

# **LEE ON THE SOLENT TENNIS, SQUASH & FITNESS CLUB**

## **CLUB RULES**

### **1. NAME AND OBJECTS**

- a) The Club shall be known as Lee-on-the-Solent Tennis, Squash & Fitness Club
- b) The Club shall promote tennis, squash, racketball, gym, exercise classes and other recreations and provide amenities for Members, maintain a Club House and other premises for these purposes at 41-47 Manor Way, Lee-on-the-Solent.

### **2. MEMBERSHIP**

Membership categories are stated within the Membership and Voting Categories document. All memberships changes are to be voted on and approved by a majority vote at an AGM or General Meeting.

The Management Committee are open to proposals for special circumstances.

Members have the right to attend and vote at General Meetings when aged 18 or over unless otherwise stated in the Membership and Voting Categories Document.

#### **2.1 Memberships open to New Members**

These are documented within the Membership and Voting Categories document.

### **3. SUBSCRIPTIONS**

#### **3.1 General**

- a) The rates of subscriptions shall be determined by Annual General Meeting.
- b) Annual subscriptions may be paid in full at the time of renewal on 1<sup>st</sup> April or as determined by the Management Committee / Club Secretary by annual direct debit, bank transfer, debit card, credit card, cheque or cash. They may also be paid by monthly direct debit which will incur an admin charge.
- c) New members joining part way through a membership year will pay a pro-rata subscription in that year.
- d) A rolling monthly payment option is available on certain memberships which will incur a joining fee.
- e) An admin fee will be charged whereby members downgrade membership categories after renewal and circumstances of the change will need to be referred to the Management Committee for approval
- f) An admin fee will be charged whereby members cancel a membership and rejoins within 12 months from cancellation.
- g) Please note that in electing to use monthly direct debit instalments you are agreeing to pay all twelve, even if you resign your membership before the end of the membership year.
- h) Please note that a membership will be deemed to have lapsed if a subscription remains unpaid 14 days after the due date. The club reserves the right to charge a re-joining fee for any renewal received after this date.

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## **4. ELECTION OF MEMBERS**

- a) A candidate for membership will complete a standard application form, Health and Safety form and a Direct Debit form if applicable. The names of the candidates will form part of the membership report as administered by the Club Secretary. All documents will be kept securely on the premises.
- b) Honorary Life members may be elected to membership at a General Meeting by a majority of those members present.
- c) The Management Committee may elect as a Merit Member up to 4 tennis and 4 squash players of outstanding ability where the Management Committee believes that their association with the Club will be of considerable benefit. Merit membership shall be reviewed by the Management Committee every six months and may be withdrawn at any time.

## **5. CONDITIONS OF MEMBERSHIP**

- a) Every member, on joining, undertakes to comply with the Rules, Regulations, Bylaws, Health & Safety and Fire Regulations of the Club.
- b) Any Member whose subscription is outstanding for more than 14 days shall be deemed to have retired from the Club and the club reserves the right to charge a re-joining fee for any renewal received after this date.
- c) A member's name may be restored at the discretion of the Management Committee.
- d) No Member shall in any one year be entitled to exercise any rights or privileges of Membership until the entrance fee and subscription for that year and all arrears, if any, are paid.
- e) Membership of the Club and acceptance of these Rules by the member will be deemed for the purposes of the Data Protection Act 1998 to constitute consent to holding and using relevant personal data.
- f) Every member, or the parent/guardian of a member under the age of 18, is personally responsible for ensuring that the member is physically fit to participate in sport, exercise and other activities at the Club. In particular, in relation to medical conditions such as diabetes, heart conditions, joint problems, pregnancy or medication, each member is responsible for seeking and complying with medical advice that might restrict or limit their participation in activities at the Club.

## **6. REGISTER**

A register of the names and contact details; address, phone numbers and e mail addresses, of Club Members shall be kept on the premises.

## **7. RETIREMENT**

- a) Any member wishing to retire from the Club shall notify his/her intention to the Secretary/Member Services Manager, in writing, prior to the end of his/her subscription year / rolling monthly membership.
- b) A member may be re-instated at the discretion of the Management Committee if all outstanding debts have been paid.

