



EAST DORSET LAWN TENNIS & CROQUET CLUB

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CLUB RULES ISSUE 11 – 14.11.2016

1 Name

- 1-1 The Club shall be known as East Dorset Lawn Tennis and Croquet Club in all official communications and public announcements.
- 1-2 The Club shall be managed by an Executive Committee that shall be responsible for all matters affecting the grounds, common buildings and general management of the Club.
- 1-3 The Club's specific sporting, social and other activities shall be operated by Sections, each controlled by its own Committee. Sections shall be set up by resolution passed at a General Meeting. The Executive Committee may create temporary Sections at any time but the creation of any Section set up in this way must be brought before a General Meeting within 11 months of the Executive Committee's resolution creating it. If this is not done, or if the General Meeting refuses to create it, the Section shall cease to exist and may not be re-created by any method until at least 24 months have passed from the date of the General Meeting that refused its creation.

2 Membership

- 2-1 Membership is open to anyone who is approved by the Executive Committee. The Executive Committee may only refuse an application for membership if, acting reasonably and properly, it considers it to be in the best interests of the Club to refuse the application. The Executive Committee must inform the applicant, in writing, of the reasons for the refusal within 21 days of the decision. The Executive Committee must consider any written representations the applicant may make about the decision. The Executive Committee's decision, following any written representations, must be notified to the applicant, in writing, but shall be final.
- 2-2 Membership of the Club must be obtained through membership of a Section by completing an Application Form with Membership category, name, address and contact details, signing the form to certify agreement to be bound by the Club Rules and paying the appropriate subscription. Any Section proposing to admit a new member must ensure that a copy of the application for membership is displayed on the Club notice boards, after which the application shall be considered by the Executive Committee at its next meeting.
- 2-3 Sections may lay down rules for their membership provided those rules do not in any way conflict with these Rules.
- 2-4 The Club shall comply with legislation and guidelines relating to equality and child-protection policies.

- 2-5 The Executive Committee may award to any person who is or has at any time been a member of the Club the rank of Vice President, Honorary Member or Life Member. Any such award shall be brought before a General Meeting for approval within 11 months and may be rejected or approved by that meeting. If rejected, no fresh award may be made to that individual by the Executive for a period of 24 months but a proposal for an award may be put before a General Meeting within that period.
- 2-6 Members and applicants for membership shall agree to be bound by the Club Rules and any Regulations or Bylaws issued by the Club or a Section.
- 2-7 Unless notified in writing, or by notices displayed at the Club for at least two weeks in advance, Members and applicants for membership who are authorised to do so by the rules of their proposed Section shall have free admission to Club premises at all times.
- 2-8 Non-members shall be allowed the use of Club facilities to play in matches or tournaments or for coaching or attend organised activities or functions and shall be deemed to be Temporary Members for the duration of their visit. Other visitors must pay a Green-Fee, determined by each Section for the use of playing facilities. They must be signed-in by a Member who shall be responsible for ensuring that a green-fee is paid and they shall be deemed to be Temporary Members for the duration of their visit.
- 2-9 Any Club Officer may suspend immediately any Member or applicant for membership behaving so as to endanger the safety of others, damage the character, interests or good order of the Club, or if suspected of acting illegally. A suspension will be notified to the member or applicant concerned and all members of the Executive Committee, in writing, as soon as practicable. The Executive Committee shall meet to confirm any suspension of longer than one week or to cancel a membership as permanent expulsion. Any member suspended or excluded may appeal against the decision to a General Meeting.

Alcoholic Drinks

- 2-10 East Dorset Lawn Tennis and Croquet Club is a Registered Club under the Licensing Act 2003. The Club Secretary shall hold the Certificate of Club Registration and be responsible for any variations with Borough of Poole Licensing Authority.
- 2-11 Unless extended by an appropriate order, the bar may open during the permitted hours specified within the Club Licence. Actual hours that the bar will open will be displayed on the Club notice board and may be included in the Club Bylaws.
- 2-12 The Club Secretary shall be responsible for ensuring that the Club complies with all relevant legal, procedures & regulations required.
- 2-13 Members of the public may be admitted to Club premises for special functions authorised by the Executive Committee, provided that these public occasions do not exceed 12 in number during any calendar year. The Club Secretary shall notify, in writing, at least ten days prior to the event, the Police Licensing Officer at Poole, & Borough of Poole Licensing Authority the date and nature of each special function. Non-members admitted under this Rule may be permitted to purchase intoxicating liquor during a special function and shall be deemed to be Temporary Members for the duration of their visit.
- 2-14 Neither Members nor visitors may bring alcoholic drinks onto Club premises for consumption there.

