

# CONSTITUTION RULES and BYE-LAWS

## WEST END LAWN TENNIS CLUB

This constitution was adopted at the Annual General Meeting of members held on 5<sup>th</sup> November 2006 replacing the constitution as enacted at the Special General Meeting of Members held on 15<sup>th</sup> May 1977 and revised in 1990 and 2006 which replaced Rules adopted at a General Meeting of the Club held on 21<sup>st</sup> April 1913 and subsequently revised in 1934, 1949, 1954, 1968.

### 1. NAME

The Club shall be called the "West End Lawn Tennis Club".

### 2. OBJECTS

The objects of the Club are:-

- (a) to promote, foster and encourage public participation in the game of tennis and other sports;
- (b) to promote, organise and carry out social and recreational activities with emphasis on family participation in connection therewith;

In furtherance of the above purposes, the West End Lawn Tennis Club will:

- (a) Increase the number of junior, senior and family members;
- (b) Acquire, erect, form, lay-out, manage and administer grounds, courts, pavilions and facilities associated therewith;
- (c) Affiliate to Tennis Tayside, Tennis Scotland and the LTA and comply with and uphold throughout the association their rules and regulations and the rules and regulations of any body to which they are affiliated;
- (d) Enter upon leases, sub let and acquire heritable property and generally do all such things as are incidental or conducive to the continuance and development of such activities or the attainment of such objects.

### 3. APPLICATION OF THE INCOME AND PROPERTY

The income and property of the Club shall be applied solely towards the promotion of the Objects.

### 4. DISSOLUTION

If, upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable object.

5. **MANAGEMENT**

- (a) The Office-Bearers shall be a President, a Vice-President, a Secretary and a Treasurer, who shall be elected annually by senior members at the Annual General Meeting of the Club.
- (b) The President shall be elected to office for one year but shall be eligible for re-election. The immediate Past President of the Club shall remain ex officio an additional Member of the Management Committee for a period of one year and in future years shall be eligible for re-election as a member of the Management Committee.
- (c) The whole administration, business and affairs of the Club shall be under the control of the Management Committee which shall consist of the Office-Bearers, the immediate Past President and two senior Members who shall be elected individually by the general body of members in Annual General Meeting, that is to say, by those members of the Club entitled as hereinafter provided to attend and vote thereat.
- (d) Apart from the President and Vice-President the members of the Management Committee shall hold office for a term of not more than three consecutive years but shall be eligible for re-election to the Committee at the Annual General Meeting at which they would otherwise demit office.
- (e) Should any vacancy occur among the Officials of the Club or amongst the members of the Management Committee, the vacancy may be filled by the Management Committee from among their own number or from the general body of Senior members but the person elected to fill such vacancy shall as regards retiral, occupy the same position as the Official or Member of the Committee whose place he has filled.
- (f) The Management Committee shall hold regular meetings throughout the tennis playing season. Four members shall form a quorum and in the event of equality of votes on any resolution before the Committee the President shall have a casting vote.
- (g) The Management Committee shall have power to use all or any part of the Club premises for such period of the year as they think fit.
- (h) The Management Committee shall have powers to conduct the business affairs of the Club including power to admit members, receive resignations, delete members' names from the roll of members when they consider it in the interest of the Club and generally to have jurisdiction over the members with a view to ensuring the good conduct of the Club.

6. **SUB-COMMITTEES**

The Management Committee shall appoint sub-committees for the immediate control of:-

- (a) Finance
- (b) Pavilion, Courts and Grounds
- (c) Catering
- (d) Coaching
- (e) Junior Members
- (e) Any other matters for which the Management Committee may consider it desirable or expedient to facilitate the administration of the Club.

The powers and duties of these sub-committees shall be determined by the Management Committee.

7. **MEMBERSHIP**

Membership is open to all those who participate or have participated or are otherwise interested in the game of tennis or sports which it is the object of the Club to promote, foster and encourage and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex or religious, political or other opinion.