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## **8. THE OFFICERS OF THE CLUB AND THE MANAGEMENT COMMITTEE**

- a)** The Officers of the Club shall be President, Honorary Treasurer and Secretary.
- b)** The term of office of the President shall be three years and election to office shall be by vote at an Annual General Meeting.
- c)** The Management Committee shall consist of a maximum of 10 elected Members of the Club with a right to vote, the Honorary Treasurer and any co-opted members.
- d)** All candidates for election as Officers or to the Management Committee, other than retiring Officers and retiring Committee members, must be proposed and seconded by two Club members. The Proposer and Secunder must obtain the candidate's prior consent and must give at least seven days notice of the candidate to the Secretary.
- e)** The Management Committee shall elect a Chairman from the elected members of the Committee. The Chairman shall be responsible for calling meetings of the Committee and the Secretary shall normally give not less than five days notice of such meetings. Five members of the Management Committee shall form a quorum.
- f)** If, for any reason, a casual vacancy shall occur the Management Committee may co-opt a member to fill such a vacancy until the next following Annual General Meeting. A co-opted Member shall have full voting rights.
- g)** The Honorary Treasurer and the Secretary shall be appointed by the Management Committee. The Honorary Treasurer shall have full voting rights.
- h)** Five Members of the Management Committee shall retire every year at the Annual General Meeting and shall be eligible for re-election. Members shall, if necessary for the purpose of creating vacancies on the Committee, retire in order of election and in the case of equal periods since election the order of retirement shall be determined by lot.
- i)** The Management Committee, or any person or sub-committee delegated by the Management Committee to act as agent for the Club or its members, shall enter into contract only as far as expressly authorised by the members. No-one shall, without the express authority of the membership in a General Meeting, pledge the credit of the membership.
- j)** Every member of the Management Committee and every person or sub-committee expressly authorised by the Management Committee to act as agent for the Club shall be indemnified by the Club and the Club shall pay all costs, losses, expenses and liabilities which may be incurred by reason of any contract entered into or any act or thing done in good faith provided that such act or thing done was in accordance with the instructions of the Management Committee or of a General Meeting of the Club or was subsequently ratified by the Management Committee or the Club.
- k)** Any official of the club whose actions have not been deemed to be in the best interest of the club will not be entitled to serve on any committee or working party for the foreseeable future without approval by the Management Committee.

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## **9. SUB-COMMITTEES**

The Management Committee may appoint such Sub-Committees, each with their respective Chairman, Secretary and Terms of Reference, as it thinks fit. At least one member on each Sub-Committee must be a member of the Management Committee.

## **10. MANAGEMENT OF THE CLUB**

- a) The affairs of the Club shall be wholly managed by the Management Committee with the assistance of the Management Team. The Management Committee may make such Bye-laws and regulations as it thinks fit.
- b) It shall be the responsibility of the Honorary Treasurer to ensure that a complete and accurate account of the Club finances and budget are maintained.
- c) The Management Committee shall ensure that the Club operates in a manner that is fair and transparent to all members. Reports, minutes of meetings and decisions of the Management Committee shall be available to members for information subject to editing as necessary to avoid unauthorised disclosure of sensitive information.

## **11. CLUB PROFITS**

- a) Profits arising from the operation of the Club shall be used solely for the benefit of the Club.
- b) (b)The Club, or any part of the premises thereof, may not be sold for financial gain without the provision of equivalent alternative facilities for members, unless so resolved by at least an 80% majority of members present at a General Meeting.

## **12. AUDITOR AND ACCOUNTS OF THE CLUB**

The accounts of the Club shall be made up to the 31st December each year and shall be audited by the Auditors appointed at the preceding Annual General Meeting.

