

Stonehouse Lawn Tennis Club

RULES

All clubs need some rules. We try to keep ours to a minimum. We believe these reflect safe practice and consideration for other club users.

1. No dogs or other pets may be brought into the Club grounds at any time with the exception of guide dogs. [Small children crawl on our lawns]
2. Children are very welcome in the grounds - as long as an adult is with them.
3. Please avoid walking on, or causing damage to, the flower-beds.
4. Please DO NOT feed the seagulls or put down food for animals.
5. All items used or moved - sports equipment, tables and seating - must be replaced where found.
6. Only soft balls may be used to play football.
7. Crockery used from the clubhouse is to be washed, dried, and put away.
8. Toys must be returned to the green shed
9. The gates must be closed at all times. [This is to ensure the safety of children who may be in the grounds.]
10. All non-members must be signed in to the visitor's book. [This ensures all visitors are covered under the club's insurance.]
11. All BBQs to be sited at the WESTERN end of club grounds and AWAY from the wooden clubhouse.
12. Please remove from site all BBQ waste and damped-down coals
13. Please ensure the toilets are left in a clean and tidy condition.
14. Please observe the noise level curfew at 8pm.

Please Note: The club takes no responsibility for any loss or damage to personal property

Stonehouse Lawn Tennis Club

GRIEVANCE PROCEDURE:

It would be nice to think we'll never have any but, just in case we do:

1. An infringement of club Rules will be brought to the attention of the committee.
2. The member concerned will be spoken to by a designated committee member who is acting on behalf of the committee.
3. A further or subsequent infringement will result in a *First and Final Letter of Warning*. This will -
 - a) Identify the specific complaint;
 - b) State that a further incident may result in termination of club membership.
4. A further incident after that Warning Letter has been received will result in the termination of membership.
5. The club member concerned, together with one 'friend ' will be invited to meet the committee before such action is sanctioned.
6. The decision of the committee is final.

In addition, in September 2016 the Committee, voting unanimously, proposed the following:

“ Club membership may be formally terminated by the Club Secretary without specified notice only if, in the opinion of the majority of the standing Committee, the member has behaved in a manner which brings the club into disrepute, threatens or endangers other club members or acts in a manner which blatantly ignores club rules. ”

Stonehouse Lawn Tennis Club

CONSTITUTION

1. NAME AND AIMS OF THE CLUB

- 1.0 The name of the Club shall be: Stonehouse Lawn Tennis Club.
- 1.1 As a not-for-profit Club, to provide the local community with sport and leisure amenities and so enhance a sense of neighbourhood unity and friendship.
- 1.2 To provide recreation and a place of tranquility and beauty for Club members and their guests.

2. MEMBERSHIP

- 2.1 By signing the Club's membership application form, a member accepts all the Rules and Conditions set out in this document and any other Rules and Conditions published by the Committee from time to time. Membership will only become valid by signing the membership application form for the current year.
- 2.2 **Membership** of the Club is open to adults living in Stonehouse or Plymouth and to people having family, social or business relationships with them. Members are encouraged to introduce new Members. Members' children up to the age of 18 years are covered by their parents' Membership but if under 16 must be supervised by an adult Member when in Club grounds. Members are welcome to bring visitors to the Club on an occasional basis, ensuring that any visitor name is entered in the visitor book in the premises to comply with the Club's insurance. A person visiting more than three times in a year would be encouraged to become a Member.
- 2.3 **Waiting List:** In the event of a waiting list the committee will give precedence to Stonehouse people and those connected to the area.
- 2.4 **Qualification:** Payment of all membership fees due to date; continued association with Plymouth by residence, business, family or social relationships and willingness to observe Club rules.
- 2.5 **EGM:** Any Member may apply to the Club Secretary for an Extraordinary General Meeting setting out the grounds and purpose, supported in writing by 10 other Members, or by half the membership if half should be less than 10. The Club Secretary would then be responsible for contacting the Committee and, providing that the Committee agrees that the grounds and purpose are valid concerns of the Club, for arranging for such a meeting to be held within 28 calendar days of receipt of the request.
- 2.6 **Tools:** Club maintenance tools, supplies and machinery are to be used for Club purposes only and not for private or Vegetable Plot purposes. No person, Committee member or otherwise, may use the Club's power tools unless deemed by the Committee to be properly trained to do so.

