



BANGOR LAWN TENNIS CLUB

CLUB RULES / CONSTITUTION

VERSION 2 (25/09/2013)

1. Name

The Club, established in 1899, is called Bangor Lawn Tennis Club ("the Club"), located at 32 Farnham Park, Bangor, Co Down, BT20 3SR.

2. **Definitions**

- (1) "the Officers" are the Captain, the Honorary Secretary and the Honorary Treasurer;
- "the Management Committee" means the committee elected under Rule 5.2 to manage the Club;
- "Tennis Ireland" means the governing body of lawn tennis within Ireland, Tennis Ireland, Dublin City University, Glasnevin, Dublin 9;
- "UBTI" means the Ulster Branch of Tennis Ireland;
- "General Meetings" mean Annual General Meetings, Adjourned Annual General Meetings, Extraordinary General Meetings.
- (2) Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.

3. **Objectives**

The objectives of the Club are:

- (a) to provide facilities on an amateur basis for lawn tennis and for tennis coaching to all members and generally to promote, encourage and facilitate the playing of lawn tennis in the community;
- (b) to provide and maintain Club premises at 32 Farnham Park, Bangor, Co Down, BT20 3SR 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 provision of suitability qualified coaches, coaching courses and insurance;
- (d) to affiliate to the Ulster Branch of Tennis Ireland (UBTI) (and by doing so affiliate to Tennis Ireland) and to comply with and uphold the Rules

and Regulations of the UBTI and Tennis Ireland as amended from time to time and the rules and regulations of any body to which Tennis Ireland is affiliated;

- (e) to do all 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. Membership**

##### **4.1 Eligibility for Membership**

- (1) Persons 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, gender, occupation, sexual orientation, religion, political or other beliefs.
- (2) Persons below the age of 18 may be admitted as junior members without the right to hold Office, be a member of the Management Committee or vote at General Meetings.
- (3) The Management Committee shall have the power to close the membership of any membership category at any time and to re-open the same at a later date.

##### **4.2 Admission of Members**

- (1) Any person who wishes to become a member must submit an application to the Honorary Secretary or to the Membership Secretary. Every candidate for membership must be proposed by a full member and seconded by another full member, not closely related to the applicant, and who have been continuous members of the Club for at least the previous two years. The names of the candidate, the proposer and the seconder shall be displayed on the Club notice board for at least seven days before consideration by the Management Committee.
- (2) An application for membership shall be considered by the Management Committee which may, by simple majority, admit an applicant to membership.

##### **4.3 Membership Categories**

- (1) There shall be the following membership categories:
  - (a) Senior – members aged 24 or over on 31<sup>st</sup> December of the previous year;
  - (b) Couple;

- (c) Family – parents / partners and children aged 17 or under on 31<sup>st</sup> December of the previous year;
  - (d) Intermediate – members aged 18 to 23 on 31<sup>st</sup> December of the previous year;
  - (e) Junior - members aged 4 to 17 on 31<sup>st</sup> December of the previous year;
  - (f) Short-term – members who spend more than six months outside Northern Ireland but wish to play for a period of three months or less;
  - (g) Associate – non-playing members;
  - (h) Suspended – members who wish to suspend their membership for at least one year owing to injury, work or family commitments;
  - (i) Honorary – granted at the discretion of the Management Committee.
- (2) All members aged 18 or over in categories (a) – (d) are considered full members and are entitled to receive notice of, attend and vote at General Meetings.
  - (3) A member wishing to transfer to another membership category must apply in writing or email prior to 1<sup>st</sup> May, in default of which he may be held liable for payment in full of his fees.

#### **4.4 Membership Fees**

- (1) The membership year is the calendar year. The annual fee payable by a current member is the sum of the club fee and the UBTI affiliation fee (if appropriate). A new member will in addition pay an entrance fee (if appropriate).
- (2) The annual club fees and entrance fees for the following membership year for the various categories of membership shall be determined annually by the Management Committee and ratified by the Annual General Meeting (AGM).
- (3) Discounts, as ratified by the AGM, shall be applied to the club fees if paid in full before 1<sup>st</sup> March.
- (4) A Senior member aged 65 or over on 31<sup>st</sup> December of the previous year shall receive a reduction of 25% of the annual club fee. A Couple membership shall receive a reduction of 25% (12.5%) of the annual club fee if both (one) are aged 65 or over on 31<sup>st</sup> December of the previous year.

