

CAMBRIDGE LAWN TENNIS CLUB

CONSTITUTION

1. Name

The Club, established in 1967 for the purpose of integrating the assets and liabilities of the De Freville, Cambridge and County, and Pythagoras Lawn Tennis Clubs, is called Cambridge Lawn Tennis Club ("the Club").

2. Definitions

- 2.1 "the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 11.1(e);
- "the CLTA" means Cambridgeshire County Lawn Tennis Association;
- "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" LTA means LTA CLG and its subsidiaries or such successor entity or entities as become (s) the governing body of the game of lawn tennis from time to time.
- "the Officers" means those who occupy the nominated positions on the Management Committee
- "the Management Committee" means the committee appointed under Rule 9 to manage the Club;
- "the Members" means the members of the Cambridge Lawn Tennis Club
- "the President" means the person appointed from time to time to be the president of the Club in accordance with Rule 9;
- "the Trustees" means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.7.
- "Rules" means the rules of the LTA as in force from time to time.
- "Disciplinary Code" means the disciplinary code of [the LTA] in force from time to time.
- 2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.

3. Objects

The objects of the Club are:

- (a) principally to provide facilities for lawn tennis and generally to promote, encourage and facilitate the playing of lawn tennis in the area of Cambridge and amongst the community
- (b) to provide and maintain Club premises at Wilberforce Road, Cambridge, and club-owned tennis equipment for the use of its members;

- (c) to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitability qualified coaches, coaching courses, insurance, medical treatment, post-match refreshments;
- (d) to sell or supply food or drink as a social adjunct to the sporting purposes of the Club
- (e) to provide such other benefits to its members as it shall think fit;
- (f) to affiliate to the CLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the CLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- (g) to acquire, establish, own, operate and turn to account in any way the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (h) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;
- (i) 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) where so required by the Rules and Regulations of the LTA or the CLTA (as the case may be);
- (j) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be 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. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to another community amateur sports club for lawn tennis, to the LTA for use in community related lawn tennis initiatives, or to a charitable organisation, on winding-up or dissolution 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.

5.2 The number of Members is limited at the discretion of the Management Committee.

5.3 Each member agrees as a condition of membership:

to be bound by and subject to these rules (as in force from time to time)

to be bound by and subject to the Rules and the Disciplinary Code

5.3.1 Rule 5.3 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 5.2, should be

enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

5.3.2 The Management Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this rule.

5.4 *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.

5.5 *Classes of Members*

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

Full Member

Short term Member (periods specified by the Committee, and with the exception of club tournaments for trophies)

Junior Member (being under 18 years of age at 1st January)

Full-time Student Member (with NUS identification)

Mini Member (being under 8 years of age at 1st January)

Corporate Member

Senior 70s Member (69 & over on 1st January with minimum 5 years previous membership)

Non-Playing Member

President and Vice Presidents

Only Full Members, Full-time Student Members, Senior 70's Members and Presidents' and Vice Presidents' shall be entitled to receive notice of, attend and vote at general meetings. The other Members shall be entitled to all the other privileges of membership other than the right to receive notice of and vote at general meetings.

5.4 *Subscriptions*

5.4.1 The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee, provided that the Management Committee shall use its best endeavours to ensure that the fees set by it do not preclude membership of the Club.

5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee from time to time.

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

5.4.4 Any Member whose entrance fee or subscription is not paid by such date as the Management Committee shall decide each year shall be deemed to have resigned his membership of the Club.

5.5 Members of the club shall be eligible for election to the membership of the Cambridge Lawn Tennis and City Hockey Club and be subject to the rules and regulation of that club.

6. Resignation

A Member may withdraw from membership of the Club on three months clear notice to the Club. Membership shall not be transferable in any event and shall cease immediately on death, or on the dissolution of the Club.

7. Expulsion

- 7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the sport or of the Club for him to remain a Member.
- 7.2 A Member shall not be expelled unless he is given fourteen 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 make written representations and/or to appear before the Management Committee and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and cross-examine any witnesses on behalf of the member. 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.

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.

9. The Management Committee

- 9.1 The Club shall be managed by a Management Committee consisting of:
 - (a) the Chairman;
 - (b) the Secretary;
 - (c) the Treasurer;
 - (d) the Men's Captain
 - (e) the Ladies' Captain
 - (f) the Grounds and Pavilion Manager
 - (g) the Entertainments Secretary
 - (h) the Fixtures Secretary
 - (i) the Tournaments Secretary
 - (j) the Members' Representative
 - (k) the Junior Representative
 - (l) the Bar Representative
- 9.2 The Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee in the place of those retiring. The form will specify which posts are vacant. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be nominated by any two Full Members on the form prescribed by the Management Committee and must be submitted to the Secretary by such date as the Management Committee shall prescribe each year. No Member may nominate more than one candidate for any one vacancy.
- 9.3 Any person nominated as a member of the Management Committee must be a Full Member, Full-time Student Member, Senior 70's Member, President or Vice President.

