

Rules of Princes Risborough Lawn Tennis Club Limited



RULE 1: NAME AND OBJECTS

The Society shall be called “The Princes Risborough Lawn Tennis Club Limited” and its objects shall be to carry on the business of a sports club in Princes Risborough.

RULE 2: REGISTERED OFFICE

The registered office shall be at the premises of the Club at New Road, Princes Risborough, Bucks, or at an alternative address as determined by the Committee. In the event of any change in the situation of the registered office, notice of such change shall be sent within 14 days thereafter to the Financial Services Authority in the form prescribed by the Treasury regulations.

RULE 3: USE OF NAME

The Society shall be commonly known as “Princes Risborough Lawn Tennis Club” or the abbreviation “PRLTC”. The name of the Society shall be clearly displayed outside every place in which the business of the Society is carried out. The name shall be mentioned in all official publications of the Society, all correspondence, cheques and invoices.

RULE 4: MEMBERSHIP

The Committee shall have the power to refuse membership; the Committee shall not be required to make known the reasons for any refusal of membership.

Each member agrees as a condition of membership to be bound by and subject to the Rules of Princes Risborough Lawn Tennis Club Limited and to the Rules and Disciplinary Code of the Lawn Tennis Association.

The Committee shall have the power to expel a member if they believe that the person is not suitable for membership. The Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this rule.

Members have the right to appeal to the Committee and to represent themselves at any subsequent hearing.

The Committee shall have the authority to offer Honorary Memberships as either:

1. Honorary Lifetime Membership - which shall exist for the member's lifetime and shall not be transferable
2. Honorary Annual Membership - which shall exist only for the duration of one membership year, or
3. Honorary Social Membership - which shall exist for the member's lifetime but will not entitle the member to any shareholding or voting rights, and shall not be transferable

All forms of Honorary Membership must be ratified at an AGM or EGM by a 75% majority vote of the adult members present.



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RULE 5: SUBSCRIPTIONS

The subscriptions payable by members and visitors fees shall be set annually by the Committee. Once a subscription has been paid, no part of it shall be refunded when a member leaves or for any other reason.

The season shall commence from 1st May and subscriptions shall be due from the same date. If a subscription remains unpaid for two months then the membership is deemed to have lapsed. Members joining in the middle of a season will pay a pro-rata rate for the months remaining until renewal.

Visitors may be permitted to play on the courts no more than three times in any one year.

RULE 6: SHARES

The assets and liabilities of the Society are held equally by the shareholders.

Each adult member of the club who has paid the annual subscription for the current year is deemed to hold one share in the Society. 'Husband and Wife' and 'Family' memberships entitle two adults to each hold one share.

Any member who leaves the club for any reason, or becomes bankrupt or dies shall immediately cease to be a shareholder. Shares are not transferable.

The Committee shall keep a register of members who are shareholders.

RULE 7: INSPECTION OF BOOKS

Any adult member or person having an interest in the funds of the Society shall be allowed to inspect the register of shareholders at the registered office of the Society, or at any place where they are kept, subject to such regulations as to the time and manner of such inspection as may be made from time to time by the general meeting of the Society.

RULE 8: MEETINGS

An annual general meeting shall be held once a year. An extraordinary general meeting shall be held when the Committee think fit or whenever ten members so request in writing to the Committee. 14 days written notice of the general meeting shall be given to the members, specifying full details of the time and place of the meeting and the general nature of the business for which it is convened. The accidental omission to send notice to, or the non-receipt of any notice by any member, shall not invalidate the proceedings at that general meeting.

Resolutions shall be decided on a show of hands unless it is the wish of the meeting to conduct a full poll of all members. In the case of equality of votes, the chairman of the meeting shall have second or casting vote.

No business shall be transacted at a general meeting unless a quorum of ten members is present when the business is considered.



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RULE 9: OFFICERS AND COMMITTEE

The Society shall be governed by the Chairperson, Treasurer, Secretary and a Committee of a maximum of nine members, all to be elected annually at the Annual General Meeting. The Committee shall have power to add to its number by co-option.

Any member may be nominated for election to the Committee at the AGM with one seconder. A vote shall then be taken for each Committee member if deemed necessary. At the end of each year the Committee shall cease and individuals shall seek re-election as above.