*At the 2012 AGM it was agreed that members who received a reduction in 2012 and those members who would have qualified for a reduction in 2013 under the 2012 rule shall receive a reduction of 25%.*

- (5) A Junior member transferring to the Intermediate category shall not be liable to payment of an entrance fee if he has been a member for two years preceding his transfer. A 50% reduction in the entrance fee will otherwise apply. A child of a Family membership shall not be liable to payment of an entrance fee when transferring to the Intermediate category.
- (6) All members shall be invoiced by the Honorary Treasurer or the Membership Secretary in respect of the annual fees as soon as practicable after 1<sup>st</sup> January.
- (7) Any member whose annual fee has not been paid by 1<sup>st</sup> April shall be sent a reminder letter by the Honorary Treasurer or Membership Secretary. If he has not paid the fee by 1<sup>st</sup> May, the Management Committee shall have the power to suspend him from using the Club's facilities and / or representing the Club. The suspension would be lifted after payment of the fee.
- (8) A new member shall be eligible for a reduction in the club fee for that membership year. The reduction shall be the proportion of the year prior to admission of the member.
- (9) No member shall be deemed eligible to represent the club unless the current annual fee has been paid.
- (10) No member shall exercise any right of membership until after payment of his first annual fee and entrance fee (if appropriate).
- (11) Any former full member shall not be required to pay the entrance fee on rejoining.
- (12) The Management Committee shall have the power to amend and introduce membership fees and categories on a temporary basis as part of promotional activity undertaken for membership development.

#### **4.5 Resignation**

A member wishing to resign should inform the Honorary Secretary or the Membership Secretary in writing or email. He has no right to a refund of any part of his fees. The Management Committee may refund part of his fees if it considers it appropriate.

#### **4.6 Suspension**

- (1) The Management Committee shall have the power to suspend a member for a period of time from using the Club's facilities and / or representing the Club when, in its opinion, his conduct has not been in the interests of the Club.
- (2) A member shall not be suspended unless he is given fourteen days' written notice of the meeting of the Management Committee at which his suspension shall be considered and given written details of the complaint made against him. The Management Committee may exclude the member from the Club's facilities and from representing the Club until the meeting considering his suspension has been held. Such an exclusion shall occur if there is an issue of child protection.
- (3) The member shall be entitled to attend that meeting and given an opportunity to appeal against the suspension. He may be accompanied by a full member of the Club who may answer complaints made against the member. The member must not be suspended unless at least two-thirds of the Management Committee then present vote in favour of his suspension.
- (4) If the decision of the Management Committee is for the suspension of the member, he may request a hearing at an Appeals Board by writing to the Honorary Secretary within seven days of the decision. The Appeals Board will consist of the President (or nominee), as chair, a full member nominated by the Management Committee (who has not taken part in the original decision) and a full member representing the member. It shall meet as soon as it is convenient. The member shall be entitled to attend the meeting. The decision of the Appeals Board shall be final.

#### **4.7 Expulsion**

- (1) The Management Committee shall have the power to expel a member when in its opinion, it would not be in the interests of the Club for him to remain a member.
- (2) The procedures to be followed will be similar to those given in 4.6 (2) – (4), save where references to “suspension” be replaced with “expulsion”.

### **5. The Management Committee**

#### **5.1 Composition**

- (1) The Club shall be managed by a Management Committee consisting of:
  - (a) the Club Captain;
  - (b) the Honorary Secretary;

- (c) the Honorary Treasurer;
  - (d) at least four and no more than eight other elected members.
- (2) The Committee may at their discretion appoint an Assistant Honorary Treasurer, a Junior Secretary, a Match Secretary and a Membership Secretary and they shall become ex-officio members of the Committee if not already on it.
- (3) The Committee may co-opt any member deemed suitable through willingness or expertise to assist in the running of the Club or fill any casual vacancy on the Committee.
- (4) The maximum size of the Committee shall be fourteen, including the Officers.
- (5) A member of the Committee shall be deemed to have vacated his membership of the Committee if:
- (a) he resigns his membership of the Committee or his membership of the Club by notice to the Club; or
  - (b) he has been absent for more than three consecutive meetings of the Committee and the Committee resolves that his Committee membership be vacated; or
  - (c) he is suspended from holding Committee membership or from taking part in any activity relating to the administration or management of the Club by a decision of the UBTI or Tennis Ireland; or
  - (d) he is requested to resign by not less than two-thirds of the other Committee members acting together.

## **5.2 Election of Management Committee Members**

- (1) Members of the Management Committee, including Officers, shall retire annually but shall be eligible for re-election. Officers shall serve for no more than three consecutive years unless in circumstances where no other member is prepared to fulfil the Office. Other members shall serve for no more than two consecutive years.
- (2) At least six weeks before the date of the Annual General Meeting, the Honorary Secretary shall post a nomination form for the election of the Officers and members of the Committee on the Club notice-board, including a final date for nominations.
- (3) A candidate for Officer must be a full member of the Club and shall normally have at least one year of previous membership of the Committee. A candidate for membership of the Committee must be a full member of the Club. A candidate for Officer or membership of the Committee must be proposed and seconded by two full members on the posted nomination form

and also give his consent. Proposed members shall be the only persons eligible for election.