- 2-15 Alcoholic drinks may not be purchased from the Club by, or on behalf of, anyone under the age of 18.
- 2-16 Club members, with the permission of the Executive, may hold private functions on the club premises provided that a list of non-members attending the function is submitted to the Club Secretary not less than 48 hours in advance. Those non-members shall be deemed to be Temporary Members for the duration of the function.
- 2-17 The Executive Committee shall appoint a Club Member to assume responsibility for, and take control of, a private function using Club premises. The Executive Committee may require a contract with the organizer and a monetary bond, forfeit to cover any damage to Club property or if there are reasonable local complaints resulting from the function.
- 2-18 Visiting players and their supporters attending the club on any sporting occasions may use the non-playing club facilities and shall be deemed temporary members for the duration of their visit.
- 2-19 A non-member visiting the Club, other than those catered for in Rules 2-8, 2-13, 2-16 and 2-18, is not permitted to purchase intoxicating liquor at the bar, unless signed-in as a personal guest of a Member who will be responsible for that guest's conduct whilst on Club premises.
- 2-20 When a function involves the use of facilities for which a Section is responsible, this will be subject to the requirements of that Section.
- 2-21 A Club Officer may require a visitor to leave Club premises if behaving unacceptably or breaching Club rules.

3 Management of the Club

Officers

- 3-1 The Club shall have a President, who shall be entitled to attend all Executive Committee meetings but shall have no vote on that Committee by virtue of his office. A President shall be elected at a General Meeting of the Club and shall serve until he wishes to retire subject to a maximum term of five years. A President may be re-elected for subsequent terms without limit.
- 3-2 The Club shall elect at each Annual General Meeting a Chairman, a Secretary and a Treasurer, who shall be the Club Officers. The Secretary and Treasurer may be re-elected without limit; the Chairman may hold office for a continuous period of no longer than three years, unless exceptional circumstances make it necessary for the AGM to re-appoint that person for a further year. A Chairman retiring after 3 or more years in office may not be re-appointed until one year has passed. If a Club Officer leaves office for any reason during the year, the Committee may appoint a replacement to act in the relevant capacity until the next Annual General Meeting.
- 3-3 The Club Chairman shall chair the Executive Committee. The members of the Executive Committee shall, at their first meeting following the Club Annual General Meeting, elect a Deputy Chairman.

Property and Trustees

- 3-4 All property of the Club whether real or personal, other than cash held in bank accounts, shall be vested in trustees who shall hold it in trust for the Club's members as set out in the Trust Deed of 27th September 1940. Trustees shall be appointed by the Executive Committee but such appointments shall be brought before a General Meeting for approval within 11 months and may be rejected or approved by that meeting. Once appointed Trustees shall serve until death, retirement or removal by a resolution passed at a General Meeting.
- 3-5 The Club's property shall not be sold for the personal benefit of any individual member or for the purpose of distribution among members or any group of members. In the event of the sale of the whole of the Club's property, the proceeds must be used to provide new facilities for all Sections then existing and wishing to remain as part of the Club or failing this must be donated to the National Playing Fields Association or any organisation which has replaced it or has similar aims to it.

Operational Management

- 3-6 The Club's grounds, permanent buildings, bar and general social facilities and financial affairs shall be managed by the Executive Committee. The Executive Committee shall also have sole authority and responsibility for entering into any contract with any third party, which is intended to bind the Club as a whole or affect its assets, or may have an influence on the value of the Club's assets, including any contract of borrowing or otherwise raising capital money for the Club's purposes.
- 3-7 Items not permanently fixed to the Club's land and required by any Section for the purpose of its activities shall be the responsibility of the Section concerned. The Club shall have no responsibility for the maintenance, replacement or insurance of any such items but may assist Sections with such responsibilities if requested to do so.
- 3-8 The Club's bar and related facilities shall be managed by a Bar Officer appointed by the Executive Committee. The appointment shall be placed before a General Meeting of the Club within twelve months and may be approved or rejected by the General Meeting. If rejected, the individual concerned may not be re-appointed for at least 24 months.

