

**Radlett Lawn Tennis and Squash Club**  
**425 Watling Street, Radlett, Herts WD7 8HT**  
**Clubhouse telephone : 01923 854523**

**CONSTITUTION & RULES**

**NAME and OBJECT**

1. **The Charity** shall be called “The Radlett Lawn Tennis and Squash Club” situated at 425 Watling Street, Radlett, Hertfordshire WD7 7JG.
2. **The Objects of the Charity** are to promote the amateur sports of tennis and squash in Radlett and the surrounding area and community participation in both sports, by the provision of facilities for both of these sports.

**MEMBERSHIP**

3. **Membership of the Charity** shall be open to anyone interested in either sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of Membership according to available facilities is allowable on a non-discriminatory basis.
4. **Classes of Membership** Unless otherwise determined from time to time by the Trustees, the classes of Membership shall be as follows:
  - a) **Honorary Life Membership** On the recommendation of the Trustees, the Members of the Charity at a general meeting may by Extraordinary Resolution elect any Member as an Honorary Life Member in recognition of services rendered to the Charity. A person elected as an Honorary Life Member shall have all the privileges of full Membership for life but shall not be required to pay any subscription.
  - b) **Full Membership** A full Member is one who is entitled to play tennis and squash or tennis only or squash only.
  - c) **Junior Membership.** A Junior Member is one who is under the age of 18 on the 31<sup>st</sup> December preceding the relevant Membership year and who is entitled to play tennis and squash, or tennis only or squash only. Restriction from time to time may be imposed by the Committee on the times when Junior Members may play tennis or squash or otherwise make use of the facilities. A Junior Member may not become a Trustee, and will have no voting rights.

**Youth/Student Membership.** A youth/student member is one who is aged between 18 & 30 and/or in full-time education on 1<sup>st</sup> May of the relevant membership year, and who is entitled to play tennis only, squash only, or tennis & squash. A youth/student member aged over 18 may vote at a general meeting.

- d) **Temporary Membership** A temporary Member is one who is entitled to play tennis and squash or tennis only or squash only, but only for a limited period, the maximum permitted period being two months in any one Membership year.

Subscriptions shall be due & payable on 1<sup>st</sup> May of each membership year, or monthly by arrangement with the Charity. The subscriptions and entrance fees payable by Members in each of the above-mentioned categories shall be those set out in the Regulations annexed hereto as Appendix A, provided always that the subscriptions and entrance fees in any of the above-mentioned categories may from time to time be changed by the Committee, but any such changes shall be effective only from the beginning of the next Membership year and if not less than one month's notice thereof shall have been given to the Members.

The Committee shall have discretionary power to waive payment or to reduce or repay all or part of a Member's subscription when, in the view of the Trustees, it would be inequitable to charge a full subscription, and also to grant a discount to any Member whose subscription is due after the 31<sup>st</sup> May of the Membership year to which the subscription relates. Furthermore the Committee shall have power to fix a special subscription (Family Subscription) for Members who belong to the same family and live at the same address.

5. **Membership Year** The Membership year shall be from 1<sup>st</sup> May to the following 30<sup>th</sup> April.
6. **Resignation** Any Member intending to resign shall give 3 month's notice in writing to the Membership Secretary.
7. **Balance** The Committee shall determine the numbers of Members elected in each class, and will ensure that a balance of Membership is maintained bearing in mind the capacity of the facilities.
8. **Non-Payment** Any member failing to pay his or her annual subscription by the 1<sup>st</sup> June, or falling more than 3 months in arrears on monthly subscription payments in any year shall be liable to have his or her membership terminated by resolution of the Trustees. Any member whose membership is thus terminated shall be eligible for re-election on the same terms as a new member.
9. **Expulsion** Any Member deemed by the Committee to be guilty of conduct prejudicial to the interest of the Charity may be suspended (for a fixed term) or expelled from Membership of the Charity by resolution of the Committee. An appeal may be lodged in writing with the Hon. Secretary within seven days of receipt of notice of expulsion. This appeal shall be signed by at least twelve Members of the Charity. The Hon. Secretary shall then convene an Extraordinary General Meeting in accordance with Rule 12(b) to hear the grounds of the appeal and if at such meeting a resolution is passed reversing the decision of the Committee the expulsion shall be void and the Member shall be forthwith re-admitted to Membership.

