

PUTNEY LAWN TENNIS CLUB

Founded 1879

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CONSTITUTION

Defined terms

In the rules, unless the context requires otherwise:

“The Club” shall mean The Putney Lawn Tennis Club;

“Disciplinary Code” means the disciplinary code of the LTA in force from time to time;

“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;

“Member” means a member of The Putney Lawn Tennis Club;

“Rules” means the rules of the LTA as in force from time to time;

1 Name

The Club will be called The Putney Lawn Tennis Club and will be affiliated to the LTA, conforming to the requirements of that Association.

2 Aims and objectives

The aims and objectives of the Club will be:

- to provide facilities for its members to play lawn tennis
- to offer social and competitive opportunities in tennis and to promote sociable activities, sports and pastimes for the enjoyment of for all its members and their friends
- to ensure a duty of care to all members of the Club
- to provide all its services in a way that is fair to everyone
- to ensure that all members in the present and future receive fair and equal treatment

- to provide refreshments for its members and in carrying out that object it will conform to the statutes, by-laws and regulations respecting the sale of food, intoxicating liquor and tobacco.

3 Hours

The actual hours during which the Club will be open (a) for the sale of intoxicating liquor and (b) for other purposes will be determined by the General Committee and a notice specifying these hours will be kept posted in the Club House. Intoxicating liquor will not be supplied to members on the premises otherwise than by or on behalf of the Club.

4 Membership

Membership should consist of Officers and members of the Club. All members will be subject to the regulations made by the General Committee to implement this constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

4.1 Members will be enrolled in one of the following categories:

(a) **FULL**: Having full rights

(b) **JUNIOR**: Restricted to persons who have not attained their nineteenth birthday at the commencement of the Club year. There are three categories – Junior A, Junior B and Junior C.

(i) **Junior A**: Members up to the age of 18 on 1st April whose standard is good and at a certain level as recognised and approved by the coaches and Membership Secretary. They have full playing rights.

(ii) **Junior B**: Members aged between 13 and 18 on 1st April. No playing-in. They have equal rights on all courts up to 6pm on weekdays and 2pm on Saturdays. On Sundays and Bank Holidays, Full Members have precedence.

(iii) **Junior C**: Members aged under 13 on 1st April. Same playing rights as Junior B.

(c) **STUDENT**: Restricted to persons in full-time education. Proof of full-time education status will be required.

(d) **SOCIAL**: Not entitled to use the Club tennis courts except on payment of fees as visitors.

(e) **ON HOLD**: This category is at the discretion of the Committee and may be applied for by a Full Member for a variety of reasons - for example, maternity, long-term sickness or illness, relocation (abroad or out of London), work commitments etc. It is open to members who have a minimum of three years' Full Membership before they apply for On Hold Membership. On Hold Membership will run from April 1st to March 31st each year and can last for a maximum of three years. On Hold Members

will not be required to undertake a play-in provided that any application to become a Full Member again is made no later than 3 years after taking up On Hold Membership. The On Hold Member must inform the Club Manager by the end of February each year if he/she intends to become a Full Member the following April. In the third year, if the On Hold Member does not rejoin the Club as a Full Member, his/her membership is terminated and he/she must undertake another play-in and pay another joining fee should he/she wish to rejoin in future. On Hold Members have no voting rights but are entitled to the same playing rights as visitors (see 4.8 below). No fee is payable during the period of On Hold Membership but on each occasion that a member rejoins the Club after a period of On Hold Membership, another joining fee is payable.

(g) **OFF-PEAK:** Restricted to play on the courts only on weekdays before 5.30pm and up to an additional three further visits as visitors (see 4.8 below)

4.2 For the purposes of payment of subscriptions, the Club year will commence on April 1st.

4.3 The playing membership will be so limited that the total number of Junior Members will not exceed 200 and the total number of other playing members (except Off-Peak members) will not exceed 500, the exception to this being when applications are received from players of a first team standard. This temporary excess will replace any leavers for the following season so that Full Membership is returned to a maximum of 500.

4.4 Rates of subscription for the various classes of membership will be recommended by the Committee for approval by the members at the Annual General Meeting each year. The subscriptions of Junior members with one parent who is a Full member, will be payable at three quarters of the ordinary rate (or as near thereto as may be convenient). Full Members aged over 65 who have been Full Members of PLTC for 30 years on or before their 65th birthday are entitled to a 25% reduction in their annual subscription fee from that year onwards.

4.5 The General Committee may declare entrance fees payable by non-members during any period when the asset position and the level of membership indicate that such a step is in the best interests of existing members.

4.6 New members will be accepted by a Sub-Committee of the General Committee in session, on submission of an application form for each candidate showing his or her name, address, telephone number (if any) occupation, date of birth (if under twenty-three years of age), class of membership sought, and signed by the candidate. The Sub-Committee will have given prior consideration both to the standard of tennis of the candidate at annual playing-in sessions and to all other matters relevant to the application of the candidate having paid the relevant subscription. The Committee may terminate Club membership for any member whose

subscription is not paid by the date due set by the Committee from time to time.