- (4) If there is only one candidate proposed for a particular position, that candidate shall be declared elected unopposed for that position at the Annual General Meeting. If there is more than one candidate for any particular position, there shall be an election (by simple majority) for that position at the Annual General Meeting. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.

### **5.3 Proceedings of the Management Committee**

- (1) The Management Committee shall meet at least once a month or as often as it thinks fit. It may adjourn or postpone any of its meetings at its discretion. The Honorary Secretary shall give all members of the Committee at least three days' notice of a meeting, together with the agenda.
- (2) The Captain shall be the chairman of the Committee. If he is absent, the meeting shall elect a chairman. The quorum for a Committee meeting shall be five-ninths of all Committee members.
- (3) Decisions of the Committee shall be made by a simple majority and in the event of a tie, the chairman shall have a casting vote. Minutes of the proceedings shall be recorded by the Honorary Secretary (or another member if he is absent). Once approved, the minutes shall be available to Club members in the Club house.
- (4) The Committee shall have the power to annually appoint up to two club members to act as Children's Officers. If two members are appointed, there shall be, where possible, one of each gender. A Children's Officer shall report monthly to the Committee.
- (5) The Committee shall have power to make, alter or annul such bye-laws and regulations as it may consider necessary for the well being of the Club.
- (6) The Committee shall have power to set team fees and the procedure for collecting such fees.
- (7) The Committee may from time to time appoint sub-committees (which may include members from outside the Committee) and may delegate to them any of its powers and duties other than the financial control of the Club and the admission of members. A Committee member shall either be the convenor or a member of a sub-committee. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

- (8) The 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, including the Club Coach. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members.
- (9) The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the Club, such expenses and other liabilities to be approved by the Honorary Treasurer and vouching documentation to be provided in respect of same.

## **6. Selection Committee**

- (1) A Selection Committee of five members shall be elected at the Annual General Meeting of whom three shall form a quorum. The nomination and election procedure shall be as similar to that described in 5.2. Members may not be elected to serve for more than two consecutive years. The Committee shall elect a convenor from within its membership. The Committee shall be advised and assisted by the Club Coach; he shall not be a member of the Committee.
- (2) The convenor of the Committee shall liaise with the Membership Secretary to ensure that all members being considered for selection have paid the current annual subscription.
- (3) The Management Committee shall have the right to refuse a member consideration for selection. Any member so refused shall be informed of the reason for the refusal.

## **7. Club President**

The Club President shall normally serve for a maximum of 5 years. The Management Committee shall propose a member for the post of President and this proposal shall be ratified at an Annual General Meeting.

## **8. Trustees**

The Management Committee shall appoint at least four Trustees, to hold office until death or resignation unless removed from office by a motion of the Management Committee or by a motion duly passed at a General Meeting. The Club Captain 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 motion of the

Management Committee and the Club Captain 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.

## **9. Visitors**

- (1) Any member (aged 16 or over) may introduce visitors to the Club other than those whose applications for membership have been declined or who have been expelled from the Club.
- (2) The procedure for recording the details of the visit and payment shall be given in the bye-laws of the Club.
- (3) A visitor is entitled to use all of the club's facilities and join in club sessions but not play in matches. The member is responsible for the behaviour and safety of his visitor and the visitor has a responsibility to adhere to the rules of the club.
- (4) No one may be admitted as a visitor on more than six occasions in any one calendar year. If the visitor decides to join the Club, the money already collected will be deducted from his membership fee.
- (5) Visitors' fees shall be determined by the Management Committee. The Management Committee shall delegate the setting of an appropriate fee for an extended visit to the Honorary Treasurer or the Membership Secretary.

## **10. Annual General Meeting**

- (1) The annual general meeting (AGM) of the Club shall be held not later than the 30<sup>th</sup> September each year. At least six weeks before the date of the AGM, the Honorary Secretary shall post the date of the meeting on the Club notice-board. No period greater than fifteen months shall elapse between one AGM and the next.
- (2) Only full members (as defined in Rule 4.3(2)) shall be entitled to propose motions for the AGM, receive notice of the AGM, and to attend and vote at the AGM.
- (3) Any member wishing to propose a motion to be decided at the AGM shall give in writing or by email to the Honorary Secretary notice of his proposal not less than twenty-eight days before the meeting.