- 2.7 **Honorary Membership:** Permanent honorary free lifetime membership may be awarded to people deemed by the Committee to have given extraordinary service to the Club. This honorary membership would not include Vegetable Plot allocation. At its discretion, the Committee may also honour key individual Members for a period, with honorary titles such as Patron or President as non-voting advisors to the Committee.
- 2.8 **E- Letters:** Electronic confirmation from a member to the Club Secretary or other officer of the Club will be deemed equivalent to a signed paper version of the same membership application form or other form issued by the Club for conducting the business of the Club. An electronic letter will be deemed equivalent to a paper letter with a written signature sent formally to the Club. Traditional paper versions of forms or letters will continue to be welcome.
- 2.9 **Membership Year:** The Club's Membership year runs from 1st April to 31st March.
- 2.10 **Expectation:** The friendly and supportive spirit of the Club is one of its chief assets. Membership implies an expectation to support the Club in some practical way and not merely to exploit its facilities.

3. THE COMMITTEE

- a. The Committee will include elected Chairman, Vice Chairman, Treasurer and Club Secretary. Elections for Committee members are held at each Annual General Meeting.

Tenure of Office: From April 2016, committee members will be elected for two years, and the committee will be split into two parts with one part being elected one year and the other part the following year, meaning that in 2016 only, one part will be elected for one year, the other for two years; Chairman and Treasurer should be in one part, Vice Chairman and Club Secretary in the other.

Eligibility: Eligibility to serve on the Committee is limited to one person per household. A candidate for election to the Committee at an AGM must have been a Member for at least one year.

- 3.1.1 **Co-option to the Committee.** Should Committee membership fall below the current agreed establishment, the Chairman, with Committee agreement, may co-opt a Member to serve as a full Committee member until the next general meeting. Co-options are valid from newer Members if not enough candidates have come forward for election with at least one year's membership.

Needed Skills: If a particular skill is required to further the Club's agreed objectives, then, with agreement of the Committee, the Chairman may co-opt people with relevant experience to serve on the Committee until the next general meeting, irrespective of length of membership, of Committee size limit or of shared residence rules.

- 3.2 **Composition:** The Committee comprises a maximum of 12 and a minimum of 7 Members, who will be responsible for the management of the Club, the actual number within those limits to be determined from time to time by the Committee.
- 3.3 **Status:** Committee membership enjoys voluntary and unpaid status.
- 3.4 **Frequency:** The frequency of meetings of the Committee will be determined by the Chairman and Committee according to circumstances.
- 3.5 **Trustees:** The Trustees of the Club are the Committee members
- 3.6 **Responsibilities:** It is the responsibility of Committee members to attend Committee meetings and to advise the Chairman of any apologies. Members who fail to attend half of the meetings in a calendar year or 3 consecutive meetings may be deemed by the Chairman to have resigned from the Committee. This would be formally recorded at the next Committee meeting.
- 3.7 **Quorum:** A quorum is more than half of the current number of Committee members. A Committee member who is unable to attend may give his/her proxy vote to the Chairman in writing to exercise as deemed suitable or to any Committee member to vote upon specific pre-advised Resolutions as directed by the absent Member. Unless previously and exceptionally agreed with the Chairman in writing in advance of the meeting, no proxy will count towards a quorum.
- 3.8 **Seconded nominations** for Committee membership are to be made to the Secretary 14 calendar days before an AGM.
- 3.9 **Keys:** Committee members to hold keys to the Club's stores and property as required by their role(s) and subject to a signed undertaking. All key holdings are to be recorded by the committee member responsible for membership.
- 3.10 **Annual Fees:** The Committee will review and determine the actual fee for membership, events, sports facilities and Vegetable Plots (see 10.3 below) on a yearly basis together with classes of concessions as appropriate.
- 3.11 **Closure of Grounds:** In the interests of improving Club funding, the Committee may decide with at least 14 days' notice to Members to close the Club grounds for private hire by a Member (on not more than 6 occasions per year and not exceeding 6 individual days per year) in return for a donation towards Club funds (amount to be determined and agreed by the Committee). Should a private function be arranged in the Club grounds, Members should not expect to use the Club grounds or amenities on the given date(s).
- 3.12 **Voting:** Each member of the Committee is entitled to one vote only and in event of a tie, the Chairman will have the casting vote. Voting is by simple majority.
- 3.13 If at any time the Club ceases to exist, the Committee must arrange a final general meeting to decide how remaining funds or assets will be disposed of.
- 3.14 **EGMs:** The Committee may call Extraordinary General Meetings when considered necessary or desirable, with 14 calendar days' notice to Members.
- 3.15 **Rules:** The Committee may from time to time make and publish new or altered rules according to its view of the best interests of the Club. Such rules will have

effect until the next Annual General Meeting to which they will be presented for ratification.