- 9.4 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election 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.
- 9.5 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).
- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to three further Full members, Full-time Student Members, Senior 70's Members, Presidents' or Vice Presidents' who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee.
- 9.7 The Management Committee may appoint any Full member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 9.8 A member of the Management Committee shall be deemed to have vacated office if:
- (a) he resigns his office by notice to the Club; or
 - (b) he shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
 - (c) he is requested to resign by not less than two-thirds of all the other Management Committee members acting together.
- 9.9 The club/registered place to play 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 the 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/registered place to play] can enforce any breach at its option and in its sole discretion ¹.

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 three meetings each year. The quorum for such meetings shall be five. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 24 hours notice of a meeting.
- 10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Treasurer shall preside. If there is no Treasurer or if he is unwilling to preside, or if he is not present within five

¹ This means that the members of the club's/registered place to play's Management Committee need to agree to comply with the LTA's Rules and Disciplinary Code.

minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.

- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
- 10.5 The Management Committee shall, either as a whole or by delegation to one or more committee members, have the power to commit the club to any act or thing of any lawful nature and without prejudice to the generality of this statement shall have the power to employ and dismiss staff, retain and determine the retainer of any provider of services of any kind, to buy or enter into leases, licences or mortgages of any land, to buy, rent, lease or acquire by way of hire purchase any equipment, machine or other goods for use in or on the club's premises, to open and maintain banking accounts, whether current accounts, deposit accounts or accounts where there is borrowing by way of loan or overdraft, and to borrow or obtain by way of grant any sum of money where the proceeds are used for the benefit of the club and its activities.
- 10.6 Save in the cases of wilful or reckless negligence or fraud, the committee and/or those delegated by it to enter into any contractual obligation with any third party shall be entitled to a complete and full indemnity against any such liability and against any additional costs or expenses arising from any such liability out of the assets of the club.
- 10.7 The Management Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a general meeting. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or the Committee in good faith be conclusive evidence of the fact so stated.
- 10.7 The number of Trustees shall not be more than four or less than two.

11. Annual general meeting

- 11.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:
 - (a) to receive the Chairman's report of the activities of the Club since the last AGM
 - (b) to receive and consider the accounts of the Club for the last financial year, and the Treasurer's report as to the current financial position of the Club;
 - (c) to remove and elect the auditor or confirm that he remain in office;
 - (d) to elect the Officers and other members of the Management Committee (all posts are available for election, though all officers may stand for re-election);

- (e) to elect the President and Vice Presidents. These appointments, which do not confer any special rights or privileges, are made in recognition of past services to the club.
- (e) to decide on any resolution which may be duly submitted in accordance with Rule 11.2 below;
- (f) to deal with any special matters which the Management Committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the Secretary by 1st September of the year in which the meeting is held.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

12. Extraordinary general meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 25 Full Members stating the purposes for which the meeting is required and the resolutions proposed. At such a meeting no business other than that specified in the requisition shall be considered.

13. Procedures at the annual and extraordinary general meetings

13.1 The Secretary shall send to each Member at his last known address, or by request to his last known email address, written notice of the date of the general meeting together with the resolutions to be proposed at least 14 days before the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 20 Full Members, Full-time Student Members, Senior 70's Members, Presidents' and/or Vice Presidents'.

13.3 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the 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.

13.4 Each Full Member, Full-time Student Member, Senior 70's Member, President and Vice President present 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.

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

13.7 There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

14. Guests

14.1 Any Member may introduce guests to the Club, 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 playing guest must enter the name and address of the guest, together with his own name, in a book which must be kept on the Club's premises. The Member is also responsible for paying the appropriate guest fee to the Club.

14.3 No one may be admitted as a guest on more than three occasions in any calendar year.

15. Permitted hours

The permitted hours for play under floodlights are restricted to those specified under the Club's planning consent.

16. Alteration of the rules

16.1 This Constitution 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.

17. 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.

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. No sum shall be drawn from that account except by cheque signed the signatories who shall be the Chairman, Secretary and one other member of the Management Committee. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

18.2 Subject to Rule 21.3, 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.

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 Full accounts of the financial affairs of the Club shall be prepared each year. These accounts shall be compiled by an independent accountant. The accounts must be made available to every Member when notice concerning the annual general meeting is given.

19. Borrowing

19.1 The Management Committee may borrow a maximum total amount of £10,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

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. Property

- 20.1 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 minute book shall be conclusive evidence of such a resolution.
- 20.2 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 the discharge of their duties.

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 be paid to or distributed to Cambridge City Council for use in community related sports initiatives, another community amateur sports club, or a charity.

22. Coaches and Players

- 22.1 Cambridge Lawn Tennis Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of Cambridge Lawn Tennis Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and Cambridge Lawn Tennis Club can enforce any breach at its option and in its sole discretion.