- (4) The following business shall be transacted at the AGM:
- (a) to receive the Club Captain'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, and the Honorary Treasurer's report as to the financial position of the Club;
  - (c) to ratify the fees for the following membership year;
  - (d) to elect two auditors;
  - (e) to elect the Officers and other members of the Management Committee;
  - (f) to elect the Selection Committee;
  - (g) to decide on any motion that may be duly submitted in accordance with clause (3) above;
  - (h) to deal with any other matters which the Management Committee desires to bring before the membership.

Only motions on the agenda shall be considered at an AGM.

- (5) The Honorary Secretary shall send to each member at his last known address written notice of the time and place of the AGM together with the motions to be proposed at least seven days before the meeting. In this context the term "written notice" includes communication by email. The accidental omission to send any notice or notices shall not invalidate the proceedings of the meeting.
- (6) The quorum for the AGM shall be twenty members. The Club Captain shall chair the AGM. In his absence a chairman shall be appointed by the meeting. The Honorary Secretary, or in his absence a member of the Management Committee, shall take minutes at the meeting.
- (7) Each member present shall have one vote; there shall be no right for a member to vote by proxy. Voting shall be by show of hands where possible, unless a ballot is requested. Motions shall be passed by a simple majority of those members present and voting, except that motions concerning addition, alteration or deletion to these Rules shall require at least a two thirds majority. In the event of an equality of votes the chairman shall have a casting vote.
- (8) On the basis of a simple majority of those present, the AGM can be adjourned to a later date. At least two weeks before the date of the adjourned meeting, the Honorary Secretary shall post the date of the meeting on the Club notice-board.

## **11. Extraordinary General Meeting**

- (1) An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee and shall be called within twenty-eight days of receipt by the Honorary Secretary of a request in writing or email signed by at least five members of the Management Committee or at least twenty full members stating the purposes for which the meeting is required and the motion(s) proposed.
- (2) The rules for calling an EGM and the procedures for an EGM shall be similar to Rules 10 (2), (5) – (8). No other motion than that given in the notice of the meeting shall be discussed at the meeting.

## **12. Finance**

### **12.1 Accounts**

- (1) The Honorary Treasurer shall keep correct accounts showing the financial affairs of the club. The financial year shall end on the 31<sup>st</sup> July of each year, to which day the accounts of the Club shall be balanced. The accounts of the Club shall be audited by two persons, not members of the Committee, to be elected at the Annual General Meeting, and an audited statement of accounts shall be published annually. A statement of accounts should be made available to every full member when notice of the AGM is sent out.
- (2) 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 or electronic transfer authorised by two of the three signatories who shall be the Club Captain, Honorary Secretary and Honorary Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- (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. Expenditure on any item or project that exceeds £5,000 must be approved by a General Meeting.

### **12.2 Assets**

- (1) The Club is a non-profit making organisation and any surplus of income over expenditure in any year shall be used by the Management Committee for the betterment of the Club's facilities and to further the objectives of the Club.

- (2) At no time or under no circumstances shall assets of the Club be distributed among members either on an interim or on a winding-up basis.

### **13. Dissolution**

- (1) A motion 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 two thirds of the members present and voting.
- (2) The dissolution shall take effect from the date of the passage of the motion and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- (3) Any assets remaining on a winding-up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall be paid to or distributed to approved sporting or charitable purposes. The application of such surpluses or assets shall include the giving or transferring of surpluses or assets to another registered Community Amateur Sports Club, a registered charity or the sports governing body of the Club (UBTI) for use in community related tennis initiatives.

### **APPENDICES TO CLUB RULES**

- (1) Bangor Lawn Tennis Club shall conform to the rules of the Ulster Branch of Tennis Ireland on Child Protection (ref: Rules of the Ulster Branch of Tennis Ireland paragraph 2.3.1 and appendix 1 to these rules).
- (2) Bangor Lawn Tennis Club shall conform to the rules of the Ulster Branch of Tennis Ireland on Equality of Opportunity (ref: Rules of the Ulster Branch of Tennis Ireland paragraph 2.3.2 and appendix 2 to these rules)."

# HISTORY

**Version 1 (28/09/2012)** The following motion was passed at the AGM on 28/09/2012:

The current set of rules Club Rules 2000 (*set out in the green booklet*) with updates from AGMs 2000-2011 shall be replaced by the document Club Rules/Constitution (September 2012).

**Version 2 (25/09/2013)** The following motions were passed at the AGM on 25/09/2013:

**(a)** In Section 4.6 Suspension, the following sentence shall be added at the end of clause (2):

“Such an exclusion shall occur if there is an issue of child protection.”

**(b)** In Section 5.3 Proceedings of the Management Committee, the following clause shall be inserted:

“(4) The Committee shall have the power to annually appoint up to two club members to act as Children’s Officers. If two members are appointed, there shall be, where possible, one of each gender. A Children’s Officer shall report monthly to the Committee.”