- 3.16 **Vision:** The Committee will produce and update at least annually a plan for the Club's vision, activities and management, including Committee roles and responsibilities, methods, targets and budgets. This plan will be available to any Member on request.
- 3.17 **Committee Member - Dismissal:** If a Committee member is deemed by the Chairman and Committee as failing to act in the best interests of the Club, that member may be voted off the Committee by two thirds of the rest of the Committee.
- 3.18 **Roles:** Exceptionally, with the agreement of the Committee, the Chairman may re-allocate Committee roles amongst Committee members between AGMs if he feels such a move to be in the best interests of the Club.
- 3.19 Any Committee member may hold more than one role, if suggested by the chairman and approved by the Committee.
- 3.20 A Committee member must be a member of the Club.

4. FINANCE

- 4.1 **Accounts:** Maintenance of full and detailed accounts to be the responsibility of the Treasurer who will bring a statement of current cash and bank balances, expenses incurred and expected liabilities within the current Club accounting year to each Committee meeting.
- 4.2 **Bank Accounts:** Bank Accounts and/or property to be held in the name of Stonehouse Lawn Tennis Club.
- 4.3 Current bank statements to be made available at each Committee meeting.
- 4.4 **Withdrawals:** Withdrawals (cheque and cash) will require any two of the three authorised account signatories, as determined from time to time by the Chairman with committee agreement, one of whom must be the Treasurer.
- 4.5 **Indemnity:** The Treasurer is responsible for ensuring that all officers of the Club - being the Committee members and any other persons acting on their behalf - are indemnified at all times by appropriate public and officers' liability insurance, after receiving at least three comparable quotations and agreeing with the Committee with which company the insurance policy should be taken up. The insurance certificate to be on display to the Membership at all times in the Club's premises and a copy to be kept by the Club Secretary.
- 4.6 **Financial Year:** The Club's financial year runs from 1st February until 31st January.

5. AUDIT

- 5.1 **Annual Audit:** Each year the accounts will be examined by a suitable independent firm or professional person (who shall not be connected to the SLTC or its Committee members), with a formal acknowledgement of inspection and sign-off. This firm/person is to be approved by the Committee.

6. RECORDS

- 6.1 **Minutes:** In accordance with the Chairman's requirements, the Club Secretary will maintain and distribute the Minutes of Committee meetings and of all general meetings, and will make any of these available to members on request, subject only to individuals' privacy, confidentiality and data protection requirements.
- 6.2 **Correspondence:** The Club Secretary is responsible for secure, readily accessible storage of all Club's correspondence.
- 6.3 **Membership.** The Committee member responsible for Membership is responsible for maintaining an up-to-date list of Members with copies to the Chairman and Treasurer
- 6.4 **Club Keys :** Committee member responsible for Membership is to maintain a register of key holders for all club keys, including general members' keys as per the list of Members, the tool shed, Vegetable Plots and other site keys, and files the signed undertakings from holders of toolshed keys and Vegetable Plot keys.
- 6.5 **Power Tool Operators:** The Secretary to maintain a list of Members trained and deemed competent to operate the Club's power tools.
- 6.6 **Vegetable Plot Allocation:** The Secretary to hold the Vegetable Plot allocation and Vegetable Plot waiting list for as long as the Club provides Vegetable Plot space.
- 6.7 **Financial Records:** The Treasurer to maintain records of all the Club's financial transactions for his/her period of office.
- 6.8 **Ownership:** All records held on behalf of the Club are the property of the Club and must be passed to the Chairman or to the new office holder at the end of any period of office of the Club Secretary, Treasurer or of other Committee members with specific roles.

7 Use of Club Funds

- 7.1 **Aims:** Club funds shall only be used for furthering the aims of the Club.
- 7.2 **Reimbursement:** Members/Committee members will be reimbursed to cover expenditure on the Club's behalf previously agreed by the Committee on production of valid receipt(s) which must be seen and approved by 2 authorised signatories to the Club's bank account(s). If the Treasurer is available, he should initiate the payment, otherwise it may be issued by one of the other authorised signatories.
- 7.3 **Reimbursements** will only be made by cheque or electronic transfer, to ensure a reliable audit trail.
- 7.4 **Maintenance** or other work by outside contractors only to be commissioned after agreement by the Committee, except in an emergency (safety), where any Committee member may commission remedial work, informing the Committee as soon as possible.