## **13. GENERAL MEETINGS**

- a) The Management Committee and the Auditors for the ensuing year shall be elected by vote at the Annual General Meeting. No other business, except such items as the Management Committee may order be placed on the agenda, shall be discussed at such meeting unless seven days written notice of the item proposed has been given to the Secretary.
- b) The Management Committee may at any time call a General Meeting for specific business and only such specific business shall be discussed.
- c) An Extraordinary General Meeting shall be called within 21 days of a requisition signed by not fewer than 25 members. Such a requisition must be made in writing to the Secretary and the reasons for it must be stated.
- d) The posting of a notice on the Club Notice board calling for a General Meeting 14 days before the meeting shall be deemed to give sufficient notice to members.
- e) 40 members shall form a quorum at General meetings.
- f) The chairman at the General Meeting or at any meeting of the Management Committee or Sub-committee shall have a casting vote in favour of the status quo in the event of an equal division of votes.

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## **13.1 Postal Votes**

Members eligible to vote who are not intending to attend a General Meeting of the Club can vote on matters proposed to that General Meeting by specifying their vote on any proposal in writing by a simple statement of 'in favour' or 'not in favour'. Votes made in writing may be either:

- a) Handed to the Secretary at Lee-on-the-Solent Tennis, Squash and Fitness Club, 41-47 Manor Way, Lee-on-the-Solent, Hampshire PO13 9JQ; or
- b) Posted to the Secretary at Lee-on-the-Solent Tennis, Squash and Fitness Club, 41-47 Manor Way, Lee-on-the-Solent, Hampshire PO13 9JQ; or
- c) Emailed to the Secretary at info@lostclub.co.uk; or
- d) Text to the Secretary (the Club will send a text to all members using an automated system which may be replied to) .

In order to be valid, votes cast in any one of these ways must arrive by 23.59 on the date falling four days prior to the date scheduled for the General Meeting. If multiple written votes are received from a member on the same proposal, then the Secretary will take the last written vote received prior to the deadline time as being the valid vote for that member on that proposal. Votes cast in any one of these ways would be counted as if the member concerned was present at the meeting.

Members attending the General Meeting having previously voted in writing on a proposal to be discussed at that meeting must notify the Chairman / Secretary at the start of the meeting that they are attending the meeting in person and their written vote(s) will then be disregarded. A member who has submitted a written vote and then fails to notify the Chairman / Secretary of their attendance at the meeting before the relevant vote is taken will not be allowed to vote in person at the meeting and their written vote will be taken as their valid vote on the proposal.

The member's vote cannot be altered by any other person and if sent by email or text, must only be from an account or telephone number registered with the club as that persons email account or telephone number.

## **14. TRUSTEES**

- a) There shall be not more than four nor less than two Trustees of the Club.
- b) The Trustees shall be Club Members, elected by the members, at the Annual General Meeting.
- c) The Trustees shall hold office until death or resignation unless removed by a resolution carried out by a two thirds majority of the members present at the Annual General meeting.
- d) Any casual vacancy in the Office of Trustee may be filled by the Management Committee and the person so nominated shall hold office until the next Annual General Meeting after such appointment. This Trustee shall then retire but may be re-appointed by the members at such meeting.
- e) The Trustees shall be ex-officio members of the Management Committee. Unless they are elected members of this Committee, they shall have no vote.
- f) The property of the Club shall be vested in the Trustees for the duration of the Club.
- g) The Trustees shall deal with the Club property as directed by resolution of the Management Committee (of which an entry in the Minute Book shall be conclusive evidence)
- h) The Trustees shall be fully indemnified out of Club property against all risks and expenses incurred in the performance of their duties.

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## **15. PURCHASE AND SUPPLY OF EXCISABLE GOODS**

The purchase for the club of excisable goods and the supply of the same upon Club premises shall be exclusively and solely under the control of the Management Committee.

