

# **BUCKHURST HILL BOWLING AND LAWN TENNIS CLUB**

Founded 1910



## **RULES**

**GENERAL RULES**

**BOWLS SECTION RULES**

**LAWN TENNIS SECTION RULES**

**As revised following 2019 Club AGM  
September 2020**

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# General Rules

## NAME AND OBJECTS

- 1 The Club shall be known as THE BUCKHURST HILL BOWLING AND LAWN TENNIS CLUB.
- 2 The objects of the Club are:
  - a) to provide facilities for and promote the amateur sports of bowls and lawn tennis in the Buckhurst Hill and surrounding areas and community participation in those sports; and
  - b) to supply refreshments and social activities as an adjunct to the sporting activities of the Club.

## DEFINITIONS AND LIMITATIONS

- 3(a) The following definitions apply in respect of General Rules 12, 24, 25, 26 and 53:
  - “**Disciplinary Code**” means the disciplinary code of the LTA in force from time to time.
  - “**LTA**” means the Lawn Tennis Association CLG and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time.
  - “**member**” means a member of the club.
  - “**Rules**” means the rules of the LTA in force from time to time.
- 3(b) Except for General Rule 12 the rules referred to in (a) above apply only in respect of lawn tennis members of the club.

## CONSTITUTION

- 4(a) The Club is a non-profit-making Members’ club. All surplus income or gains shall be reinvested in the Club. No surplus funds or other assets shall be distributed to members or (save as provided in (b) below) to third parties.
- 4(b) In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
  - I. A registered charitable organization(s);
  - II. Another club which is a registered Community Amateur Sports Club;
  - III. The sports’ national or local governing bodies for use by them for related community sports.

## TRUSTEES

- 5 The property of the Club as described in an Indenture dated 29 September 1921 shall be vested in not more than four Trustees. Subject to a Declaration of Trust dated 12 May 1922, a Deed of Appointment dated 30 March 1943 and a Declaration of Trust dated 28 July 2000 and any other Deeds supplemental thereto (“the Deeds”), such property shall be dealt with by the Trustees as the Executive Committee shall from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence) in accordance with these Rules.
- 6 The Trustees shall be indemnified out of the Club property against risk of expense. The Trustees shall hold office until death or resignation, or until removed from office by a resolution of the Executive Committee, who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Trustee or Trustees from the office of Trustees.
- 7 Where, by reason of any such death, resignation, or removal it shall appear necessary to the Executive Committee that a new Trustee or Trustees shall be appointed, or if the Executive Committee shall deem it expedient to appoint an additional Trustee or additional Trustees, the Executive Committee shall by a resolution nominate the person or persons to be appointed the new Trustee or Trustees. For the purpose of giving effect to such nomination the President of the Club is the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925. He shall by deed duly appoint the person or persons so nominated by the Executive Committee as the new Trustee or Trustees of the Club, 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 for value with the Club or Committee be conclusive evidence of the fact so stated.

## **EXECUTIVE COMMITTEE**

### **Membership and Appointment**

- 8 The affairs of the Club shall be managed by an Executive Committee and shall consist of:
  - a) President
  - b) General Secretary and Assistant General Secretary
  - c) General Treasurer and Assistant General Treasurer
  - d) Bar Manager
  - e) Four representatives of the Bowls Section
  - f) Four representatives of the Lawn Tennis Section.
- 9 Provision for election or nomination to the Executive Committee shall be as follows:
  - a) Members shall be elected to the Executive Committee at the Annual General Meeting and shall hold office until the next Annual General Meeting.
  - b) Sections of the Club may nominate representatives of their Section for election, and any member of the Club may nominate another member for election, provided that any member nominated as a representative of a Section must be a member of that Section.
  - c) Sectional Rules may provide that a particular officer of that Section is to be nominated by the Section for election to the Executive Committee.
  - d) Where a Sectional representative elected under Rules 8(e) or (f) is unable to attend a meeting of the Executive Committee, the Sectional Committee may appoint one or more of its members to attend and vote in the place of the elected member(s).

