RULES, POLICIES AND PROCEDURES

Rutherglen Lawn Tennis Club Limited’s Articles of Association are the underlying Constitution for running the Club. In terms of Article 20 the Directors agreed to update the rules following a vote seeking the changes at an EGM on 26th April 2017.

The rules now state:

1. Name

Rutherglen Lawn Tennis Club Limited, a Company Limited by Guarantee will be known as Rutherglen Lawn Tennis Club (RLTC), and for the purposes of these rules and procedure will be known as the “Club”.

2. Objectives

The Company’s objects are to promote the playing of social and competitive tennis within the community of Burnside and Rutherglen. The Club’s aim is to encourage all Members of our Community in the participation of Tennis. These rules are designed to ensure the organisation, management and development of RLTC for the benefit of all Members of the Club. The Club encourages its Members, both junior and senior to play for its teams for the purpose of establishing regular competitive play for the club’s representative teams. The Club wishes to promote training and playing for its members, providing them with suitably qualified coaches, and providing facilities which offer safe play. The Club encourages fair play, following the rules of tennis, and playing tennis to the highest standard. The Club aims to provide all members of our community the equal opportunity to have access to our courts and play tennis.

3. Affiliation

The Club shall be affiliated to the Lawn Tennis Association.

4. Membership

All Members of the Club are subject to the rules, policies and procedures of the Club, and the Club’s Articles of Association. All Members will abide by rules and regulations of the Lawn Tennis Association.

Membership of the Club is open to all and no application for Membership will be refused on other than reasonable grounds.

There will be no discrimination on grounds or age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.

No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the Members.

Any Member who is sixteen years or over at the date of a vote at a General or Annual General Meeting will be entitled to vote.

Any change to the rules and policies of the Club will be intimated to Members within a reasonable timescale by way of website link or e-mail.

The Members of the Club will approve annually the Membership Fees payable for each category of Member.

The Members will approve annually the categories of Member, which usually consist of:
- **Family**
- **Adult** (25 years and over at 1st January of membership year)
- **Student*/Unemployed*/Young Adult**
- **Junior** (aged 11 to 18 years at 1st January of membership year)
- **Mini** (aged 6 to 10 years at 1st January of membership year)
- **Tot** (under 6 years at 1st January of membership year)
- **Associate**
- **Friend**
- **Honorary Member**

**NOTES:**

- **Family:** Not more than two Seniors and their children.
- **Student:** Any person who is currently a student, irrespective of age.
- **Young Adult:** Aged 19 to 24 years as at 1st January of membership year.
- **Tot:** Children under 6 years at 1st January of membership year are free.
- **Associate:** Person with an interest in the game may have the privileges of the Clubhouse and may play up to ten times during the Season. They have no vote at meetings of the Club, but may attend and speak, and are eligible for the Committee.
- **Friend:** Allows for club access but no play.
- **Honorary:** Person with a minimum of five years consecutive years senior membership, on resigning, may be granted Honorary Membership. This must be approved by the Membership at an AGM, and provides the same facilities as Associate Membership, without subscription.

**Temporary Membership** may be granted at the discretion of the Committee.

5. **Suspension, Refusal or Termination of Membership**

a) The management committee shall be entitled to:

i. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.

ii. For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.

iii. Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to a body other than the committee/individuals making the original decision e.g. disciplinary committee or AGM

b) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.

c) Any member under suspension shall be barred from taking part in any match or event under the control of the club.

d) Notification of the termination of a membership will be forwarded to the Governing Body.

6. **General Meetings**

**Annual General Meeting (AGM)**

The AGM shall be held each year at such time and place as determined by the management committee in Consultation with the Directors, if they are not at the committee meeting, at approximately twelve
monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

a) Receive and confirm the minutes of the previous AGM.
b) Presentation of the clubs financial accounts for the year.
c) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
d) Presentation of Chairpersons report.
e) Election of officers to the management committee and appointment/ re-appointment of Directors.
f) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

Notice for an AGM shall be a minimum of 21 days.
A quorum for an AGM shall be ten or more Members entitled to vote.