## MANAGEMENT OF THE CHARITY

### 10. The Trustees

- a) The Charity shall be managed by a General Committee, the Members of which shall be the Trustees of the Charity (“the Trustees”), and which shall comprise not more than thirteen persons being such Members as are elected to fill the following positions namely, President, Hon. Chairman, Hon. Treasurer, Hon. Secretary, Hon. Membership Secretary, Hon. Tennis Chairman and Hon. Squash Chairman and other such Members not being more than six in number, as are elected to the Committee.
- b) Five Trustees shall constitute a quorum. The Committee shall meet from time to time as may be necessary, and meetings of the Committee shall be convened by the Hon. Secretary and whenever so requested by the Hon. Chairman. At least seven days written notice of a meeting of the Committee shall so far as practicable be given to every trustee.
- c) The Trustees may appoint sub-committees from time to time for such purposes as the Trustees deem expedient.
- d) The power of the Trustees to incur expenditure on any one item or project of a capital or non-recurring nature shall be limited to 25% of the total annual subscriptions due from all classes of Members on the First of May of the Membership year in which such expenditure is to be incurred.
- e) Except with prior written approval of the Charity Commissioners, no Trustee may: i) receive any benefit in money or kind from the Charity; or ii) have a financial interest in the supply of goods and services to the Charity; or iii) acquire or hold any interest in property of the Charity (except in order to hold it as a Trustee of the Charity).

Expenditure on any one item or project of a capital or non-recurring nature in excess of such figure shall require an Extraordinary Resolution passed at an extraordinary General meeting by at least two-thirds of the Members other than Junior Members actually present and voting at the meeting.

### 11. Election and Retirement of Trustees

- a) The Trustees shall be elected individually at the Annual General Meeting in each year and, subject to termination of office by resignation or otherwise, shall remain in office until the conclusion of the Annual General Meeting next following their election.
- b) The Trustees may co-opt any Member of the Charity to fill a casual vacancy or as an addition to the Trustees but so that the number of Trustees shall not exceed the number provided for in Rule 10(a).
- c) The Trustees shall retire each year at the Annual General Meeting but shall be eligible for re-election.
- d) No person other than a retiring Trustee shall, unless recommended by the Committee, be elected as a Trustee at the Annual General Meeting unless not less than five days before the date appointed for the meeting they shall have been delivered to the Hon. Secretary a notice in writing signed by at least two Members of the Charity qualified to attend and vote at the Annual General

Meeting nominating such person for election and also notice in writing signed by that person of his or her willingness to be elected.

## **12. General Meetings**

- a) The Annual General Meeting of Members of the Charity shall be held once in every calendar year at a time to be fixed by the Trustees (but so that not more than fifteen months shall elapse between the holding of one Annual General Meeting and the next) to transact the following business:
  - (i) To receive and if approved to adopt the Annual Report of the Trustees and audited Statement of the Accounts to the end of the preceding financial year;
  - (ii) To elect the Trustees;
  - (iii) To elect an auditor who shall be a qualified Accountant;
  - (iv) To deal with any special matter which the Trustees desire to bring before the Members, and to receive and consider suggestions from the Members for consideration by the Trustees.
- b) An Extraordinary General Meeting of Members of the Charity may be called at any time by the Trustees and shall be so called within twenty-one days of receipt by the Hon. Secretary of a requisition in writing signed by not less than twenty-five Members entitled to attend and vote stating the purpose for which such meeting is desired and setting out any resolution which it is desired to propose thereat. No business shall be transacted at such meeting other than that specified in the notice and no amendment to any resolution proposed at the meeting shall be allowed.
- c) A notice convening any General Meeting shall with the Annual Report and Accounts of the Trustees (in the case of the Annual General Meeting) be sent to all Members other than Junior Members not less than fourteen days before the meeting and shall specify the business of the meeting.
- d) The Chairman of any General Meeting of the Charity shall be the President or if he or she should not be present the Hon. Chairman or if neither be present such Member of the Charity as shall be nominated by the Trustees.
- e) At any General Meeting the quorum shall be thirty Members (other than Junior Members). If within fifteen minutes after the time appointed for the meeting a quorum is not present the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned until the same time one week later, and at any such adjourned meeting the Members present, whatever their number, shall be a quorum.