Election of Executive Committee

- 3-9 The Executive Committee shall consist of the Club Officers, up to three members elected by Club members and one nominated member from each Section of the Club.
- 3-10 The elected members shall be elected at an Annual General Meeting. They shall hold office until the next Annual General Meeting after their election and may be re-elected for subsequent terms without limit.
- 3-11 Nominated members shall be selected in such manner as their nominated Section shall decide. They shall serve until replaced by their Section, which may be done at any time.
- 3-12 In addition to the elected and nominated members, the Executive Committee may co-opt up to three additional members to assist it. It may also co-opt members to fill vacancies arising through resignation of a member or any failure to meet the permitted number of elected or nominated members. Such co-opted members shall only serve until the next Annual General meeting after their appointment but may be appointed at such meeting for further service as co-opted members.

- 3-13 Members of the Executive Committee have equal voting rights but, in the event of a tied vote, the Chairman may execute a casting vote.
- 3-14 Any member of the Executive Committee may be removed at any time by a resolution passed at a General Meeting of the Club.
- 3-15 The Executive Committee shall ensure at all times that a notice is placed on the Club notice board setting out the names of its current members, the nature of their appointment and their specific duties within the Committee.
- 3-16 The Club Chairman shall be an ex-officio member of all Club and Section committees and subcommittees and shall receive notices, agendas and minutes of all such meetings.
- 3-17 A quorum of the Executive Committee shall comprise four Executive Committee members, of whom at least two must be Club Officers. Executive Committee Members will be given a minimum of four days' notice of a Committee meeting, with a draft agenda.
- 3-18 The Executive Committee shall meet a minimum of four times a year, but as necessary to manage Club business. The Executive Committee will meet within fourteen days of a written request, from a minimum of two Executive Committee members, being received by a Club Officer.
- 3-19 The Executive Committee may issue bylaws, as required, which must be consistent with the Club Rules.

4 Club General Meetings

- 4-1 A meeting that all members of the Club may attend, to be called the Annual General Meeting, shall be held at least once in each calendar year, and no later than the calendar date plus one calendar month of the last such meeting. Additional General meetings may be held at any time on appropriate notice having been given to members.
- 4-2 Notice of the date when an Annual General Meeting is to be held shall be placed on the Club notice board, at least two calendar months before the date fixed for the meeting. The agenda and notice for an AGM shall be posted to each member entitled to vote at the meeting at least three weeks before the date of the meeting.
- 4-3 Nominations for Club Officers and Executive Committee members shall be submitted to the Club Secretary at least seven days before the date of the meeting and shall be displayed on the Club notice board at least four days before the date of the meeting. Resolutions for the meeting shall be submitted to the Club Secretary at least twenty-eight days before the date of the meeting. All nominations and proposed resolutions must be signed by a proposer and a seconder, each of whom must be eligible to vote at a General Meeting at the time when they sign the nomination or proposal. Resolutions must be displayed on the Club notice board for at least fourteen days during the twenty-one days before the meeting and included in the agenda. Amendments to published resolutions must be signed as above and submitted to the Club Secretary at least seven days before the Annual General Meeting and displayed on the Club notice board for five days before the Annual General Meeting.
- 4-4 The agenda for any General Meeting other than the Annual General Meeting shall be placed on the Club notice board at least 14 days before the meeting.
- 4-5 The Executive Committee shall call a General Meeting within 30 days of a written request,

signed by either 20 full adult members or 10% of those members eligible to vote at a General Meeting and specifying a resolution or resolutions to be put to the meeting, being sent or given to a Club Officer. Notice to members of such a meeting shall be given by placing a notice on the Club notice board at least 21 days before the date of the meeting, showing the matters to be discussed at it. All amendments to published resolutions must be signed by a Proposer and a Seconder, each of whom must be eligible to vote at a General Meeting at the time when they sign the proposal. These amendments to be submitted to the Club Secretary at least seven days before the General Meeting and displayed on the Club notice board for five days before the General Meeting.

