

# Highbury Tennis Club Rules

## **1 Name**

The Club is called Highbury Tennis Club.

## **2 Objects**

The objects of the Club are to:

- 2.1.1 promote tennis at Highbury Fields and community participation in the same;
- 2.1.2 organise competitive play for the Club's members, including occasional tournaments and entering teams in local leagues;
- 2.1.3 engage in social and fundraising activities for the benefit of the Club and tennis in the community;
- 2.1.4 seek discounts and benefits for members;
- 2.1.5 seek improvements to the facilities at Highbury Fields for the benefit of members

## **3 Membership**

The Club may consist of any number of full and junior members.

## **4 Management**

- 4.1 The Club is managed by a committee of not less than 5 nor more than 13 full members.
- 4.2 The original committee members are Wendy Proudfoot, Sarah Mulligan, Roseanna Pollen, Esmelda Leon, Simon Moore, Edward Klepping who shall remain in office until the first annual general meeting of the Club.
- 4.3 The committee must be elected at the annual general meeting in each year, and, subject to termination of office by resignation, removal or otherwise, the members remain in office until their successors are elected at the annual or a special general meeting following their election.
- 4.4 The committee may fill any casual vacancy that occurs.
- 4.5 Retiring members of the committee may be re-elected.
- 4.6 The committee members shall appoint from amongst their number a Chairperson, a Secretary, a Treasurer and at least one Welfare Officer.
- 4.7 The Committee will actively promote and adhere to the Club's Safeguarding Policy, Diversity and Inclusion Policy, Complaints Procedure and Personal Data Policy. These policies (including Codes of Conduct and Standards) will be reviewed at least every 2 years or earlier if there is a change in national legislation.

## **5 Joining Fees and Subscriptions**

- 5.1 The joining fee is £0 for full members.

- 5.2 From January 2017 until amended at an AGM or EGM or under rule 5.5 the annual subscription is £20 for full members.
- 5.3 Junior membership is free. Junior members must be under 18 years of age.
- 5.4 Membership runs for a calendar year, with subscriptions due by 31 January in every year. Subscriptions are non refundable.
- 5.5 The joining fee and subscription shall be subject to review by the committee from time to time. The committee may amend the annual subscription by a majority vote at a quorate committee meeting without the need to call an EGM.

## **6 Application for membership**

- 6.1 All applications for membership must be made in writing on the Club's membership form or other suitable application form, must be signed by the candidate, and must be accompanied by the annual subscription for the current calendar year
- 6.2 The committee has the right to refuse to accept an application for membership.
- 6.3 A member who fails to pay their annual subscription within one month of the due date shall be deemed to have resigned from the Club.

## **7 Expulsion**

- 7.1 The committee may expel any member who offends against the rules of the Club or policies of the Club or whose conduct, in the opinion of the committee, renders him/her unfit for membership of the Club.
- 7.2 Before any such member is expelled, the secretary must give 7 days' written notice to attend a meeting of the committee and must inform the member of the complaints made against him/her.
- 7.3 No member may be expelled unless he/she has first had an opportunity to appear before the committee and answer the complaints .

## **8 Alteration of rules**

The committee may alter the rules, but no alteration takes effect until it has been confirmed at the next annual general meeting or a special general meeting convened for the purpose with the exception of any alteration of the amount of the annual subscription (see rule 5.5.above).

## **9 Byelaws**

- 9.1 The committee may make byelaws (not inconsistent with these rules) to regulate the conduct and affairs of the Club.
- 9.2 The byelaws must be posted on the Club's website and are binding on all the members.

## **10 General meetings**

- 10.1 A general meeting of the Club must be held in every year not later than 30 September and must:
  - 10.1.1 receive and, if approved, adopt a statement of the Club's accounts to the end of the preceding financial year of the Club;

- 10.1.2 consider and, if approved, sanction any duly made alteration of the rules;
- 10.1.3 appoint the members of the committee; and
- 10.1.4 deal with any special matter which the committee desires to bring before the members and receive suggestions from the members for consideration by the committee.
- 10.2 Notice convening the general meeting must be sent by email to each full and junior member not less than 14 days before the meeting and must specify the matters to be dealt with.
- 10.3 Each full member shall have one vote at general meetings and special general meetings and provided the meeting is quorate resolutions (other than a resolution to dissolve the Club) shall be passed by a simple majority of those full members present.
- 10.4 The Secretary or in his/her absence a member of the committee shall take minutes of each general meeting and of each special general meeting and cause the minutes to be kept in the minute book of the Club.

## **11 Special general meetings**

- 11.1 A special general meeting may be convened at any time by the committee and must be convened within 14 days from receipt of a requisition in writing signed by not less than 50% of the members specifying the object of the meeting.
- 11.2 A special general meeting may be convened:
  - 11.2.1 to consider and, if approved, sanction any duly made alternation of the rules;
  - 11.2.2 to deal with any special matter which the committee wishes to place before the members;
  - 11.2.3 to remove any member or members of the committee from office and to fill any vacancy or vacancies caused by the removal; or
  - 11.2.4 to deal with any special matter which the members requiring the meeting wish to place before the Club.
- 11.3 Notice convening a special general meeting must be sent by email to each full and junior member not less than 14 days before the meeting and must specify the matters to be dealt with.

## **12 Chairperson's casting vote**

At committee meetings and at general meetings the Chairperson shall preside, and he may have a casting or additional vote in the event of an equality of votes.

## **13 Quorums**

- 13.1 The following numbers are required to form a quorum:
  - 13.1.1 at committee meetings 3 members of the committee;
  - 13.1.2 at general meetings, 9 members.
- 13.2 Junior members may attend general meetings and special general meetings, but they are not entitled to vote and must not be counted as part of the necessary quorum.

## **14 Club Finances**

- 14.1 The Club's financial year shall end on 31 March.
- 14.2 The Treasurer shall administer the Club's finances. The Treasurer shall produce accounts for each financial year of the Club which may be checked by a suitably qualified person at the request of the committee.
- 14.3 A bank account shall be opened and maintained in the name of the Club with a reputable clearing bank. There shall be three designated account signatories from time to time, each of which must be a committee member. The committee may decide to designate more than three account signatories. No sum shall be drawn from the account without the signatures of two out of three signatories unless the committee varies this and the Club agrees that online transactions may be carried out by any one individual signatory who has been granted online access to the bank account.
- 14.4 The income and assets of the Club shall be applied in furtherance of the objects of the Club.
- 14.5 The committee shall have the power to authorise payment of remuneration and expenses to any member of the Club and payment of remuneration and expenses to any other person for services rendered to the Club. Any such expenses must be agreed and signed off by two committee members unless a different proof of approval is agreed by the committee.

## **15 The Tennis Courts**

The tennis courts at Highbury Fields and the court attendants are not the responsibility of the Club.

## **16 Dissolution**

- 16.1 The Club can only be dissolved at a general meeting or special general meeting. A resolution to dissolve the Club shall be passed by a majority of two thirds of those full members present.
- 16.2 In the event of dissolution any assets of the Club will be distributed by the Committee at their discretion for the benefit of the local community

These Rules have been approved and adopted by the original committee at a meeting held on Monday 5<sup>th</sup> December 2011. A number of amendments were made and agreed at the club AGM held on Tuesday 23<sup>rd</sup> September 2014 and the Club EGM on 18<sup>th</sup> October 2016. Further clarifying amendments were made and agreed at the club AGM on Thursday 21<sup>st</sup> September 2017 and on Monday 17 September 2018.