



HARTSWOOD TENNIS CLUB



Constitution (Rules)

TITLE AND OBJECTIVES

1. The Club, founded in 1914, is called “The Hartswood Lawn Tennis Club”. The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of lawn tennis. The club may:
 - a. provide and maintain Club premises and club-owned tennis equipment for the use of its members;
 - b. provide other ordinary benefits of an amateur sports club as required by the relevant regulations, provision of suitably qualified coaches, coaching courses, insurance, and post-match refreshments;
 - c. sell or supply food or drink as a social adjunct to the sporting purposes of the Club;
 - d. do all such other things as the Executive Committee thinks fit to further the interests of the Club.

CONSTITUTION

2. The Club is constituted by these Rules as a non-profit-making organisation. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties. Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or the sport’s governing body for use by them in related community sports.

AFFILIATION

3. The Club shall seek affiliation to the Lawn Tennis Association through the appropriate county lawn tennis association and shall adopt and conform to the rules of these organisations in so far as they can apply.



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CLUB OFFICERS

4. The elected officers of the Club shall consist of the following: President, Executive Committee (consisting of the Executive Committee Chairperson, Treasurer, Club Secretary, Membership Secretary, Men's Club Captain, Women's Club Captain, Clubhouse Officer, Grounds Officer, Social Secretary, IT Officer, Bar Officer, Junior Officer, Tournament Director, Communication Secretary, Welfare Officer) and two Auditors.
5. Normally, the club officers are elected for a duration of 3 years, and can only serve two terms.
6. The nomination and the elections of the club officers will be held at least a month before the relevant Annual General Meeting (A.G.M.). The election will be conducted using an online voting system that would enable all tennis club members, excluding social members and juniors, to participate in the elections.
7. No more than a third of club officers should be put for re-election in a year.
8. The newly elected club officers would be announced at the A.G.M. and would replace the existing club officers in the re-elected posts on that date.
9. The Executive Committee (E.C.) shall have the power to fill any casual vacant position of the committee in office.
10. All elected or appointed club representatives are required to abide by the displayed Code of Conduct as established and approved by the executive. The Code of Conduct includes provisions for the avoidance of any conflict of interest – financial, contractual or otherwise – by all club representatives.
11. Each elected member will also be required, as a condition of election or appointment, to agree to be bound by and subject to the club rules, and the LTA's Rules and Disciplinary Code.
12. The Executive Committee will appoint at least two Trustees and any sub-committee deemed necessary, at the discretion of the Executive Committee or as directed at a general meeting.



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MANAGEMENT

13. The management of the Club shall be invested in the Executive Committee.
14. Such management of the Club affairs and finances to be in accordance with the current Rules and Regulations herewith and further, to invest in the Executive Committee the power to make or revise the Club's Regulations as may be deemed necessary from time to time, for the proper administration of the Club.
15. Save that the Executive Committee shall not surrender, assign, or hire any of the Club's facilities or assets that would fundamentally alter the character of the Club, its facilities or use of, without the prior consultation and consent of the general membership.
16. The Executive Committee shall meet at least four times in their elected year, with additional meetings, as circumstances direct. At committee meetings seven members will form a quorum, in the event of equality of voting, the chairperson shall have the casting vote.

GENERAL MEETINGS

17. Any Annual General Meeting shall be held each year whenever possible at a date between the 24th September and 14th October inclusive.
18. Extraordinary General Meetings (E.G.M) can be called at the discretion of the Executive Committee, or by 20% of the Club's voting members on receipt of a requisition 21 days before the meeting, stating the business to be transacted.
19. Any member wishing to propose a resolution at the A.G.M. must send a written copy to the Club Secretary 21 days before the date of the set meeting, so that provision can be made for its inclusion on the agenda.
20. The Club Secretary shall send to members due notice of a General Meeting, at least 7 days prior, with the set agenda.
21. The business of the Annual General Meeting shall be: the approval of the minutes of the previous A.G.M., or any E.G.M.; the consideration of the Chairperson and summary Committee reports; the Treasurer's annual report and account; the announcement and confirmation of the newly elected officers for the ensuing year; the appointment of two auditors at a suggestion of the Treasurer; and any such matters, of which due notice has been given, and details included in the agenda.



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22. The minutes of the A.G.M. will be made available within 30 days of the meeting, and published on the Club's webpages for the benefit of members. Acceptance of these minutes to be subject to their approval by members attending the following year's A.G.M.
23. Every member is entitled to attend and speak at any General Meeting and if over aged 16, entitled to vote. In the event of equality of votes the Chairperson shall have the casting vote, save when the issue being voted upon constitutes a "change of rule".
24. A copy of these Rules and Regulations to be made available on the Members' section of the Club webpages, which all members shall be conversant with. The Rules shall not be altered except at a General Meeting, after due notice, and then only provided that not less than 60% of the voting members present are in favour.
25. The Club Secretary will incorporate any changes in the Club Rules or Regulations, in not more than 30 days of being voted upon.

