

CONSTITUTION AND REGULATIONS OF THE CLUB

1. Name

The Club shall be called "Wolverhampton Lawn Tennis and Squash Club".

2. Objects

The Club shall play the games of Lawn Tennis, Squash, Racketball, Fitness activities and other such games and activities as may from time to time be approved by the Committee, according to the Rules of the appropriate recognised governing body and shall promote and encourage community participation in the same with a view to strengthening the membership of the Club.

3. Status

The Club is a non-profit making organisation. Whatever surplus is generated shall be reinvested for the continued improvement of facilities for the benefit of the membership.

4. Membership Categories

The Club shall consist of Full Playing, Senior Playing, Family, Corporate, Country, Non-Playing (Social), Members aged under 21 and under 25, Student and Junior Members. Honorary Life Members shall not exceed twelve in number, and Life Members shall not exceed 5% of the adult playing membership of the Club. Details of the costs of life membership can be obtained from the office. Members shall be eligible for Country Membership while residing further than 25 miles from the Club. Senior Playing Members are those members who are 65 before the 1st October (the "new financial year") and who have either been Full Playing members or Adult Family members or Corporate members or Country members for a continuous period of 15 years without interruption immediately prior to the start of the new financial year or for 15 years out of the 17 years prior to reaching the age of 65. A member who fails to meet either of the above criteria at the age of 65 will be entitled to a future Senior Playing Membership upon meeting either of the above criteria after the age of 65. Family membership shall be available to all parents who are members of the Club and have a child or children under 18 years at the date of renewal.

Non-Playing Members shall have full use of the Bar and Restaurant facilities. They cannot use the Tennis, Squash, Racketball, Fitness, Sauna and Changing facilities unless the appropriate visitor's fee is paid. They are entitled to vote at meetings of the Club and be members of all committees of the Club.

Honorary Life Members and Life Members shall have all the privileges of ordinary members. Junior Members shall be persons under the age of 18 years on joining/renewing. Student Members shall be persons under 25 years undergoing a full-time unpaid educational course. Student Members shall be eligible for Country Student membership while attending a full-time educational course at a university or college further than 25 miles from the Club.

Junior Members shall not be entitled to be members of the General Committee, vote at any meeting of the Club; Honorary Life Members shall be elected only at an Annual General Meeting.

The General Committee have the power to give free and discounted membership. The people receiving this membership and the reason for being granted this privilege shall be recorded in the minutes. The General Committee shall review and approve all those members on an annual basis.

It is recognised that from time to time exceptional circumstances may arise with an individual where the above membership criteria cause an inequity. In such circumstances the General Committee may on a 75 % majority vote in favour, adjust the criteria for such individual if such adjustment is fair and reasonable in all the circumstances.

The General Committee have the right to give free membership to staff members when they believe it is appropriate to do so. All new staff receiving this benefit shall be approved and minuted by the General Committee at the earliest opportunity. Staff members are entitled to attend, speak and vote at General Meetings of the club.

5. Joining Fees

The joining fee shall be such sum (if any) as the General Committee may from time to time determine.

Subject to the provisions of Rule 17(b)(x) former members who properly resigned their former membership in accordance with Rule (9) shall on re-joining the Club pay one half of the joining fee in so far as at that time a joining fee is being levied.

6. Annual Subscription

The amounts of the annual subscriptions payable in respect of the various classes of membership shall be such as may be determined by the General Committee provided that any change in subscription rates made by such Committee shall be made at a date not later than 31st August to take effect from the next succeeding 1st October and upon such change being decided by the General Committee notice thereof shall forthwith be communicated to all members. In the event of any members desiring to call an Extraordinary General Meeting pursuant to Rule (13)(c) to discuss such altered rate of subscription, notice of such desire must be given to the Secretary by the necessary number of members within one month of the notification of the alteration of the rate of subscription.

No subscription shall be payable by Honorary Life Members or Life Members.

The General Committee may give a discount to organisations with more than 5 members.

It may be necessary from time to time to recognise or incentivise an exceptional contribution to the Club or for a particular section of the Club to want to promote or encourage a particular behavior or strengthen a particular area. The offering of targeted membership fee discounts to be reviewed annually is a tool for doing so. The Operations Manager shall be involved in all discussions to help moderate and to ensure fairness and consistency. The Committees in charge of each section of the Club shall have an ability to propose and implement the same subject to the usual reporting to and approval by the General Committee.

7. Payment of Subscription

The Honorary Treasurer shall send notices requesting payment thereof of all members on their renewal date. At the request of the General Committee the Honorary Treasurer shall submit a list of all members whose subscriptions and other contributions to the Club are in arrears.