- a) Intoxicating liquor may only be sold for consumption on the club premises to persons over the age of 18 who are entitled to the use of the Club premises in pursuance of the Rules, Bye-laws and Regulations for the time being in force.
- b) Subject to the requirements of the licensing authorities, the Committee shall cause the Club Bar to be opened at convenient times (and such times shall be prominently exhibited in the club premises) for the sale of excisable goods to persons who are entitled to use the premises of the Club in pursuance of these rules **provided that** names and addresses of guests and the name of the Member shall have been entered in the Visitors Book upon entry to Club premises.
- c) No person shall take a commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the sale of such goods shall (after deduction of the costs or providing such goods for the benefit of the Club) be applied to the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.
- d) Proper accounts of all purchases and receipts shall be kept and presented at the Annual General Meeting in each year and such information as the Honorary Treasurer or Auditors may require shall be furnished to enable any statutory return or statement and the payment of excises or other duty or tax to be made

## **16. ALTERATION OF THE RULES**

The Rules of the Club may only be altered at a General Meeting of the Club by a two-thirds majority of Members present. Full details of any proposed alteration to these rules, together with a rationale for the change, shall be included in the notice calling the meeting.

## **17. LIABILITY**

Members shall take all reasonable steps to safeguard their property whilst on Club premises. Members shall comply with the Rules of the Club, Bylaws, Health & Safety and Fire Regulations of the Club. Members shall participate in sport and other activities at the Club with all due care and consideration to minimize the risk of injury to themselves or to others. Neither the Club nor any Officer or Member thereof will be liable for any loss, injury or death unless it is directly caused by the action or negligence of an Officer, Employee or Member.

## **18. BORROWING POWERS**

If at any time the Club in General Meeting passes a resolution authorising the Management Committee to borrow money:

- a) The Management Committee may borrow for the purpose of the Club the amount of money (either at one time or from time to time) and at the rate of interest in the form and manner and upon the security specified in the resolution, and
- b) The Trustees must at the direction of the Management Committee make any disposition of the club property or any part of it and enter into any agreement in relation to the Club property as the Management Committee thinks proper to give security for the loan and interest.



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- c) Every member of the Club, whether voting on a resolution authorising borrowing or not, and everyone becoming a member of the Club after passing of such resolution is deemed to have assented to the resolution as if he had voted in favour of it.

## **19. NOTICE**

- a) The Secretary may serve formal notice to a Member by prepaid letter addressed to a Member at the last address provided by the Member to the Club and shall be deemed to have been received 48 hours after posting except for addresses outside the United Kingdom. Members must inform the Club of any change to their permanent address.
- b) If any notice or other information is left by the Club at the intended recipient's usual address, it is treated as being received on the day it was left.
- c) If any other information is sent by post, it is treated as being received 48 hours after it was posted. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system postage paid.

## **20. DISSOLUTION**

- a) A resolution to dissolve the Club shall be proposed only at a General meeting and shall be passed only if carried by a majority of at least 80% of the Members present and voting.
- b) In the event of the Club being wound up, each member shall be liable for the payment of a sum not exceeding £5.00 towards the liabilities of the Club if required
- c) The dissolution shall take effect from the date of the resolution and the members of the Management Committee in conjunction with the Club Trustees shall be responsible for the winding-up of the assets and liabilities of the Club.
- d) Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall be distributed among the voting members of the Club.

## **21. GENERAL**

- a) Pets, other than registered assistance dogs may not be brought into the Clubhouse.
- b) Except for fixed CCTV cameras used by the Club for security, health & safety and management of the facilities, taking of photographs or recording videos on Club premises is not permitted without prior informed consent of the individual subject(s). In the case of young people under the age of 18, consent must be obtained from parent(s), legal guardian or carer and be registered with the Club.
- c) Clothing and footwear that is suitable and appropriate to the sport or activity being undertaken must be worn whilst on the Club premises.

## **22. DISCIPLINE**

- a) Members, guests and visitors shall conduct themselves in a quiet and well-mannered fashion that will not disturb or impair the use and enjoyment of the Club by any other person.
- b) The Management Committee has the power to suspend for a period not normally exceeding three months (unless voted upon and agreed that there

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are extreme circumstances that warrant a longer period), the membership of any member whom it considers guilty of a breach of the Rules or Bylaws, or of misconduct or offensive behaviour to any other member, visitor or employee, whether on the Club's premises or elsewhere. A suspended member shall not be entitled to any of the rights or privileges of Club membership but shall remain liable to pay the subscription. Any appeal shall be submitted to the Chairman of the Management Committee within seven days following notification of the decision.