MEMBERSHIP

26. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
27. The Club will have the following individual categories for members. All of which shall be annual, except the honorary members whose membership is for life.

Full Club Member	
Senior Member	(60 or over at 1st April)
Weekday Member	(only eligible to play Mon-Fri till 5pm)
Youth Member	(16 to 26 at 1st April)
Full Junior Member	(under 16 at 1st April)
Junior Member	(under 11 at 1st April)
Social Member	(a non-playing member)
Honorary Member	(proposed by the E.C. and voted at the A.G.M.)
28. The Club will have the following joint annual membership:



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- a. Family membership (where both parents are Full Club Members they only pay for their first under 16 junior member);
 - b. Couple (available to two adult Full Club Members who are living together as partners at the same address).
29. Each member agrees as a condition of membership:
- a. to be bound by and subject to the rules of the club;
 - b. to be bound by and subject to the LTA's Rules and Disciplinary Code.
30. No member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

SUBSCRIPTIONS

31. Subscription rates and other fees will be fixed annually by the Executive Committee.
32. A notice detailing the revised annual subscription rates and fees should be published no less than 14 days before the start of the new membership season.
33. Subscriptions shall become due from the 1st April and should be paid immediately. Any member not paying in 30 days will not be entitled to the privileges of membership until they have paid. Members who have not paid their subscription by 1st May will be deemed as not re-joining and their membership to the Club will have expired. Re-joining the Club may result in a further joining fee being applied.

FINANCE AND ACCOUNTANCY

34. The Club's financial year shall run from 1st September to the 31st August. The Treasurer will prepare and publish the annual audited club accounts which need to be submitted at the A.G.M. for approval. The Club will have a limit of £25,000 of total borrowings, of which 90% must be set for capital expenditure.

CLUB TENNIS COACH

35. The Club Executive Committee will appoint a Head Tennis Coach to control all coaching activities at the club.
36. The Club will permit the Head Tennis Coach to use the club facilities subject to the written agreement between the Club and the Head Coach and the Rules and Regulations of the Club.



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SUSPENSION OR EXPULSION

37. The Executive Committee shall have the power to suspend or terminate the membership of any member from the Club, or to exclude any member or visitor whom it considers guilty of a serious breach of these Rules and Regulations, or of misconduct or offensive behaviour, to any other member, visitor, or persons on the Club premises. Membership will only be terminated where, in the opinion of the Executive Committee, the continued membership of the person concerned would be likely to be contrary to the best interests of the sport or the good conduct and interests of the Club. Any such suspension or expulsion could incur the added penalty of fee forfeiture.
38. Any member who has been suspended from the Club will have the right of appeal at a General Meeting.

GUESTS

39. All members may invite a guest for tennis at the Club. Members are responsible for their guests and the members must ensure that guests adhere to the rules and regulations of the club. No guest is permitted to play in club sessions.
40. The member must also ensure that their guest has left the club after play, unless authorised by an officer of the executive committee.
41. Before play all guests must be entered into the guest records and the member must make sure that the appropriate fee is paid for each of their guests. A member is allowed to bring no more than 3 guests at any one time except for Club Tennis.
42. The Executive Committee will decide on how many occasions per year each guest may only visit the Club for tennis. The maximum number of such visits will be specified in the HLTC Regulations. After that they must apply to become a member of the Club.

LICENSED BAR

43. Bar facilities will be available in accordance with general licensing laws, or as otherwise provided for in the regulations, save that such provisions do not constitute a breach of the said laws.
44. Any extension to bar opening and closing times, for the purpose of social or other functions, to be applied for by the Bar Officer to the relevant council or metropolitan police department.



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CLUB LIABILITY

45. Members or visitors leaving unattended vehicles, bicycles, tennis clothing and equipment or any other property at the Club do so at their own risk. The Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

DISSOLUTION

46. The Club shall be dissolved, on the passing of a resolution to that effect, at a General Meeting, and after due notice, by at least 60% of the voting members present. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the disposal of any assets, within the scope of and subject to Rule 2.



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DOCUMENT REVISION HISTORY

04 MAY 2022

27 April 2022

04 FEBRUARY 2022

03 JANUARY 2022

26 DECEMBER 2021

22 JANUARY 2020

21st MAY 2017

27th APRIL 2015

13th OCTOBER 2013

12th FEBRUARY 2012

19th OCTOBER 2008

15th OCTOBER 2007

10th OCTOBER 2005