In case any Officer shall die, resign, be removed, or become unfit to act, the Committee may at any time appoint a person to fill the vacancy until the next Annual General Meeting.

The Society agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to the Rules of Princes Risborough Lawn Tennis Club Limited, and to the Rules and the Disciplinary Code of the Lawn Tennis Association.

An Officer or Member of the Committee may be removed by a 75% majority vote of the members present at a general meeting called for the purpose.

RULE 10: AUDIT

Each year at a general meeting the members of the Society shall decide the form of audit and may disapply the requirement to have a Full Professional Audit by a resolution of those members present. Any such resolution to change the audit requirement shall require a vote in favour of at least 75% of the members present.

Should the members decide that unaudited accounts are produced then the revenue account and balance sheet must be signed by the Secretary and two Committee members of the Society.

However if no alternative resolution is passed a Professional Audit shall apply.

RULE 11: ANNUAL RETURN TO FINANCIAL CONDUCT AUTHORITY

The Secretary shall send to the Financial Conduct Authority once in every year, not later than 30th September:

1. An annual return relating to the Society's affairs for the period
2. A copy of the report of the auditor on the Society's accounts for period (if applicable)
3. A copy of the income and expenditure account and each balance sheet made during that period
4. Any report of the auditor on that balance sheet (if applicable)

However in the event of unaudited accounts being required then only the annual return, income and expenditure account and balance sheet (duly signed) shall be sent.

The annual return shall be made up for the period beginning with the date to which the Society's last annual return was made up, and ending with the date of the last balance sheet published by the Society.

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The annual return must be made in the form prescribed by the Financial Conduct Authority, and contain such particulars as may from time to time be required by the return.

RULE 12: COPIES TO MEMBERS

A copy of all documentation contained in the return shall be supplied on the written request of an adult member or person interested in the funds of the Society, at a nominal cost.

RULE 13: APPROVAL OF SALES AND PURCHASES

Any purchase of land or buildings, or sale, charge, mortgage of any part of the freehold of the Society must be approved by a 75% majority vote of adult members present at an extraordinary general meeting called for the purpose.

RULE 14: BORROWING POWERS

The Committee may obtain advances of money from members and others for the purposes of the Society and may secure the repayment thereof by mortgages or charges on any of the Society's property.

The total amount of money owed at any one time must not exceed £50,000.00.

The interest on any loan, other than from the Society's bankers or a mortgage from a bank or building society, must not exceed two per cent per annum above Lloyds Bank plc base lending rate.

The Society may receive donations towards the work of the Society from any person, whether a member or not.

RULE 15: APPLICATION OF PROFITS

The profits of the Society shall be applied to the repayment of loans, and to the furtherance of the objects of the Society, as determined by the Committee from time to time.

RULE 16: INVESTMENT

Any funds not required for immediate use or to meet the usual accruing liabilities shall, with the approval of the Committee and a 75% majority vote of the adult members present and entitled to vote at an extraordinary general meeting called for the purpose, be invested in any manner provided by the Committee for the benefit of the Society or in any manner provided by Section 31 of the Industrial and Provident Societies Act 1965.

RULE 17: STATUTORY APPLICATIONS TO THE FINANCIAL SERVICES AUTHORITY

It shall be the right of one-tenth of the whole number of adult members, each of whom has been a member of the Society for not less than 12 months immediately preceding the date of the application, to apply to the Financial Services Authority, in the form applied by Treasury Regulations:



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- to appoint an accountant or actuary to inspect the books of the Society and to report thereon, pursuant to Section 47 (1) of the Industrial and Provident Societies Act 1965
- to apply for the appointment of an inspector or inspectors to examine the affairs of the Society and to report thereon, or to apply for the calling of a special meeting of the Society

RULE 18: DISSOLUTION

The Society may at any time be dissolved by the consent of 75% of the adult members, testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations, or by winding up in the manner provided by the Industrial and Provident Societies Acts.

RULE 19: SEAL

The Society shall have its name engraved in legible characters on a seal, which shall be kept in the custody of the Treasurer and shall be used only under the authority of a resolution of the Committee.