### **Powers and duties**

- 10 The Executive Committee shall have the power to do whatever it considers desirable in the interests of the Club, subject to the Deeds and subject to the following:
  - a) In any financial year it may not spend an amount, other than normal revenue expenditure, in excess of one-half of the Club's General Reserve Account (as shown in the most recent audited accounts) without the authority of two-thirds of the members present and voting at an Annual or Special General Meeting;
  - b) Any expenditure, other than normal revenue expenditure, exceeding two thousand pounds must be approved by three-quarters of the Executive Committee present and voting;
  - c) No investments of Club funds surplus to day-to-day requirements shall be made without the approval of three-quarters of the Executive Committee present and voting, except in the Club's bank and/or building society accounts; and
  - d) No changes involving major matters of policy, or the sale of or granting of an option over the Club's land, may be carried out without the authority of two-thirds of the members present and voting at an Annual or Special General Meeting.
- 11 The Executive Committee has a duty to oversee the activities of the Sections, especially in regard to major expenditure. Its role is to ensure that funds are properly and efficiently spent and for a purpose that furthers the objectives of the Sections and the Club. Sectional Reserve Accounts represent amounts set aside to meet future expenditure of the relevant Section and may not be used for any other purpose unless so authorized by two-thirds of the members of the Section at an Annual or Special General Meeting.
- 12 The Club agrees that each member of the Executive Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the Rules and Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

### **Quorum and voting**

- 13 Eight members shall form a quorum. Except as provided in Rules 10 and 28, resolutions shall require the approval of a simple majority of those present and voting. In the event of an equality of votes the Chairman shall have a second or casting vote.

### **Casual vacancies**

- 14 The Executive Committee may fill any vacancy on the Committee or as Auditor appointed under Rule 50 that may occur after the Annual General Meeting.

### **Indemnity**

- 15 The Club accepts responsibility for and indemnifies the Trustees and the Officers appointed under the General Rules and the Sectional Rules against, all claims or losses incurred in the management of the Club's affairs. The Executive Committee shall ensure that adequate insurance is maintained for this purpose.

### **SECTIONAL COMMITTEES**

- 16 Each Section of the Club shall, at its Annual General Meeting, elect its own Officers and Committee, as provided for in the Sectional Rules, who will hold office until its next Annual General Meeting and deal with matters solely concerning its Section.

### **SOCIAL COMMITTEE**

- 17 The Social Committee shall consist of three members, two members from the Bowls Section and one member from the Lawn Tennis Section and duly elected at the Annual General Meeting. The Committee shall elect one of its members as secretary. The Committee shall arrange and supervise the social activities of the Club with the agreement of the Sectional Committees as required.
- 18 Subject to approval by the Executive Committee, the Social Committee may fill a casual vacancy and may co-opt such additional members as it considers necessary.

### **MEMBERSHIP**

#### **General**

- 19 Membership of the Club shall be open to anyone interested in the sports of bowls or lawn tennis on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Club may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. The number of members of each section may be limited as the Executive Committee decides according to available facilities on a non-discriminatory basis.
- 20 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

#### **Applications**

- 21 An application form, in such format as the Executive Committee shall decide, shall be completed by each candidate for playing membership of the relevant Section. Candidates for membership shall be considered by the relevant Sectional committee which shall admit the candidate to membership unless refused which can be only for the reason stated in Rule 19.

#### **Conditions of membership**

- 22 Each member agrees as a condition of membership:
- a) to be bound by and subject to these rules (as in force from time to time);
  - b) to be bound by and subject to the Rules and the Disciplinary Code.
- 23 Rule 24 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 24, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.
- 24 The Executive Committee may determine the membership of any person or impose any other sanction they may determine to be appropriate, in connection with the breach of any condition of membership as set out in rules 22 and 23.

## **Resignations**

- 25 Any member may withdraw from the Club upon giving written notice to the relevant Sectional Secretary prior to the dates specified in Rule 36, otherwise the member will be liable for the ensuing year's subscription. On ceasing to be a member of the Club the member shall, apart from the repayment of any monies advanced to the Club, forfeit all right or claim upon the Club and its property.

