

## CONSTITUTION AND RULES

### 1. NAME OF CLUB

The name of the club shall be: “Cranleigh Lawn Tennis and Social Club”, but may use the name of Merton Park Tennis and Social Club for marketing purposes.

### 2. OBJECTS

- To provide tennis facilities (i.e. 5 tennis courts and regular maintenance) up to Surrey LTA competition standards and in accordance with the current lease (21 August 2002 – 31 December 2029) between the club and the London Borough of Merton.
- (...”to use the demised premises as a private lawn tennis ground and club pavilion only for the use of members of the club and their friends”...)
- To provide opportunity for recreation, social intercourse and alcoholic refreshment for the benefit of all members.
- To maintain to a suitable high standard the clubhouse premises at the rear of 1 Cranleigh Road, London, SW19 3LX

### 3. MEMBERSHIP

A voting member is a fully paid up adult tennis or social member (i.e. a member paying the equivalent of the Social membership fee or above – includes Tennis members, Parent/Coaching Tennis Members, Student members over 18years, Social Members and lifetime Honorary Members) and will be referred to hereafter as a full member. Only a full member may vote at the AGM or EGM. Their partner may attend, but is not entitled to vote unless they have paid a separate subscription as a full member.

No person under the age of 18 years shall be eligible for full membership nor be permitted to purchase or consume intoxicating liquor upon the club premises or use the gaming machine. A full member is entitled to bring to the club their spouse / partner and any of their children under the age eighteen at any time.

All annual subscriptions shall be payable in advance on the first day of May. Any member whose subscription is unpaid on 1 June shall cease to be a member and must re-apply for membership when there is an available vacancy. They will be subject to the relevant joining fee at this juncture.

### 4. OFFICERS

The officers of the club shall be full members and shall be a Chairman, Secretary, Treasurer, Assistant Treasurer, Bar Steward and Tennis Captain. They shall be proposed, seconded and elected by ballot at each AGM by full members. They shall hold office until the next AGM when they shall retire, but may be eligible for re- election from year to year.

The committee may on occasions take the decision to combine the roles of two positions into one, subject to a majority committee vote, if this is deemed to be in the interests of the club.

### 5. PRESIDENT

The President for the ensuing year shall be nominated by the Committee at the AGM and may attend committee meetings in an advisory capacity only.

## 6. COMMITTEE

The committee shall consist of such officers as mentioned above plus a Tennis Representative and Social Secretary and a further four members to be elected at the AGM. The Committee will agree the roles and responsibilities for the remaining four positions in advance of the AGM. The Committee may decide to combine the roles of two committee positions, subject to a majority committee vote if this is deemed to be in the interests of the club.

The Chairman and in his/ her absence, a member selected by the committee shall have a casting vote on any motion when necessary. This shall be his/her sole voting right.

A quorum shall be made up of 5 committee members.

At least two days notice shall be given to each committee member before any meeting is convened

Any committee member failing to three consecutive meetings without good reason can be dismissed at the discretion of the committee.

## 7. ELECTION OF COMMITTEE

The election of members of the committee shall take place in the following manner:

Any two full members of the club shall be at liberty to nominate a full member to serve on the committee. The list for nominations should be displayed for at least 21 days prior to the AGM. The name of each committee member and their nominees will be notified on this list. The list will be removed 48 hours before the meeting. Nominees, proposers and seconders must attend the relevant AGM or EGM or give written apologies to the secretary prior to any such meeting.

## 8. POWERS OF COMMITTEE

The committee, in addition to the powers hereinafter specifically conferred upon them, shall have the control of the finances of the club, power to engage, control and dismiss the club servants and all such administrative powers as may be necessary for properly carrying out the objects of the club in accordance with these rules.

The committee shall have the power to fill all committee vacancies, which may occur between one AGM and the next.

The joining fee and annual membership fee shall be determined by the committee and proposed to members for acceptance at the AGM.

## 9. DUTIES OF THE SECRETARY

The Secretary shall conduct the correspondence of the club and shall have the custody of all documents belonging to the club. S/he shall keep full and correct minutes of proceedings.

## 10. DUTIES OF THE TREASURER

The Treasurer shall maintain a full record of receipts and disbursements to be kept available for inspection by any authorised body. Further, s/he shall prepare an annual audited statement at the end of the financial year showing full particulars of all receipts and payment for the expired year and present this to the members at the AGM. All monies received shall be paid at once into the club's bank account.