Extraordinary General Meeting (EGM)
An EGM may be called upon the written demand of:

a) 33% of the membership.
b) The Chairperson.
c) 2/3 majority of the Management Committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

7. Rules for General Meetings

a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
b) The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.
c) All members shall register with the Secretary prior to the start of the meeting.
d) Each member shall have one vote where eligible to vote.
e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
f) The quorum shall be one quarter of those eligible to vote, or two such members, whichever is the smaller.
g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.
h) On matters of importance to the Membership, the management Committee can agree to allow proxy (where one Member attending a meeting, votes not only for themselves, but also for an absent Member) or postal votes (where a Member cannot attend, does not have a proxy and wishes to cast a vote by a ballot paper completed prior to the Meeting). The Management Committee are entitled to set rules and conditions which must be met for a proxy or postal vote to be counted as valid.

8. Election of Officers to the Management Committee

a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
b) Candidates shall be elected by Proposer and Second at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
c) All nominations of candidates for election shall: have the consent of the nominee.
d) Where a post is contested the candidate will be decided by written vote at the AGM, in effect a secret ballot.
9. **Members of the Management Committee**

a) The Management Committee shall consist of the following Officers, but is not an exhaustive list:

- President
- Chairperson
- Secretary
- Treasurer
- Membership Secretary
- Match Secretary
- Social Secretary
- Club Coach
- Grounds Convenor
- Child and vulnerable adult Protection Officers (preferably 2 officers, male and female) (non voting unless elected at the AGM)

b) The above roles and responsibilities may change with time.

c) As detailed above, all elected members of the management committee shall be entitled to one vote each at General Meetings, except the Chair of the meeting who may have the deciding vote in the event of a tie.

d) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.

e) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

f) The management committee will report to the Directors where the Directors are not Chairing the management committee.

g) The Management committee are entitled to develop and update the Rules and policies of Rutherglen Lawn Tennis Club. The Management Committee are required to publicise such changes to the Membership, circulating the changes by e-mail and updating the Notice Board. Where a Member has concerns about a change, the Members should write to the Committee and seek a written explanation, which the Management Committee will provide within a reasonable period of time. Should the Member be dissatisfied with the Committee’s response the Member can consider tabling the issue seeking the support of other Members for an EGM, or canvassing the matter at an AGM.”

10. **Rules for the Management Committee**

a) The Chairperson shall chair the meeting, or in his/her absence one of either the President, Vice President or Secretary or a nominee from the committee in the event of all those mentioned being absent.

b) Seven days notice of any meeting of the management committee shall be given by the Secretary, except when:

- The date of the meeting had been agreed at the previous management meeting.
- In an emergency the Chairperson may call a meeting at two days notice.
- The quorum shall be four of those Officers entitled to vote, as listed at Rule 9.

c) All members of the management committee as listed at Rule 8a shall be entitled to vote.

d) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.

e) Meetings shall be open to all members of the club.

f) Where business of the Meeting includes sensitive material the Management Committee will have the power to ask Members to leave the meeting while that matter is discussed.
11. Finance

a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.

b) The club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.

c) All monies shall be lodged in a bank account in the name of the club.

d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club.

e) The financial year of the club shall run from 1st April to 31st March.

f) The Directors are authorised in terms of the Articles of Association to where appropriate seek and enter into Grants or Loans on behalf of the Club up the sum of £5,000. Where a sum greater than that is sought the Directors should seek the agreement of the Management Committee to enter into such Finance, and where seek a resolution from the Membership by way of an Annual or Extraordinary General Meeting.

12. Amendments to these Rules

This Rules may be amended by the Directors, following agreement at a Committee meeting, voted by way of simple majority. Should an amendment to these rules be of such importance, the Directors will require to consider whether in terms of the Articles of Association whether the matter should be put to the full Membership and passed by way of a Special Resolution. The determination of whether the matter is appropriate for a special resolution is at the discretion of the Directors taking account of the Articles of Association and following appropriate professional guidance.

13. The Dissolution of the Club

a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
   i. the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
   ii. at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
   iii. such a resolution shall receive the assent of two thirds of those present and entitled to vote.

b) If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club’s debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects 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 objects as per Article 6.3 of the Clubs Articles of Association.

14. Rules of Play

For the furtherance of the Club’s objective the Committee will issue rules entitled “Club Rules, Etiquette and Guidance”. The current guide is posted on the club website at www.RutherglenLTC.com.