## **Exclusions**

- 26 In addition to exclusion under rule 24 if, in the opinion of the Executive Committee, the conduct of any member is considered to be injurious to the character or interests of the Club, the Committee shall examine the case. Such member shall have the right to appear before the Committee, and if the member concerned does not explain the conduct to the satisfaction of the Committee, the Committee shall have the power to expel the offending member. Such expulsion must be agreed by two-thirds of those present and voting at the meeting.

## **Social**

- 27 The election of Social Members shall rest with the Executive Committee. Such Members are eligible to attend the Club Annual General Meeting, but have no voting powers, and may participate in such Club activities, other than playing bowls or lawn tennis, as may from time to time be decided by the Executive Committee.

## **Honorary Life Vice-Presidents**

- 28 The Executive Committee shall have power to appoint Honorary Life Vice-Presidents, as a mark of recognition for conspicuous services rendered to the Club. All members of the Club shall be eligible for such consideration. Those so appointed shall be entitled to attend all events organised by the various Sections of the Club including General Meetings but shall not have voting powers.

## **Snooker**

- 29 The Executive Committee shall appoint a Snooker Secretary who shall be a member of the Club responsible to the Executive Committee for the playing of snooker at the Club under regulations approved from time to time by the Executive Committee.

## **Injury, loss of property etc**

- 30 The Club shall not be responsible to any member or visitor for injury or loss of or damage to property occurring on Club premises.

## **SUBSCRIPTIONS AND FEES**

- 31 All subscriptions, entrance fees, visitors' fees and subscriptions for any additional activities shall be determined annually at the Annual General Meeting. The Executive Committee shall present on the Agenda for the Annual General Meeting, as a recommendation, the subscriptions, entrance fees, and visitors' fees it considers necessary.
- 32 In exceptional circumstances, with the approval of the relevant Sectional Committee, the Executive Committee may, prior to the next Annual General Meeting, amend any subscriptions or fees set at the last Annual General Meeting either to correct a manifest error or where to do so would be in the best interests of the Section concerned. Exceptional circumstances shall mean any circumstances which were not anticipated at the last Annual General Meeting.
- 33 The subscription of each member shall be paid before such member is allowed to use the Club facilities. In the case of members joining the Club after the opening of the season, it shall be competent for the Sectional Committees to approve a proportion of the subscription that shall be payable for the remainder of the season.
- 34 Subscriptions are payable in advance for the ensuing year on the following dates:
- |             |         |
|-------------|---------|
| Bowls       | 1 April |
| Lawn Tennis | 1 April |
- 35 A member whose subscription is not paid by the due date shall cease to be a member of the Club, unless the relevant Sectional Committee agrees that there is an acceptable reason for the delay.

## **MEETINGS**

### **Notice**

- 36 The General Secretary shall give at least 14 days' notice to each member (other than Juniors) of Annual General or Special General Meetings. The notice shall include details of matters for consideration, including a copy of the audited accounts in respect of Annual General Meetings.

### **Annual General Meeting**

- 37 An Annual General Meeting shall be held in November each year or at such later date, being before 1 January in the following year, as determined by the Executive Committee.
- 38 The business of the Annual General Meeting shall be the confirmation of the minutes of the previous Annual General Meeting and any subsequent Special General Meeting, consideration of the report of the Executive Committee and the audited accounts, the election of officers (Rule 9) and auditors (Rule 48), the rates of subscriptions, entrance fees and visitors fees (Rule 31) and any items of which notice has been given in the agenda.

### **Proposed resolutions**

- 39 Any proposed resolution, with the name of the proposer and seconder, must be received by the General Secretary six weeks before the date of the Annual General Meeting and must appear on the agenda for that meeting.

### **Nominations**

- 40 Nominations for membership of the Executive Committee must be received by the General Secretary four weeks prior to the Annual General Meeting. Nominations received shall be exhibited in the Club pavilion.
- 41 A notice for the receipt of nominations shall be posted on the Club notice board six weeks before the date of the Annual General Meeting.