The General Committee (acting by the Operations Manager) may at any time at their absolute discretion:

- a) Determine the membership of such member and/or
- b) Take any other steps which they deem desirable.

8. Resignation of Membership

Members wishing to resign or to reduce the scope of their membership must give notice thereof in writing to the Honorary Secretary one month prior to their renewal date, and any member who shall not give such notice shall be liable to pay his or her subscription in respect of the ensuing year. A

member resigning or ceasing to be a member who leaves a credit balance on their MyCourts account shall have 1 month to notify the Club as to whether they wish for that credit balance to be transferred to another member thereafter the credit balance shall otherwise be retained by the Club.

9. Suspension and Expulsion of Members

If any member is guilty of conduct which whether on the Club premises or elsewhere is considered by the General Committee to be detrimental to the best interest of the Club or its reputation, then the General Committee may:

- a) Suspend the membership of such member and/or
- b) Send a written notice by recorded delivery to such member demanding immediate resignation. If such demand is not complied with within six days after the despatch of the notice the General Committee shall have the power to expel the Member.
- c) A member may make a written request of the General Committee to temporarily suspend their membership for not less than 6 months and not more than 12 months by reason of serious illness/incapacity or temporary relocation out of the area or other similar good reason. Such evidence as may be reasonably required by the General Committee to properly consider the same shall be provided upon request. Thereafter the General Committee shall determine by majority vote and in their absolute discretion whether or not to grant such suspension and upon what terms to grant it.

10. Guests and Pay & Participate

- a) Any member may introduce guests to the Club subject to the following:
 - the same person may not be introduced by the same or any other member more than twice in any calendar month and no more than eight occasions in any year.
 - No member (with the exception of the Club Professionals for coaching) may introduce more than two guests in any calendar month.
- b) The member is responsible for hosting the guest and ensuring that the appropriate visitor's fee is paid into the Club Reception prior to using the Club's facilities. The fees will be determined at the discretion of the General Committee annually with any fee change being communicated to all members. The visitor's ticket should be displayed along with the membership card when using the tennis courts.
- c) If the Reception is closed the member must ensure that the visitor's fee is placed in an envelope provided by the squash courts, the gym, the tennis pavilion or the indoor tennis courts and posted through the Reception letter box. The name of the visitor and member must be shown on the envelope.
- d) Visitors cannot use the Gym unless they are ex-members who have had a gym induction and have paid the fee defined in 10 b).
- e) The member is responsible for ensuring that their guest adheres to the Rules and Regulations of the Club and all bye-laws.
- f) Pay and Participate visitors, on payment of a fee to be determined from time to time depending on the activity being open to non-members, may attend that organised club activity.

11. Temporary Members

Members may introduce as Temporary Members persons who, in the opinion of the Operations Manager, are appropriate for temporary membership. Direct applications for Temporary Membership may also be determined at the Operations Managers discretion. Such Temporary Members may be elected on payment of such subscription as shall be determined by the Committee.

Temporary Members shall during the continuance of their Membership enjoy all privileges of Members with exception that:

- a) They shall not be entitled to attend and vote at any General Meeting.
- b) They shall be entitled to take part only in any internal Club Championships Competitions or Tournaments at the discretion of the Organising Committee.

12. General Meetings

- a) The Annual General Meeting of the Club shall be held in the month of January after seven days' notice given by the most efficient method to each Member. At such meeting the Hon. Treasurer shall present a Statement of the Club Accounts for the preceding year made up to September 30th, and duly audited. Such statement shall be proposed and seconded by two members for adoption by the General Meeting. At this meeting the Members shall elect officers and necessary members of committees for the ensuing year and transact any other business, except as provided under Rule (18)(c) when due notice must be given. Nominations for President, Officers and Committee Members shall be deposited in writing at the office at the Club (at least) 14 days prior to the Annual General Meeting and notice of those nominations shall be given to each member with notice of the AGM.
- b) Members may nominate an individual to become an Honorary Life member. The nomination must be seconded by another member and received by the Hon Secretary no later than the 31st October and give reasons for the nomination which would normally be for long and exceptional service as a player, officer, volunteer or employee which has resulted in significant and measurable benefit to the Club.
The General Committee will consider any such nomination at its November meeting and if supported by a majority submit the nomination to the AGM for approval.
- c) The General Committee may at any time summon an Extraordinary General Meeting of the Club for the transaction of special business. They shall be bound to do so on receipt by the Secretary of a Requisition signed by not less than fifty members and stating the reason for the request. The notice calling any such meeting shall be sent to the members seven days in advance, and shall state the nature of the business, which alone can be transacted at the meeting.
- d) The non-receipt by any member or members of notice of any General Meeting shall not invalidate the proceedings at such meeting.
- e) Twenty members at least must be present at any General Meeting to constitute a quorum for the transaction of business. If a quorum is not present within 15 minutes after the hour for which the meeting is convened, the meeting if convened on the requisition of members, shall be dissolved, or stand adjourned as members present may determine; provided always that the Annual General Meeting shall be in such case stand adjourned only for not more than ten days. Notice of such adjourned meeting shall be sent to the members, and if a quorum be then not present the members present may transact the necessary business.
- f) Any resolution at a General Meeting shall be passed by a simple majority of the members present. If votes be equal for or against the resolution, the Chairman of the club shall have the casting vote.
- g) No member whose subscription shall remain unpaid on the date of the Annual General Meeting shall vote at that meeting.
- h) The draft minutes of the Annual General Meeting shall be circulated within two months of the conclusion of the AGM (following approval by the General Committee), such minutes to then be proposed and seconded at the following year's AGM.