- c) The Management Committee is empowered to decide on expulsion of a member after giving the Member the opportunity of explaining or withdrawing from the Club. The Committee shall expel a Member if a two-thirds majority of those present vote for expulsion. Any member so expelled shall have the right to appeal to an Extraordinary General Meeting to be convened within 21 days of the expulsion when a majority of those present shall be required to confirm the expulsion. If an expulsion is not confirmed the Member shall be reinstated. An expelled member shall not be admitted into the Club premises as a guest or otherwise and shall not be eligible for re-election.

## **23. GUESTS AND VISITORS**

- a) Any member, other than members under the age of 16 may introduce guests, who will be the member's responsibility, provided that the member signs and enters their membership number in the Visitors Book, the guest completes the signing in form, and all guest fees are paid.
- b) No person shall be introduced as a guest or visitor more than seven times in any one year or more than twice in any one month.
- c) Members must accompany their guest at all times, and the Member who brings the guest remains responsible for their guest's conduct whilst they are in the Club.
- d) The Duty Manager or Management Committee may decline to admit as a guest any person who is indebted to the Club or for any other reason.
- e) Competitors in any Open Tournament and members of any visiting club or team officially invited by the Club to participate in a match or event are considered to be guests of the Club on the day (or days) of the match or event.
- f) Guests and visitors to the Club must comply with relevant Bylaws and regulations whilst on the Club's premises
- g) Visitors may be permitted to use certain Club facilities by prior arrangement or appointment at the discretion of the Club, subject to payment of a visitor fee and completion of a visitor signing-in form.

## **24. CHILDREN**

Children under the age of 10 must be accompanied by a parent/legal guardian or a nominated responsible adult when entering and leaving the Club premises. Children under the age of 10 must be under direct adult supervision at all times whilst on the Club premises.



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## **VERSION HISTORY**

Version	Changes Made	Author	Date	Date Approved
20	Section 2 title & rewording of section 2 and 2.1 Removal of 2.1a to 2.1l Removal of 2.2, 2.3, 2.4 Addition of the rolling monthly payment option to 3.1b Removal of 3.2, 3.2.1, 3.2.2, 3.2.3, Rewording of section 4a as new process for new members is in place Removal of 4e,f,g as this process is obsolete Addition of rolling monthly membership to 7a	Sarah Pearse	12/11/2019	
20.1	Following GM on 27/11/2019 and discussions with Man Comm Section 2 – addition of changing memberships at GM Addition of section 13.1 to allow for Postal votes	Sarah Pearse	15/12/2019	
20.2	Finalised following Man Comm meeting on 30.01.20	Sarah Pearse	30/01/2020	
20.3	Return rules to original version as AGM postponed in March 2020 due to COVID-19	Sarah Pearse	March 2020	
20.4	Addition of section 13.1 to allow for temporary postal votes due to COVID-19	Sarah Pearse	16/07/2020	
20.5	Changing section 13.1 from temporary to permanent for rule changes – PRE Nov 2020 AGM	Sarah Pearse	18/10/2020	
20.6	Permanent change to 13.1	Sarah	18/11/2020	04/11/2020

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	following AGM on 4/11/20	Pearse		
21.0	Changes made for Man Comm meeting	Sarah Pearse	06/01/2021	
21.1	Changes following Man Comm meeting Changes to wording of section 2 and 2.1 Removal of sections 2.1a – 2.1l Removal of section 2.2,2.3,2.4 Additional wording to section 3.1b Removal of quarterly from 3.1b Removal of 3.1d re Part time members New wording for 3.1d to add in rolling options Add in sections 3.1e – 3.1h Removal of sections 3.2, 3.2.1, 3.2.2 , 3.2.3 Rewording of section 4a as new process for new members is in place Removal of 4c, 4e,f,g as this process is obsolete Amend original 4d re merit members to new 4c Amend 5b Additional of rolling membership to 7a Section 8 , 8k added Rewording of section 22b Rewording of section 23a	Sarah Pearse	20/01/2021	
21.2	Rewording of section 23a and added back in 'other than'	Sarah Pearse	11/02/21	
21.3	Document approved following GM on 18/02/21	Sarah Pearse		18/02/21