## **13. Decision by Meeting and Voting**

- a) Every question to be submitted to every meeting of the Charity or the Trustees or any sub-committee thereof shall be put to the meeting by the Chairman thereof, and his or her decision as to the wishes or sense of the meeting shall be conclusive unless on his or her giving his or her decision it be challenged by any Member properly present at the said meeting and entitled to vote thereat. If any decision of the Chairman at any meeting shall be challenged by any Member a vote shall be taken by a show of hands. All questions arising at

any meeting of the Charity or the Trustees or any sub-committee thereof which have to be decided by a vote shall, with the exception of those for which a special majority is required by these rules, be decided by a simple majority of those present and voting at such meeting,

- b) Each Member of the Charity, other than Junior Members, entitled to be present at any General Meeting shall have one vote. Each Trustee shall be entitled to one vote at meetings of the Committee. In the case of an equality of votes at any meeting of the Committee the Chairman shall have a casting vote.

#### **14. Finance**

- a) The Financial Year shall end on the 31<sup>st</sup> December in each year.
- b) The Income and Property of the Charity and all money received by or on behalf of the Charity shall be applied solely towards the furtherance promotion and execution of the Objects of the Charity and no portion thereof shall be paid by way of dividend, bonus or profit to any Member of the Charity provided that nothing herein contained shall prevent the payment in good faith of (1) remuneration and/or expenses to any employee of the Charity or (2) expenses to any Trustee or Member of the Charity for services actually rendered by him, her or them to the Charity'
- c) All money payable to the Charity shall be received by the Hon. Treasurer (or such other Trustee) or such bank as shall be appointed to receive the same. All funds belonging to the Charity shall (unless invested) be deposited in a banking account in the name of the Charity and no sum shall be drawn from this account except by such Member or Members as the Trustees may direct. Any monies not required for immediate use may be invested by the Trustees as herein authorised.
- d) The Trustees shall cause true accounts to be kept of receipts, expenditures, assets and liabilities of the Charity and shall place before the Members of the Charity at each Annual General Meeting a properly audited, or independently examined, Account & Balance Sheet made up to the end of the previous financial year, according to the requirements of the Charity Commission.
- e) Reasonable office, travelling and subsistence expenses incurred by Trustees and Members of the Charity may be paid by the Charity. All claims for expenses must be sent to the Hon. Treasurer within once month of them being incurred.

#### **15. Property of the Charity**

- a) The Charity may receive and disclaim property of any nature whether or not it is subject to any express conditions or trusts. The Charity may purchase or otherwise acquire and hold property of any nature and may sell, lease, mortgage or otherwise deal with the same. Any property belonging to the Charity may be held by not more than four nor less than two Holding Trustees (who shall be Members and may be Trustees), who may be appointed from time to time by the Trustees and any vacancy amongst such Holding Trustees may be filled by the Trustees. Such property may also be held by a limited company under the control of the Charity.
- b) Such investments may be in or upon such shares, stock, funds, securities, investments and property, real or personal, freehold or leasehold, in any part of the world upon such terms and conditions (if any) as the Trustees shall in its

absolute discretion think fit. The Trustees may from time to time direct the Holding Trustees to sell, vary and transfer such investments and property.