### **Quorum and voting**

- 42 All members (apart from junior members and those appointed under Rules 27 and 28) shall be entitled to vote at a General Meeting. Except for proposed amendments to the Rules under Rule 45 and for the dissolution of the Club under Rule 59, proposed resolutions and appointments to the Executive Committee shall require the approval of a simple majority of members present and voting. In the event of an equality of votes the Chairman shall have a second or casting vote. Twenty members shall form a quorum.

### **Special General Meeting**

- 43 A Special General meeting may be convened at any time by the Executive Committee, or on a requisition to the General Secretary in writing, signed by not less than 20 members, specifying the objects of the meeting. Twenty members shall form a quorum.

## **RULES**

### **Provision of copies**

- 44 Each member of the Club shall be provided with a copy of the Rules. A copy thereof with any additions or alterations shall be kept posted on the notice board in the Club pavilion.

### **Amendments**

- 45 Any additions or alterations to the General Rules shall be made at the Annual General Meeting, or at a Special General Meeting convened for that purpose. Notice of the terms of such proposed additions or alterations shall be given to the General Secretary six weeks before the date of the General Meeting and shall be stated on the notice of business of such meeting. Such additions or alterations shall require the approval of two-thirds of those present and voting.

### **Amendments to Sectional Rules**

- 46 Any proposed changes to Sectional Rules shall require the approval of the Executive Committee, such approval not to be unreasonably withheld.

## **Interpretation**

- 47 The Executive Committee shall have power to decide the interpretation of these Rules, or any question arising therefrom, and its decision shall be final.

## **ACCOUNTS AND AUDIT**

- 48 The Accounts of the Club shall be audited annually by two Auditors who shall be appointed at the Annual General Meeting.
- 49 The audited accounts shall be circulated to all members and presented at the following Annual General Meeting.

## **RANGERS**

- 50 Two Rangers, one elected by each Sectional Committee, shall be appointed annually to supervise the upkeep and maintenance of the greens and tennis courts relating to their Sections.

## **USE OF FACILITIES**

- 51 The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club, will be required, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

## **BAR AND USE OF PREMISES**

- 52 The bar may be open only during the hours permitted by the Licensing Justices:
- |                        |   |
|------------------------|---|
| Monday to Saturday     | 11.00am to 11.00pm  |
| Sunday and Good Friday | 12 noon to 8.30pm   |
| Christmas Day          | 12 noon to 3.00pm and 5.00pm to 8.30pm  |
| New Year's Day         | From end of permitted hours on New Year's Eve to start of permitted hours on the following day. |
- 53 The General Secretary shall apply for an extension of permitted licensing hours when specially required, and seek permission for the transfer of licence for outside functions.
- 54 Club premises shall not be used after 11.30pm without the permission of the General Secretary.
- 55 Newly elected members of the Club shall not be permitted to buy intoxicating liquor at the bar until after a lapse of two days from the date of admission.
- 56 Visitors to the Club for the purpose of playing bowls or lawn tennis, or watching bowls or lawn tennis tournaments, competitions or matches, or participating in social occasions authorised by the General Secretary, may be permitted to enter the Club pavilion, and the Club may sell intoxicating liquor for consumption on the premises to such visitors.
- 57 Intoxicating liquor shall not be sold to or consumed by juniors under the age of 18.

## **USE OF ELECTRONIC FORM FOR NOTICES TO MEMBERS**

- 58 Notices of Annual General Meetings or Special General Meetings given to members by the General Secretary under Rule 36 may be conveyed to members by email where applicable.

## **DISSOLUTION**

- 59 Subject to the Deeds, the Club shall be dissolved on the passing of a resolution to that effect and as to the disposal of surplus funds at an Annual General Meeting or a Special General Meeting, after due notice, by at least two-thirds of those present and voting. The notice of the meeting shall recommend the manner in which funds available shall be applied, subject to the provisions of Rule 4.
- 60 The meeting shall appoint a committee to wind up the affairs of the Club and dispose of surplus funds as directed in Rule 59.