- 4-6 Only Honorary, Life and Adult Club members shall be eligible to vote at a General Meeting. Junior members under the age of 18 on the date of the vote and Social members are not entitled to vote. Adult members must have been Club members for at least six months at the date of the General Meeting, and have paid not less than 50% of the amount of the maximum subscription due as required by their Section, to be eligible to vote. Members required to pay less than 50% of the Section maximum subscription are eligible to vote, provided they have been Club Members for at least two years and have paid the required subscriptions. A quorum for a meeting shall be 30 members entitled to vote or 20% of those eligible to vote, whichever is less.
- 4-7 Any proposal to amend rule 3.4 or 3.5, or to sell any land or premises belonging to the Club, shall not be passed unless it is voted for by at least two-thirds (67%) of all members eligible to vote at a General Meeting.
- 4-8 Any proposal to change these Rules shall not be passed unless it is voted for by at least two-thirds (67%) of those members eligible to vote who attend the meeting to which it is put.
- 4-9 Any other proposal may be passed by a simple majority of those eligible to vote and attending the meeting. For resolutions of this nature, in the case of a tie, the Chairman shall have an additional casting vote.
- 4-10 An independent examiner, preferably two, shall be appointed at the Annual General Meeting for the purpose of examining the accounts produced by the Treasurer and reporting to the Club's members.

5 Practical Issues

- 5-1 Each Section shall be responsible for reviewing the needs of its members and the area and equipment required to provide proper facilities for them to enjoy their activity, and shall liaise with other relevant Sections and the Executive Committee as necessary to ensure the smooth running of all Club activities. In the event of Sections being unable to agree between themselves the proper use of any particular area at any time the problem shall be referred to the Executive Committee for decision. Communication between the Sections and the Executive Committee shall be through the nominated Executive Committee member for the Section concerned.
- 5-2 The Executive Committee shall procure proper insurance cover against all normal risks including Occupier's liability in respect of the Club generally and may, if requested to do so by a Section, add to the general Club insurance any particular property or equipment used by that Section subject to the appropriate proportion of the premium being paid by the Section.
- 5-3 Sections shall ensure that their members are aware of the need for all injury, accident or loss

occurring on Club premises to be reported to a Club Officer and for accidents to be noted in the Accident Book. They shall also take appropriate steps to draw to the attention of visitors the fact that the Club accepts no liability for such matters.

6 Financial Matters

- 6-1 The Club Treasurer shall manage the Club's bank accounts (which shall be held in the name of the Club), ensure appropriate investment of any funds not required for immediate use and be responsible for controlling, monitoring and keeping all necessary statutory and other accounts relating to the Club's income and expenditure. Withdrawals from Club accounts shall require the signatures of at least two members of the Executive Committee nominated for that purpose.
- 6-2 At least one month before any AGM the Treasurer shall provide to the independent examiners the accounts for the previous year so that they may report on them at the coming meeting.
- 6-3 Sections may maintain such accounts as they see fit for their own purposes and may make such rules for their control as they wish, subject to this rule. Any money received by Sections as subscriptions or green-fees or which is provided for the purposes of maintaining or improving any part of the Club's land or premises, or carrying out high value improvements, shall be passed to the Club Treasurer and controlled through the Executive Committee.
- 6-4 The Club Treasurer shall report to the Executive Committee at intervals of no more than three months with full details of the Club's assets and financial position and shall be responsible for presenting the annual accounts to the Annual General Meeting.
- 6-5 Section nominees on the Executive Committee shall ensure that each Section provides the Club Treasurer, at times agreed between them, with details of each the Section's current financial state and its proposed budget requirements for the future. It shall be the duty of the Treasurer to collate this information, provide Sections with reciprocal information as to proposed expenditure or income arising in the Club and advise each Section of the share of the Club's overall budget - including major items specific to that Section - which the Section will be expected to fund in the coming year. Each Section shall then be responsible for setting subscription levels for its members sufficient to meet its obligations to the club and to pay any items of its own expenditure it regards as necessary or appropriate. Sections must provide this information to the Club Treasurer in ample time for the Club Treasurer to prepare appropriate resolutions as to subscription levels to place before the Annual General Meeting.
- 6-6 If it appears to the Executive Committee that any Section's budget is likely to result in the Club being unable to perform its duties or meet its liabilities, it may intervene and take over the operation of the Section's budget for the following year. Any such intervention must be reported to a General Meeting within two months of it arising and may be rejected by that General Meeting.