- c) Subject to the provisions of Rule 10(d) the Trustees may borrow for the general purposes of the Charity such sums as may be required by it and may charge the payment of the sum upon any property of the Charity.
- d) Any Holding Trustees shall in all respects act as may be required by the Committee and a copy of a Resolution of the Committee signed by the Hon. Secretary shall be conclusive evidence of its decision.
- e) Any Holding Trustee may be removed from office by an Extraordinary Resolution passed at a meeting of the Trustees.

**16. Alteration of Rules** The Rules of the Charity may be altered at and only at an Extraordinary General Meeting, and at least fourteen days notice of any meeting to consider a proposed alteration shall be given to all Members. The notice shall state the proposed change or changes. In order to effect an alteration of the Rules an Extraordinary Resolution is one which is passed by at least two-thirds of the Members other than Junior Members actually present and voting at the meeting. No amendment to any proposed alteration shall be allowed.

**17. Dissolution** If at any general meeting a resolution for the dissolution of the Charity shall be passed by a majority of the Members other than Junior Members present and at a Special Extraordinary General Meeting held not less than six weeks thereafter (of which not less than four weeks written notice shall have been given to all Members other than Junior Members) and at which not less than one third of the Members other than Junior Members shall be present that resolution shall be confirmed by a resolution passed by a majority of two-thirds of the Members voting thereon, the Trustees shall thereupon, or at such later date as shall be specified in such resolution, proceed to realise the property of the Charity. If upon dissolution there remains, after the satisfaction of all debts and liabilities of the Charity any property whatsoever, the same shall not be paid to or distributed among the Members of the Charity but shall be given or transferred to some other Charity with similar objects which is a registered Charity, such other Charity to be determined by the Members other than Junior Members of the Charity at the meeting by Extraordinary Resolution at or before the time of dissolution and if no such Extraordinary Resolution shall be passed then to the Lawn Tennis Association and the Squash Rackets Association equally or in such other proportions as the Trustees may determine.

**18. Records and Minutes** Records shall be taken and Minutes kept in such form as the Trustees may direct of the proceedings at all general meetings and at all meetings of the Trustees, and the minutes of every such meeting shall be confirmed and signed by the Chairman of a subsequent meeting, when so confirmed shall be conclusive as to all matters and things therein recorded.

## BAR CONTROL

19. **Control** The purchase and supply of intoxicating liquor shall be controlled by a sub-committee consisting of the Hon. Chairman, the Hon. Secretary and one other member appointed by the Trustees.
20. **Opening** The bar may be open during normal permitted licensing hours, and may be operated as an ancillary activity to the playing of tennis and squash.
21. **Supply** Subject to any conditions attached to the Charity's Certificate of registration, intoxicating liquor may be supplied during such hours as are for the time being permitted by these Rules, not only to Members of the Charity, but to other persons admitted to the Charity's premises and their guests (who are participants in or spectators at Club games or competitions), provided always that no intoxicating liquor shall be sold to any person who is not a Member of the Club for consumption off the premises.
22. **Age** No person under the age of eighteen shall buy or attempt to buy, or shall consume alcoholic liquor on the Charity's premises. In addition no person shall buy nor attempt to buy alcoholic liquor for any person under the age of eighteen.
23. **Commission** No arrangements shall be made for any person to receive at the expense of the Charity any commission, percentage, or similar payment on, or with reference to, purchases of intoxicating liquor by the Charity; nor shall any person connected directly or indirectly with the Charity derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Charity to Members or guests, apart from any benefit accruing to the Charity as a whole.

## GENERAL

24. **These Rules** shall be printed and a copy shall be delivered to each Member upon his or her election to Membership. In addition a copy of these Rules shall be posted in the Clubhouse.
25. **No advertising** may be posted in the clubhouse or on the Charity's property, except where such advertising is directly concerned with activities of the Charity both sporting and social, or except as permitted by the Trustees.
26. **Regulations of the Charity**, as displayed in the clubhouse or circulated to Members may be altered by the Trustees from time to time as they see necessary for the well-being of the Charity.

*Originally issued 1<sup>st</sup> March 1975: All revisions included up to April 2011.*