# **BOWLS SECTION RULES**

## **SECTIONAL COMMITTEE**

### **Membership, appointment and duties**

- 1 The Committee shall consist of the Sectional Chairman, Secretary, Treasurer, Competition Secretary, Ranger, Men's Captain, Ladies' Captain, Men's Vice-Captain, Ladies' Vice-Captain, Men's Match Secretary, Ladies Match Secretary, plus two other Men and two other Lady members of the Section to be elected annually at the Sectional Annual General Meeting. The President, General Secretary and General Treasurer of the Club shall be ex-officio members without power to vote. The Committee will deal with bowling matters not coming within the functions of the Executive Committee.
- 2 The Committee shall hold office until the next Annual General Meeting.

### **Quorum and voting**

- 3 Nine members with voting powers shall form a quorum. Proposed resolutions shall require the approval of a simple majority of those present and voting. In the case of an equality of votes the Chairman shall have a second or casting vote.

### **Casual vacancies and co-option**

- 4 The Committee may fill any vacancy on the Committee that may occur after the Sectional Annual General Meeting.
- 5 The Committee may co-opt additional members for a specific purpose. Such members shall not have voting powers.

### **Chairman**

- 6 In the event of the Chairman being absent the Committee shall have the power to elect a Chairman for that meeting.

### **Social Committee**

- 7 The Committee shall appoint two members to be nominated for election to the Social Committee.

### **County delegates**

- 8 The Committee shall elect a delegate or delegates to the County.

## **SUBCOMMITTEES**

### **General**

- 9 The Committee may establish subcommittees for specific matters as it sees fit.

### **Handicaps**

- 10 Members handicaps shall be decided by a method agreed by the Competition Secretary and the Men's and Ladies' Captains.

### **Selection**

- 11 Selection Committees shall be established, as required, by the Captains and Vice-Captains to be responsible for match teams. For mixed matches the Captains and Vice-Captains shall select the team.

## **LIAISON WITH EXECUTIVE COMMITTEE**

- 12 The Sectional Secretary, or a nominee, shall report the discussions and decisions of the Executive Committee meetings to the Sectional Committee.
- 13 Proposed expenditure, other than normal revenue expenditure, in any one financial year, shall not exceed funds available in the Section's Reserve Account without the approval of the Executive Committee.
- 14 The Committee shall elect four members to be nominated for election to the Executive Committee.

## **MEMBERSHIP**

- 15 All applications for membership will be considered for acceptance by the Committee. If the application is refused the applicant has the right of appeal to the Executive Committee.

## **MEETINGS**

### **Annual General Meeting: Notice**

- 16 The Sectional Secretary shall give all members of the Section 14 days notice of the Sectional Annual General meeting, which shall be held in November, provided that it is on a date prior to the Annual General Meeting of the Club.

### **Annual General Meeting: Proposed resolutions**

- 17 Any proposed resolution with the name of the proposer and seconder must be received by the Sectional Secretary six weeks before the date of the Annual General Meeting and must appear on the agenda of that meeting.

### **Annual General Meeting: Nominations**

- 18 All nominations for officers and Committee members must be received by the Sectional Secretary four weeks before the Annual General Meeting. Nominations received shall be exhibited in the Club pavilion by the Sectional Secretary.
- 19 A notice for the receipt of nominations shall be posted on the Section notice board six weeks before the Annual General Meeting.
- 20 The Captains and Vice-Captains to be elected each year must be members who have served on the Bowls Committee.

### **Annual General Meeting: Use of proxies**

- 21 Members shall be invited to vote for the election of officers and Committee members by proxy.

### **Special General Meeting**

- 22 A Special General Meeting may be convened at any time by the Committee or by a requisition to the Sectional Secretary signed by not less than fifteen members of the Section, specifying the objects of the meeting. The Sectional Secretary shall give 14 days written notice thereof to each member of the Section.