4.7 A register containing the name, address, telephone number (if any), email address and class of membership of each member will be maintained in the Club House.

4.8. Conditions of membership

4.8.1 Each member agrees as a condition of membership:

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

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

4.8.2 Rule 4.8.1 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 4.8.1, 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.

4.8.3 The General 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.

4.9 Each member may personally introduce visitors. Not more than three playing visitors may be introduced at any one time. The number of times each visitor may be introduced will be determined by the General Committee. The name of each visitor, together with the member introducing him or her will be entered in the Visitors' Book and in the case of playing visitors, fees will be paid. Fees will be set by the General Committee from time to time. No member introducing a visitor will permit his visitor to pay for any intoxicating liquor or excisable goods.

4.10 Persons may not be admitted to membership, or as candidates for membership be admitted to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission; and persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

4.11 The club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the 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 the club can enforce any breach at its option and in its sole discretion.

5 General Committee

5.1 The Club agrees that each members of the General 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 can enforce any breach at its option and in its sole discretion.

5.2 The Officers of the Club will be:
President
Honorary Secretary
Honorary Treasurer
Social Secretary
Membership Secretary
Men's Team Captain
Ladies' Team Captain
Facilities and Club House representative
Courts representative
Legal representative
Any other relevant position

5.3 The Club, (including the purchase for the Club and the supply by the Club of intoxicating liquor), will be managed through the General Committee consisting of the President, Honorary Secretary, Treasurer and up to nine elected Members. The General Committee may fill any vacancy on its body and may co-opt two additional Members to serve during its term of office.

5.4 The General Committee will be elected at the AGM 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 AGM following their re-election or election (as the case may be).

5.5 The General Committee will be convened by the Secretary of the Club at regular meetings held generally on the first Monday of each month, but in any case no less than six times per year. No Committee Meeting will be held without three clear days' notice. The quorum required for business to be agreed at Committee meetings will be five, of which three must be elected Officers.

5.6 The General Committee will be responsible for the financial management of the Club and its affairs.

5.7 The General Committee will have power to borrow or otherwise incur liabilities on behalf of the Club for the payment of wages, supplies and all things necessary for carrying out the objects of the Club, so long as the excess of liabilities over current assets does not exceed a reasonable valuation of the total fixed assets of the Club for their present use.

5.8 The General Committee will determine the prices of refreshments and other supplies, also fees and additional subscriptions which may be charged for participation in tournaments, dances etc.

5.9 The General Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.

5.10 The General Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

5.11 The General Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

5.12 The General Committee will without limitation of quorum or notice make arrangement amongst themselves to ensure that the courts are not used when unfit. Any notice prohibiting play will specify the court or courts affected, the duration of the prohibition and the date and time of posting and will be signed by or on behalf of an Officer of the General Committee.

5.13 The General Committee will direct the management of the Club in accordance with these Rules and as it thinks fit in matters not covered by these rules.

5.14 Subject to the overriding provisions in Rule 5.3, the Honorary Secretary will be answerable to the General Committee for the general management of the Club in all matters (other than those attaching to the office of Honorary Treasurer) and those which are delegated by the General Committee to paid employees, to other Members of the General Committee or to Sub-Committees.

5.15 On the recommendation of the General Committee one or more persons may be elected Vice-Presidents as a mark of honour, and one of them may be called upon by the President to deputise for him on any official occasion.

6 Finance

6.1 All Club monies will be banked in an account held in the name of the Club.

6.2 The financial year of the Club will end on 31st December.

6.3 The Honorary Treasurer will be answerable to the General Committee for the finances of the Club and will oversee the collection of subscriptions, discharge of liabilities, the keeping of proper books of account by the Club Manager. The Honorary Treasurer will be responsible for and preparation of an Income and Expenditure account for the year ended December 31st in which he or she is in office, together with a Balance Sheet at that date.

6.4 The Honorary Treasurer will obtain an auditor's report to the Accounts and present a statement of annual accounts at the AGM, having first had it approved by the previous General Committee meeting.

7 Annual and Extraordinary General Meetings

7.1 The Annual General Meeting ("AGM") of the Club will be held in the Club House during March, on a date agreed by the General Committee.

7.2 Notice of the AGM will be given by the Honorary Secretary. Not less than fourteen clear days will be given to each member by email or by post to his or her address in the Club register, specifying the place, day and hour and the general nature of any Special Business. Should a member wish to raise any item of Special Business to be included on the agenda, this (together with any accompanying paperwork) must be received by the Honorary Secretary by 11.59pm on 14th February.

7.3 The AGM is for the transaction of Ordinary Business of the Club ie to receive and consider the Balance Sheet and Income and Expenditure Account for the previous calendar year, to receive the Report of the General Committee, to elect members in accordance with Rule 7.8, to appoint suitably qualified auditors and also to transact any Special Business, of which notice in writing must have been given to the Secretary by 11.59pm on 14th February and has therefore been specified in the notice convening the meeting.