8 ANNUAL GENERAL MEETINGS

- 8.1 **When Called:** Will be held within three months from the end of each financial year, the date to be decided by the Committee.
- 8.2 **Notification:** Members to be notified 28 calendar days in advance of the date, time and venue by the Club Secretary upon the Chairman's request. The Chairman is responsible for the wording of the AGM Calling Notice, Agenda and all accompanying documentation.
- 8.3 **Members' proposals** for change or suggestions about Club events or management to be presented to the Secretary at least 14 calendar days in advance of the AGM.
- 8.4 The Treasurer will present yearly accounts at the AGM.
- 8.5 **Proxy voting** will be allowed on receipt by the Secretary of properly completed proxy forms within 2 calendar days of the meeting.
- 8.6 **Quorum:** A quorum will be 10% of Members, where Committee members count as Members and also provided that over 50% of Committee members are present. If the Chairman and Vice-Chairman are not present, the Club Secretary will chair the meeting: the Treasurer, if absent, will be represented by the Secretary and if the Secretary is absent, another Committee member will represent him or her, by prior arrangement wherever possible.
- 8.7 **Voting** will be by a show of hands and registration of any proxy votes; election of officers may be by ballot. If a vote is tied, the Chairman will have the casting vote.
- 8.8 Only fully paid up Members will be eligible to vote.

9 SUBSCRIPTIONS

A reminder for membership renewal and payments due will be sent out each year by the Committee member responsible for membership with or before the notice of the AGM. Renewal payments are due by 1st April. Lateness beyond 4 weeks may mean access to grounds is blocked and the imposition of a surcharge to cover administrative costs.

10 VEGETABLE PLOTS AND PLOT HOLDERS

- 10.1 **Allocation:** Vegetable Plots to be allocated only to fully paid-up Members with a prompt payment record. People on the waiting list who have failed to pay their Membership fees by the due date will be removed from the list.
- 10.2 The allocation of the Vegetable Plots to be agreed by the Committee and Vegetable Plot holders must comply with all Club and Vegetable Plot rules as set by the Committee from time to time.
- 10.3 **Annual Licence:** Allocation of Vegetable Plots is by annual license at a fee to be reviewed annually or as the committee sees fit.

- 10.4 **Limitations:** No household to occupy more than one Plot at any one time.
- 10.5 **Vacancies:** In the event that a Vegetable Plot becomes vacant, the plot, in the first instance, will be offered to existing Vegetable Plot holders as some Vegetable Plots are considered more desirable than others. Decisions about multiple interested parties will be at the discretion of the Committee and its decision will be final. On taking up the vacant Vegetable Plot, the existing Vegetable Plot is to be relinquished within 14 days. This process is to be repeated until a Vegetable Plot becomes vacant and is automatically offered to the person at the top of the waiting list. Anyone declining an offer will be removed from the waiting list.
- 10.6 **Tools:** Vegetable Plot holders are not permitted to use Club machinery or facilities to tend their Vegetable Plots nor for any non-Club purposes. Vegetable Plot holders use their own tools on Club premises at their own risk. The Club accepts no responsibility for any injury or damage inflicted as a result of the use of such tools.
- 10.7 **Pro-Rata:** Should the Committee decide to divide a Vegetable Plot, the holder of such a smaller Vegetable Plot area will be charged for his/her area on a *pro-rata* basis in relation to the current fee for a full Vegetable Plot.
- 10.8 **New Requests:** New requests to join the Vegetable Plot waiting list to be given to the Chairman in the first instance.
- 10.9 **Notice:** No Member or existing Vegetable Plot holder is entitled to a Vegetable Plot. The Committee may at any time withdraw any or all Vegetable Plot area(s). If any Vegetable Plots continue to exist in the Club grounds, displaced Vegetable Plot holder(s) would be moved to the top of the waiting list in an order determined by the Committee.

11. COMMUNICATION WITH MEMBERS

The preferred means of communication is electronic. This is in order to reduce the time and cost of distribution on paper. Members will be encouraged to give their electronic address to the Committee on joining or renewal of their annual membership. The Committee may apply a small charge to the membership account of any Member who prefers to receive information on paper. For the avoidance of doubt, whilst the Committee will make reasonable efforts to advise Members individually, notices of meetings or general notices will be deemed to have been properly given if displayed in the Club premises at least four weeks in advance of an Annual General Meeting or two weeks in advance of any other event.

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