### **Quorum and voting**

- 23 Forty members shall form a quorum. Proposed resolutions and appointments to the Sectional Committee shall require the approval of a simple majority of members present and voting, except for proposed amendments to rules under Rules 24 and 25.

## **RULES AND REGULATIONS**

### **Sectional Rules**

- 24 Any additions or alterations to the Sectional Rules shall be made at the Sectional Annual General Meeting or at a Special General Meeting convened for that purpose.
- 25 Notice of the terms of such proposed additions or alterations, which shall also be stated on the notice of the meeting, shall be given to the Sectional Secretary six weeks before the date of the General Meeting. Such additions or alterations to the rules require the approval of two thirds of those present and voting.

### **Interpretation**

- 26 The Sectional Committee shall have the power to decide the interpretation of the Sectional Rules and Regulations or any question arising therefrom and its decision shall be final.

### **Annual Regulations**

- 27 Annual Regulations shall be issued by the Sectional Committee prior to the commencement of the season or at such other time as may be considered necessary.

### **Competitions, matches and general Club play**

- 28 The challengers (the first name(s) appearing in each tie) in each competition shall give their opponents the choice of two dates on which to play their ties. Any competitors who find that they will not be available at all times on Finals Weekend must immediately withdraw from competitions. All ties shall be played to a date schedule. Failure to observe this Rule may render competitors liable to disqualification.
- 29 All matches and competitions shall be played under the rules of the laws of the Sport of Bowls (World Bowls), as specified by Bowls England.

### **VISITORS**

- 30 A visitor shall not play on more than three occasions during any year, unless a special arrangement is sanctioned by the Committee and the visitor must be an established bowler. It shall be the responsibility of the member introducing the visitor to see that the appropriate fee is paid and recorded in the book to be maintained in the Club pavilion.

### **DRESS ON THE GREEN**

#### **All Members On the Green (Matches/Drives)**

- 31 Club top. All other tops (e.g. pullovers and waterproofs) and hats (of an acceptable type) must be predominantly white. Clothing below the waist must be grey or white as designated (G or W) in the Club Handbook. Regulation bowling shoes must be worn.

#### **Men On the Green (Matches/Drives)**

- 32 Tailored grey trousers or tailored grey shorts and short grey socks (if worn) (G). Tailored white trousers or tailored white shorts and short white socks (if worn) (W). The choice of shorts is restricted to a list of designated suppliers, to be determined from time to time by the Committee.

#### **Men Off the Green (Matches)**

- 33 For matches against other clubs, home and away, Club blazer with badge to be worn or not (as designated by the team Captain).

#### **Ladies On the green (Matches/Drives)**

- 34 Regulation white skirt, white tailored full-length or cropped trousers, or tailored white shorts and plain white socks (if worn) (W). The choice of shorts is restricted to a list of designated suppliers, to be determined from time to time by the Committee.

#### **Ladies Off the Green (Matches)**

- 35 For matches against other clubs, home and away, Club blazer with badge to be worn or not (as designated by the team captain) and navy or black shoes with matching handbag.

#### **Social Play (Roll Ups)**

- 36 Men may wear club top or white shirt, grey or white trousers or tailored grey or white shorts and short plain grey or white socks (if worn), and regulation bowling shoes. The choice of shorts is restricted to a list of designated suppliers, to be determined from time to time by the Committee.

Ladies may wear club tops or plain white tops with collar and sleeves, white or grey skirt or full-length or cropped trousers and tailored white or grey shorts and short plain grey or white socks (if worn), and regulation bowling shoes. The choice of shorts is restricted to a list of designated suppliers, to be determined from time to time by the Committee.

# LAWN TENNIS SECTION RULES

## SECTIONAL COMMITTEE

### Membership, appointment and duties

- 1 The Committee shall consist of the Sectional Chairman, Secretary, Treasurer, Membership Secretary, Men's Captain, Ladies' Captain, Match Secretary, Junior Organiser, Ranger and six other members of the Section to be elected annually at the Annual General Meeting. The President, General Secretary and General Treasurer of the Club shall be ex officio members without power to vote. The Committee will deal with Lawn Tennis matters not coming within the functions of the Executive Committee.
- 2 The Committee shall hold office until the next Annual General Meeting.