13. President

A President shall be elected annually at the Annual General Meeting of the Club. The President on election has the option to become, ipso facto, an Honorary Full Playing Member during his/her term in office.

14. Officers

The officers of the Club consist of:

- a) Chairman

- b) Honorary Secretary
- c) Honorary Treasurer
- d) Vice-Chairman who shall be elected for the last year of the Chairman's period of office.
The Chairman, Honorary Secretary and Honorary Treasurer shall be elected annually at the Annual General Meeting.

e) The Chairman, Honorary Treasurer and Operations Manager of the Club from time to time are authorised by the Trustees to execute either collectively or individually all contracts, agreements and other documentation necessary for the operation of the Club.

15. Committees

- a) The Management of the Club shall be entrusted to an Executive Committee consisting of the Officers of the Club and the General Committee shall have the power to co-opt members in accordance with Rule 16(b)(iv). No member of the Club shall be eligible for election to the Executive Committee until he or she has been a member of the Club for a continuous period of at least two years immediately prior to the date of his or her election to the Executive Committee.
- b) There shall be a General Committee consisting of the Executive Committee, the Operations Manager, the Chairman of the Tennis Sub-Committee, the Chairman of the Squash & Racketball Sub-Committee, the Chairman of the Gym & Fitness Sub-Committee, the Chairman of the Social Sub-Committee, the Minutes Secretary and three other Members including at least one lady, and at least one gentleman. No more than two non-playing Members of the Club shall be eligible for election to the General Committee.
- c) The Chairman of the Club shall be the Chairman of the Executive Committee and the Chairman of the General Committee.
- d) Subject to the terms of Sub-Section (b) of this Rule at the Annual General Meeting of the Club there shall be elected annually:
 - (i) The Chairman of the Tennis Sub-Committee, up to 8 Members of the Club for the Tennis Sub-Committee. In addition to this, 3 junior members may become members of the Tennis Sub-Committee.
 - (ii) The Chairman of the Squash Sub-Committee, up to 8 Members of the Club for the Squash Sub-Committee. In addition to this, 3 junior members may become members of the Squash Sub-Committee.
 - (iii) The Chairman of the Social Sub-Committee.
 - (iv) The Chairman of the Gym & Fitness Sub-Committee.
 - (v) The 'three other members' for the General Committee referred to in Subsection (b) of this Rule including at least one lady and at least one gentleman.
 - (vi) The Minutes Secretary.