7.4 Nominations for offices of the General Committee will be sent to the Secretary prior to the AGM and in any event no later than by 11.59pm on 14th February. Elections of Officers will take place at the AGM.

7.5 An Extraordinary General Meeting ("EGM") to transact Special Business may be convened by the Secretary of the General Committee at any time and will be convened on receipt of a written request signed by twenty-five or more members of the Club stating the reasons for their request.

7.6 The accidental omission to give any such notice to any of the members will not invalidate any resolution passed at the meeting.

7.7 At AGMs the quorum will be fifteen Full members and if a quorum is not present at the appointed time the meeting will be adjourned without notice to the same time and day in the following week. A Chairman for the meeting will be elected before business commences. On a ballot for each item on the Agenda, each Full member (but no other member) will have one vote. Votes may be cast as follows:

a) On a ballot for each item of **Ordinary Business** on the agenda (ie standard items of business that are included on the agenda at each AGM), each Full member (but no other member) will be entitled to either vote at the meeting or appoint the Chairman of the Meeting to vote in his or her stead in the manner indicated on the form of proxy which will be sent out to all members in advance of the AGM. No proxy vote will be counted in respect of a member attending the meeting. In the event of a tie, the Chairman will decide by a casting vote whether or not the motion be carried.

b) On a ballot for each item of **Special Business** (ie one-off items pertaining to that year's agenda only), which will have been notified on the agenda to all members in advance of the meeting (as per para 7.3 above), each Full member (but no other member) will be entitled to either vote at the meeting or appoint the Chairman of the Meeting to vote in his or her stead in the manner indicated on the form of proxy which will be sent out to all members in advance of the AGM. No proxy vote will be counted in respect of a member attending the meeting. In the event of a tie, the Chairman will decide by a casting vote whether or not the motion be carried.

c) On a ballot for items of **Any Other Business** (ie items raised spontaneously by a member present at the meeting with no advance notice and therefore not included on the meeting agenda), each member present will have one vote. Votes cast for these matters are effectively a straw poll of those in the room when the subject is raised, rather than being representative of the views of the wider membership, and are therefore not binding.

7.8 On the recommendation of the General Committee any persons may at the AGM be elected to Honorary or Life Membership, or such other form of Special Membership, and at such rate of subscription (if any) as may be proposed.

8 Dissolution

8.1 Neither the General Committee nor any officer of the Club including a nominee appointed under Rule 8.3 will have the power to dispose of any asset deriving any part of its value from the freehold site comprising the Club ground, including but not limited to any tenancy between the Club and The Putney Lawn Tennis Co (1958) Limited and any shares in the capital of the said company, except in the course of a winding up in the terms of Rule 8.2

subject however to such power being provided for a specific purpose upon unanimous resolution of those Members attending a special meeting called by the Secretary in the terms of Rule 7.5 for this purpose the Members eligible to attend and vote at such a special meeting will comprise the President, Vice-Presidents, Secretary, Treasurer and Life Members.

8.2 In the event of winding up, the assets of the Club after all liabilities have been paid will be distributed to any successor tennis club that the Members in General Meeting may resolve, whether such successor club be situated in Putney or elsewhere, but so that it adopt the name of the Putney Lawn Tennis Club and these Rules, noting establishment in 1879. In the event that no successor club will be prepared to adopt these Rules and continue the name aforesaid, the surplus of assets will be paid or otherwise made available to the Lawn Tennis Association to be placed into a separate fund to be named The Putney Lawn Tennis Club Foundation, the primary purpose for which will be the provision of grant and loan aid under the regulations of the Lawn Tennis Association to affiliate clubs but so that no club will be eligible to benefit from this Foundation unless it can show that its total playing membership of all categories is not less than 150 and not greater than 400 Members. In all other respects the Foundation will be administered and the assets invested according to the regulations and continuing procedures of the Lawn Tennis Association.

8.3 In the event that the Club will own any shares in the capital of The Putney Lawn Tennis Co. (1958) Limited or any successor company, the shares will be registered, as nominees for the Club, in the names of the President and any three other Vice Presidents, the Secretary, the Treasurer and Life Members, such nominees to act unanimously or, if not in agreement, to vote against any resolution proposed to shareholders of the company. The appointed Members will continue to act as nominees for the Club until death or resignation and any vacancy will be filled by resolution of the Members at the General Meeting.

9 Discipline and appeals

9.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary. For the avoidance of doubt, the type of inappropriate behaviour covered by this section includes (but is not limited to) possession and/or use of illegal drugs on the Club premises and abusive behaviour (including racial and sexual harassment), whether towards other Members or employees of the Club.

9.2 The General Committee will meet to hear complaints within 30 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

9.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

9.4 There will be the right of appeal to the General Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

10 Amendments to the constitution

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution will not be passed unless 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 and neither Rule 8.1 nor 8.2 will be capable of amendment by the Members except with the prior written notification of those Members specified in Rule 8.1 resolving unanimously to adopt a resolution to be proposed to the Members in General Meeting to amend those particular Rules.

11 Declaration

Putney Lawn Tennis Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED DATE

Name

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Club President