### Quorum and voting

- 3 Six members with voting powers shall form a quorum. Proposed resolutions shall require the approval of a simple majority of those present and voting. In the case of an equality of votes the Chairman shall have a second or casting vote.

### Casual vacancies

- 4 The Committee may fill any vacancy on the Committee that may occur after the Sectional Annual General Meeting.

### Catering and Social Committees

- 5 The Committee shall appoint one member to be nominated for election to the Social Committee.

## LIAISON WITH EXECUTIVE COMMITTEE

- 6 The Sectional Secretary, or his nominee, shall report the discussions and decisions of the Executive Committee meetings to the Sectional Committee.
- 7 The Committee shall elect four members to be nominated for election to the Executive Committee.
- 8 Proposed expenditure, other than normal revenue expenditure, in any one financial year, which exceeds £5,000 shall require the approval of the Executive Committee, the amount of £5,000 to be subject to adjustment by reference to the retail price index for periods after 31 December 2011.

## MEMBERSHIP

- 9 All applications for membership (apart from Juniors) shall be considered by the Committee. If the application is refused the applicant has the right of appeal to the Executive Committee.

## MEETINGS

### Annual General Meeting

- 10 The Sectional Secretary shall give all members (apart from Junior members) of the Section 14 days' notice of the Sectional Annual General Meeting, which shall be held in November, provided that it is on a date prior to the Annual General Meeting of the Club.

### Proposed resolutions

- 11 Any proposed resolution, with the name of the proposer and seconder, must be received by the Sectional Secretary six weeks before the date of the Annual General Meeting and must appear on the agenda of that meeting.

### Nominations

- 12 All nominations for Officers and Committee members must be received by the Sectional Secretary four weeks before the Annual General Meeting. Nominations received shall be exhibited in the Club and Section pavilions by the Sectional Secretary.
- 13 A notice shall be posted on the Section notice board for the receipt of nominations six weeks before the date of the Annual General Meeting.

### **Quorum and voting**

- 14 Fifteen members shall form a quorum. Except for proposed amendments to the Rules under Rules 16 and 17, proposed resolutions and appointments to the Sectional Committee shall require the approval of a simple majority of members (except Junior members) present and voting. In the event of an equality of votes the Chairman shall have a second or casting vote.

### **Special General Meeting**

- 15 A Special General Meeting may be convened at any time by the Committee or by a requisition to the Sectional Secretary signed by not less than ten members of the Section specifying the objects of the meeting. The Sectional Secretary shall give 14 days' written notice thereof to each member (apart from Junior members) of the Section. Fifteen members shall form a quorum.

## **RULES**

### **Sectional rules**

- 16 Any additions or alterations to the Sectional Rules shall be made at the Sectional Annual General Meeting, or at a Special General Meeting convened for that purpose.
- 17 Notice of the terms of such proposed additions or alterations, which shall also be stated on the notice of business of such meeting, shall be given to the Sectional Secretary six weeks before the date of the General Meeting. Such additions or alterations to the rules require the approval of two-thirds of those present and voting.

### **Interpretation**

- 18 The Sectional Committee shall have power to decide the interpretation of the Sectional Rules and Regulations or any question arising therefrom and its decision shall be final.

### **Annual Regulations**

- 19 Annual Regulations shall be issued by the Sectional Committee, in such form as it considers appropriate, prior to the commencement of the summer season, or at such times as it considers necessary.

## **VISITORS**

- 20 A visitor shall not play on more than three occasions during the year. The name of each visitor must be entered in the visitors' book, together with the name of the member effecting the introduction and the appropriate fee paid.

## **DRESS ON THE COURTS**

- 21 Appropriate sportswear, including tennis shoes, must be worn on the courts.

## **COACHING**

- 22 Coaching on Club courts for reward shall not take place without permission from the Sectional Committee.