitors' book immediately on entering the Club premises. Guests will be limited to two per member. Visitors' fees at the prevailing rate shall be paid to the Treasurer by the Club member. No person may be introduced as a visitor more than six times in any one year.

32 **Gambling etc.**

The Clubhouse shall not be used for gambling or for playing any game of chance or unlawful games. The Committee shall have power to prohibit any games which in their opinion are unlawful games or the playing of which would be injurious to the interests of the Club.

33 **Power to vary Rules**

These Rules may be added to, repealed or amended by resolution at any Annual or Extra-ordinary General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the members voting thereon.

34 **Revision of Regulations**

The Committee shall, from time to time, make, repeal and amend all such Byelaws and regulations (not inconsistent with these Rules) as they shall think expedient for the internal management, use of the courts and well-being of the Club. All such Byelaws and regulations shall be binding upon members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.

35 **Matches, Competitions etc.**

The Committee shall have power to make arrangements for holding matches, tournaments, or like competitions including the imposition of a charge for the admission of non-members to the grounds and to provide cups and other prizes for competitions and to reserve courts as may be required on any occasion as the Committee in their discretion think proper. The Club Captain shall be held responsible for and in charge of any trophies won by the Club.

36 **Special functions**

Members of the public may be invited to the clubhouse, for the purpose of raising club funds, on a maximum of 12 occasions per annum.

37 **Bar Committee**

All wines, spirits and other excisable articles shall be purchased by and under the control of a sub-committee for the benefit of the members, which shall be called the Bar Committee. The Bar Committee shall be comprised of not less than five and not more than ten members elected by the Annual General Meeting or at any Extra-ordinary Meeting. One member of the Bar Committee shall be appointed the Bar Representative.

38 **Bar Accounts**

The Bar Representative shall keep such proper books of accounts as will enable him to present at every Annual General Meeting of the Club, or at any time if required (on reasonable notice to him) by the General Committee an accurate report and statement concerning the finances of the Club, including a separate statement with regard to the purchase and supply of and intoxicating liquor, for the preceding year or for the current year as the case may be and shall present such report and statement accordingly.

39 **Commission etc. on Bar Purchases**

No person shall be entitled to receive at the expense of the Club any commission, percentage or similar payment on or with reference to purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing in the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

40 **Permitted Opening Hours for Bar**

The supply of intoxicating liquor in the Club premises will be permitted during the following hours: -

Monday to Saturday	10.00 am	to	11.00 pm
Sunday and Good Friday	12 noon	to	10.30 pm
Christmas Day	7.00 pm	to	10.30 pm

41 **Conditions of Supply of Intoxicating Liquor**

No intoxicating liquor shall be supplied to members or any other person on the Club premises otherwise than or on behalf of the Club. Subject to any conditions on the Registration Certificate issued by the Local Authority no intoxicating liquor shall be supplied for payment to any person other than:-

- (1) Club members or their guests.
- (2) Members of visiting Clubs.

42 **Hours of Play**

The Club will be open for play during the following hours: - ____

_____ 6.00 am to 12 midnight

43 **Borrowing**

If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money 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 such resolution, and thereupon the Trustees shall at the direction of the Committee make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolutions or not, and all persons becoming members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolutions.

44 **Dissolution**

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and such resolution shall at an Extra-ordinary General Meeting held not less than one month thereafter at which not less than one-half of the members shall be present be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realise the property of the Club and after the discharge of all liabilities shall divide the same equally among all the full members of more than five years standing and upon the completion of such decision the Club be dissolved.