Membership of the Club shall consist of the following categories:

- (a) Senior Membership  
Persons admitted to Membership who are over 18 years old. This category of Membership also includes any person attaining the age of 60 years who may be entitled to pay a reduced annual subscription as fixed at each year's Annual General Meeting.
- (b) Junior Membership  
Persons admitted to Membership who are 10 years old and over but under 18 years old on 1<sup>st</sup> April.
- (c) Primary Membership  
Persons admitted to Membership who are 4 years old and over but under 10 years old on 1<sup>st</sup> April.
- (d) Family Membership  
Persons admitted to Membership who are Senior and Junior/Primary Members of the same family will be entitled to pay one annual subscription only at a rate to be fixed at the Annual General Meeting each year.
- (e) Student Membership  
Persons admitted to Membership undergoing full-time education who are 18 years old and over on 1<sup>st</sup> April.
- (f) Unemployed Membership  
Persons admitted to Membership who are registered as unemployed.
- (g) Weekday Membership  
Persons admitted to Membership who shall have the privileges of the Clubhouse and the Courts on weekdays between 9:00am and 4:00pm.
- (h) Non-Playing Membership  
Persons admitted to Membership who wish to be associated with the Club. Such persons may be admitted to the privileges of the Club except voting at meetings, introducing visitors and playing tennis.
- (i) Life Membership  
Persons admitted to Membership who in recognition of past services to the Club are unanimously elected by a full meeting of the Management Committee. The number of persons so elected shall not exceed 6 and the privileges which such persons shall be entitled to shall be regulated by the Management Committee.
- (j) Temporary Membership  
Persons admitted to Membership for a limited period to be determined by the Management Committee. Such persons may be admitted to the privileges of the Club except voting at meetings, introducing visitors and playing in inter-club tournaments and matches.
- (k) Visitors  
Senior Members only may introduce a Visitor to the Club who shall have the privileges of the Clubhouse and the Courts but no such Member shall introduce the same Visitor more than three times during a season.

8. **ANNUAL SUBSCRIPTION**

(a) Entrance Fee

The amount of entrance fee shall be determined at each year's Annual General Meeting.

(b) Subscriptions

The amount of the Annual Subscriptions for the year following and any other subscriptions in respect of the foregoing categories of Membership with the exception of Temporary Membership and Visitors shall be fixed at the Annual General Meeting. The fee per day for Visitors and the Subscription payable for Temporary Members shall be determined by the Management Committee.

(c) Due Date

Subscriptions shall be due on 1<sup>st</sup> April for the ensuing year and shall be paid to the Membership Secretary not later than 30<sup>th</sup> April. Entrance fees shall be due and payable with the first subscription. The Management Committee may withdraw facilities from defaulting members and in due course shall take such other action as they may be entitled to by the Constitution and Rules.

9. **NEW MEMBERS**

(a) Applicants for membership shall complete an application form which will be furnished to the applicants by the Secretary, and the application forms shall bear the signature of the applicant as acceptance of the Rules. The Management Committee may reject the application without giving any explanation in regard to the exercise of the Committee's discretion. Any member of the Club shall have the right to intimate any objection to any application for membership to any of the Club officials or to any member of the Management Committee. There will be no bar to membership on religious, racial, political or occupational grounds. Membership issues will be decided by a simple majority of the Management Committee.

(b) Applicants for membership must pay the subscription for which they are liable, according to the category of membership, to the Club through the Membership Secretary as indicated on the application form.

(c) The Management Committee may at any time close the membership of the Club.

10. **MEMBERSHIP RENEWALS**

(a) Applicants for membership renewal shall complete an application form which will be furnished to the applicants by the Secretary, and the application forms shall bear the signature of the applicant as acceptance of the Rules.

(b) Members who make use of the Clubhouse and Courts from 1<sup>st</sup> April will be liable for their subscription for the ensuing season.

(c) The Management Committee shall have the power to delete the name of any member from the Roll of Membership and any such member shall have the right to appeal to the first Annual General Meeting after such deletion.

11. **MEETINGS**

(a) **Annual General Meeting**

The Annual General Meeting shall be held prior to 1<sup>st</sup> April each year. The Secretary shall call the Meeting by intimation to all Members 18 years old and over giving not less than seven days clear notice and stating the business of the Meeting.

(b) **Special General Meeting**

A Special General Meeting may be convened at any time on a Resolution of the Management Committee or on a Requisition to the Secretary signed by seven Members who are 18 years old and over. On receipt of such a Resolution or Requisition, the Secretary shall within one month of the date of receipt, issue the Notices calling the Special General Meeting to be held not later than two months from the receipt of the Resolution or Requisition giving full particulars of the purpose for which the Meeting is called. At least seven days clear notice of any such Special General Meeting must be given.

(c) **Quorum**

At any General Meeting of the Club 7 members present and entitled to vote shall form a quorum. In the event of a quorum not being present the Meeting shall be adjourned for one week when those present and entitled to vote shall form a quorum.

(d) **Chairman**

In a General Meeting of the Club, the President whom failing the Vice-President, or if both are absent, a Chairman chosen by the Meeting shall preside and shall be entitled, in the event of equality of voting on any resolution before the Meeting, to a casting vote in addition to his vote as a Member.