16. Powers and Functions of the Committees

- (a) Subject to Rule (15a) the Executive Committee shall have full powers of management and shall:
 - (i) Meet as required but the Honorary Secretary shall be bound to call a Committee Meeting on receipt of a requisition signed by two members of the Committee. The Chairman or Secretary may convene a Meeting at any time. Two Members of the Executive Committee shall form a quorum. Matters in the Executive Committee shall be decided by a simple majority of votes cast. The Chairman shall have an extra vote being the casting vote.
 - (ii) Submit Reports to the General Committee in accordance with Rule 16(b)(i).
 - (iii) Have power to appoint or dismiss any employee or contractor of the Club.
 - (iv) Have power to reserve or close any court or courts on any day or days.
 - (v) Have power to let or reserve any court or courts, room or rooms to or for any persons at such times or on such conditions as the Committee may think proper.
 - (vi) Have power to close the Club or any parts there or thereof at such times as they think necessary and to admit Members thereto on such terms as the Committee may determine.
 - (vii) Have power to request any member to attend a Committee Meeting for information purposes.
- (b) The General Committee shall have full power to initiate and effect policy decisions and shall:
 - (i) Meet at least 9 times each year when in addition to its own business it shall receive the Report of the Executive Committee. The Honorary Secretary shall be bound to call a Committee Meeting on receipt of a requisition signed by three Members of the Committee. The Chairman or Secretary may convene a Meeting at any time. Five Members of the General Committee shall form a quorum. Matters in the General Committee shall be decided by a simple majority of votes cast. The Chairman shall have an extra vote being a casting vote.
 - (ii) Have power to appoint any further Sub-Committees required and to co-opt any member of the Club to serve on any such Sub-Committees.
 - (iii) Have power to co-opt two playing members to the Executive Committee.
 - (iv) Subject to Rule 15(b) have power to co-opt two additional Members to the General Committee.
 - (v) As individual Committee Members have the right to attend Executive Committee Meetings in order to raise specific matters.
 - (vi) Have the right to receive copies of the Minutes of the Executive Committee Meetings.
 - (vii) Have power to draw up and enforce such byelaws as may be found advisable for the better regulation of the play upon the Club grounds and premises and for other purposes not specifically provided in these Rules. A copy of the byelaws shall be posted to the Club website.
 - (viii) Have power to determine from time to time the amounts of the annual subscriptions payable by Members in accordance with Rule 6.
 - (ix) Have power to regulate the total membership according to the capacity of the Club.
 - (x) Have power to provide such Championship Competitions Tournaments or exhibition games as they may think fit.
 - (xi) Have power to fill casual vacancies in the Offices of President, Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.
 - (xii) Have power to fill casual vacancies in the Executive Committee, the General Committee or a Sub-Committee.
 - (xiii) Have power to offer temporary honorary or restricted membership at such subscriptions and upon such terms as they may think fit.
 - (xiv) Have power to levy any Squash court or Tennis court fee or other similar charge.
 - (xv) To appoint and remove Trustees of the Club.

17. Hours of Opening

The Clubhouse shall be opened daily from 6.30am to 11.30pm except on weekends and Public Holidays, when it shall be opened from 8.00am to 11.00pm or at such times as the General Committee may direct. The Bar shall be open in accordance with Licensing Hours and at the discretion of the General Committee.

18. Alterations to Rules and Winding Up

- (a) The Rules and Regulations of the Club from time to time in force, shall be printed, and a copy of the same delivered to each member upon joining.
- (b) Every member on joining the Club shall be considered as acquiescing in its Rules and Regulations, and as submitting to the restrictions and

obligations they enjoin, and any fresh bye-law made under Rule 16(b) and for the time being posted in the Clubhouse as therein provided shall be considered equally binding upon members.

- (c) Alterations or additions to these Rules can be made at any General Meeting, whether extra-ordinary or otherwise. Subject to Rule 12(c) six days notice in writing of any proposed alteration or addition must be given to the Honorary secretary with the name of the proposer and seconder. Six days' notice of such alteration or addition shall be given by the Secretary to the members who shall decide in General Meeting on its acceptance or rejection. Verbal amendments shall be permitted, provided they involve no alteration of principle.

19. Trustees

- (a) The property of the Club shall be invested in four Trustees who shall be appointed by the General Committee and the property of the Club shall be invested in them to be dealt with by them as the Committee may from time to time direct by resolution (of which an entry in the minutes shall be conclusive evidence). The Trustees shall be indemnified against risk and expenses out of the Club property. The Trustees shall hold office until attaining their 75th Birthday, until death or resignation or until removed from office by the Committee for any reason, which may seem sufficient to a majority of them present and voting at any Meeting. Where by reason of such age, death, resignation or removal it is necessary that new Trustee or Trustees be appointed the Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination, the Honorary Secretary of the Club is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustee Act 1925 and shall by deed duly appoint the person or persons so nominated by the Committee, and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and value with the Club or the Committee be conclusive evidence of the fact so stated.
- (b) The Shares of the Club in Wolverhampton Lawn Tennis Club Ltd and the freehold or leasehold land belonging to the Club shall be vested in the Trustees as aforesaid. There shall be no sale of the said shares or land other than for the purposes of reconstruction or amalgamation and other than by the voting in support of such proposal by not less than three quarter of those present and voting at a properly convened general meeting.
- (c) The members may vote to wind up the Club if not less than three quarters of those present and voting support the proposal at a properly convened general meeting. The Trustees will then be responsible for the orderly winding up of the Club's affairs.

20. Borrowing Powers

If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purpose of the Club such amount of money at either one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such Resolution, and thereupon the Trustees shall at the direction of the Committee make all such depositions of the Club property or any part thereof and enter into such agreements in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the Club, whether voting on such Resolutions or not, and all persons becoming members of the Club after the passing of such resolution, shall be deemed to have assented to the same as if they voted in favour of such Resolution.

21. Notices

Any notice required to be served pursuant to these rules shall be deemed to have been properly served on a member, if such notice shall have been sent by post in a prepaid letter addressed to such member at his last known address and shall be deemed to have been duly received by such member on the day on which in due course of post the same ought to have been delivered.