## 11. PAYMENT

All orders for payment out of the bank account shall be signed by any two of the following: Chairman, Treasurer and any other two committee members at the discretion of the committee.

## 12. CLUB FUNDS

- a) All funds shall be used for the benefit of the members as may be determined by the committee
- b) The financial year will run from 1 January to 31 December

- c) In the event of the club being dissolved, the committee will appoint a winding up committee to distribute all assets, after payment of outstanding debts, to a charity to be nominated by the said winding up committee.

### 13. ELECTION OF MEMBERS

Potential new members are encouraged to visit the club and meet a member of the committee. The potential member should complete an application form together with the appropriate fee. The committee retains the right not to accept an application – if this is the case the Membership Secretary will write to the applicant giving the reason for the decision and return the membership fee. If the application is accepted, the Membership Secretary will write a welcoming letter to the new member giving details of future events.

Each member agrees as a condition of membership:

- a) to be bound by the rules of the club

In addition, all tennis members and all management committee members agree as a condition of membership:

- b) to be bound by and subject to the Rules and Disciplinary Code of the Lawn Tennis Association (LTA)
- c) club tennis coaches are also required to be bound by the rule of the club and the LTA's Rules and Disciplinary Code

Sections 13 b) and c) above confers a benefit on the LTA and is intended to be enforceable by the LTA directly or by virtue of the Contracts (Rights of Third Parties) Act 1999.

Sections 13 b) and c) above confers a benefit on the Club and is intended to be enforceable by the Club directly or by virtue of the Contracts (Rights of Third Parties) Act 1999.

Cranleigh LT&SC agrees 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.

### 14. ANNUAL GENERAL MEETING

The AGM of the club shall be held at no longer an interval than 15 months and will normally be held each year in the month of March and at such time and place, as the committee shall determine. 21 days notice of such meeting specifying the business to be transacted, and the day, place and time of the meeting shall be advertised.

A minimum of 20 full members shall be present to constitute a quorum at the AGM (or EGM). If there is not a quorum, the meeting must be rescheduled within 21 days and members notified of the new date.

### 15. EXTRAORDINARY GENERAL MEETING

The committee may call an EGM when any question of urgent importance shall arise, and shall be bound to do so when receiving a requisition signed by 20 full members of the club. At least seven days notice specifying the business to be transacted and the day, place and hour of the meeting shall be advertised. If there is not a quorum, the meeting must be rescheduled within 14 days and members notified of the new date.

### 16. AUDITORS

The Treasurer's annual statement shall be audited by a qualified person, not being a member of the club, and shall be present committee prior to the members of the AGM.

#### 17. AMENDMENT OF REGULATIONS

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

#### 18. RULES OF THE CLUB

No rule of the club shall be repealed or altered and no new rules shall be made save by a two thirds majority of the full members present at a General Meeting; at least one calendar months' notice of the intention to propose any new rule or alteration shall be given to the Secretary, who shall advertise the same at least seven days before the General Meeting.

#### 19. VISITORS

Members may introduce visitors to the club as guests subject to the following restrictions:

1. Members introducing visitors shall enter their own and their guest's name in the book provided for this purpose and pays the appropriate visitor's fee. They shall also be responsible for the behaviour of their guests.
2. Members of visiting teams shall be allowed to use the facilities of the club for the duration of their match and for a reasonable period afterwards on the same day.
3. The committee will agree a maximum number of times that any visitor may use the tennis or social facilities.

#### 20. CONTRAVENTION OF RULES

The committee shall have the power to suspend any member for such period or periods as the committee shall see fit, or expel any member who may offend against the rules of the club, or whose conduct may in the opinion of the committee render him/her unfit for membership of the club. Before any such member is expelled, the Secretary shall give him/her seven days written notice to attend a meeting of the committee, and shall inform him/her of the complaints made against him/her. No member shall be expelled without first having an opportunity of appearing before the committee and answering complaints made against him/her, or unless two thirds of the committee then present vote in favour of his/her expulsion. A member who is suspended or expelled shall have no claim for return of any portion of his/her membership fee.

#### 21. OPENING HOURS

Club opening times, which shall be established by the committee, shall be published in the clubhouse and may be altered at the discretion of the committee.

#### 22. GENERAL

Members or visitors leaving vehicles, rackets, clothing or other property at the club do so at their own risk, and the club shall not be responsible for any loss or damage from this or any other cause.