(e) **Secretary**

The Secretary shall record all the business transacted at the Annual General, Special General and Committee Meetings of the Club, and shall call these meetings and shall keep a list of members and take charge generally of all papers, books and other records belonging to the Club.

12. **VOTING**

All Members 18 years old and over but not Non-playing or Temporary Members are entitled to receive notice of, to attend and to take part in discussions and to vote at General Meetings.

13. **ACTING THROUGH REPRESENTATIVES**

Unless otherwise provided the President, Vice-President and one member of the Management Committee shall have power to execute formal documents for and on behalf of the Club on an excerpt from the Minutes of the General Meeting granting authority and they shall have power to sue in the name of the Club on an excerpt from the Minutes of the Management Committee granting authority

14. **TRUSTEES**

The whole property of the Club, both heritable and moveable, at present belonging to or which shall be hereafter acquired by the Club shall be vested in the Management Committee and their respective successors in office, as Trustees and in Trust for behoof the Club.

15. **ACCOUNTS**

The financial year of the Club shall end on 31st August. Such accounts and books, as are necessary, shall be kept to show the financial affairs and intromissions of the Club. The Treasurer will receive and disburse monies belonging to the Club keeping an exact account of the same and the Treasurer shall prepare formal accounts showing the state of the Club's affairs. These accounts shall be audited and submitted to the Annual General Meeting after the end of each financial year. Facilities shall be made available to the members to examine these accounts for at least seven days prior to the Annual General Meeting and the notice calling the Meeting must give particulars of how the accounts can be examined.

16. **AUDITORS**

One Auditor or two Auditors shall be appointed at each Annual General Meeting. Any member of the Management Committee may be appointed Auditor. A person who is not a qualified Accountant shall not be appointed sole Auditor. A firm may be appointed as the Auditors.

17. **LIABILITY OF MEMBERS**

- (a) The liability of all Members over 17 years old but not Non-playing and Temporary Members is limited to 2 years Annual Subscription. Primary, Junior, Non-playing and Temporary Members shall have no liability save for any subscription currently due.
- (b) Any Member ceasing to be a Member of the Club shall forfeit all rights to and claims upon the Club, its property and funds.

18. **ALTERATION OF CONSTITUTION**

The Constitution and Rules can only be altered by a resolution passed at a Special General Meeting of which at least 21 days notice has been given and any alteration, modification, or addition must be approved by a majority on not less than two-thirds of those voting.

19. **DRESS**

Members are required to be wear proper dress and shoes for the game and the facilities. The colours of the Club shall be white with Navy Blue and Pale Blue Edging.

18. **CONDUCT**

If the conduct of any Member shall in the opinion of the Management Committee be injurious to the character or interest of the Club, the Management Committee shall recommend such Member to resign and if the Member shall refuse or delay to resign within one week from the date of the recommendation, the Committee shall expel such Member, and such Member shall not thereafter be allowed to enter the Club premises or grounds - provided always that such recommendation shall not be made until the Member whose conduct is under consideration has been afforded an opportunity of giving an explanation of such conduct to the Management Committee. In the event of the Committee being of the opinion that such Member should be immediately expelled, they shall have the power to expel such Member from the Club at once.

19. **BYE-LAWS**

- (a) The premises and grounds occupied by the Club shall be open on such days and for such periods of time as the Management Committee may direct and appropriate notice shall be displayed on the Club Notice Board and the Management Committee may at its discretion vary such days and times on special occasions for carrying through and finishing matches, competitions or tournaments or otherwise in the interest of good order in the conduct of the Club.
- (b) The Club will undertake no responsibility for loss or damage to any property taken into or left on the premises or grounds occupied by the Club.
- (c) All complaints shall be made in writing to the Secretary for the consideration of the Management Committee.
- (d) The Club Notice Board shall be prominently displayed in such part of the Club premises as the Management Committee may determine. No notices or documents of any kind shall be displayed in the premises occupied by the Club except by the authority of the Management Committee.
- (e) The foregoing bye-laws shall come into operation on the date of the adoption of the Club's Constitution and Rules and the Bye-Laws may be altered by the Management Committee from time to time, notice of such alteration being posted on the Club Notice Board.

A copy of the Constitution Rules and Bye-Laws must at all times be displayed on the Club Notice Board and all Members shall be deemed to be conversant therewith.

Certified as a true copy

Name: \_\_\_\_\_ Office Held: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Office Held: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_