RULE 20: COPIES OF RULES

It shall be the duty of the Secretary to deliver to any member on demand a copy of these rules on payment of a nominal sum.

RULE 21: AMENDMENTS TO THE RULES

No additions, amendments or deletions shall be made to these rules without approval of 75% of the adult members present at a general meeting called for that purpose.

No changes are valid until registered with the Financial Services Authority.

RULE 22: AFFILIATION TO OTHER ASSOCIATIONS

The Society shall comply with the rules of the Lawn Tennis Association and Bucks Lawn Tennis Association. The Committee may affiliate the club to any association and society.

RULE 23: CLOTHING

Players are required to wear recognised tennis clothing and shoes. Training shoes are not to be worn on the court.

RULE 24: POLICIES

The Society has written and adopted a number of policies to assist in the professional management of the club and its activities. All members of the Committee are made aware of these policies on an annual basis at the first meeting after the AGM, and this will be minuted by the Secretary.

Copies of all the Society's policies are available to members in the clubhouse, via the website and on request from the club secretary.



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RULE 25: BRITISH TENNIS MEMBERSHIP

Upon joining the Society, the club will register all members (adult and junior) with the Lawn Tennis Association's British Tennis Membership scheme for as long as this remains free of charge. This will ensure members receive communications direct from the LTA and will enhance the club's allocation of Wimbledon tickets (subject to the members "opting-in" - see Rule 26).

Any member who does not wish to be registered as a member of British Tennis must inform the Membership Secretary upon joining the club; members who do not specify otherwise will automatically be registered with British Tennis.

Should any member wish to cancel their membership of British Tennis, or wish to change any of their personal details, they must do this themselves via the LTA website or by contacting the LTA head office.

The Society agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Society will be required, as a condition of such use, to agree to be bound by and subject to the Rules of Princes Risborough Lawn Tennis Club Limited and to the Rules and the Disciplinary Code of the Lawn Tennis Association.

RULE 26: WIMBLEDON TICKETS

The club receives an allocation of Wimbledon tickets each year from the Lawn Tennis Association; the number of tickets received is determined by the Lawn Tennis Association and is dependent on the number of British Tennis members in the club who have "opted-in" to the Wimbledon ballot via their profile on the LTA website.

Tickets are allocated in pairs via a ballot, which takes place at the Annual General Meeting in April or early May each year.

All members (adult and junior) who are registered as British Tennis Members are entitled to enter the ballot provided they have "opted in". However, members are not automatically included in the ballot. Members may request inclusion in the ballot by either:

- attending the Annual General Meeting
- sending their apologies for not attending the AGM via the club secretary or any other member who is attending the AGM, or
- adding their name to a list which will be displayed in the Clubhouse prior to the AGM

A maximum of one pair of tickets will be allocated per household. In the case of more than one member living at the same address, all those members will be entered into the ballot (subject to the rules detailed above) but once one of those members has been drawn, the other members will be invalid.

At least two pairs of tickets will be allocated to members of the club Committee. If the ballot does not result in two members of the Committee being allocated tickets, a separate ballot will take place to determine which Committee member(s) are to be allocated tickets.



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Those members who are successful in the ballot will be offered a choice of the tickets allocated to the Club by the Lawn Tennis Association:

- winners who are in attendance at the AGM will have first choice from all tickets available, in the order in which the members were drawn from the ballot
- winners who are not in attendance at the AGM, or who could not make a choice at the AGM, will be offered the choice of the remaining tickets, in the order in which the members were drawn from the ballot
- if any tickets remain unallocated, those tickets will be offered to the reserve list, in the order in which the members were drawn from the ballot
- if any tickets still remain unallocated, they will be offered to Committee members or key volunteers of the club who have not already been allocated tickets, at the discretion of the Committee

Members who are successful in the club ballot will be entered onto the LTA website, from which point all correspondence regarding payment and distribution of tickets will be between the LTA and the member direct; the club will not be involved.

Members who do not pay for their tickets within the timescale set by the LTA will forfeit the right to their tickets and the tickets will be returned to the club for reallocation to the reserve list or at the discretion of the Committee.

If a member subsequently finds they cannot use the tickets, they must return them to the club to be reallocated to the reserve list or at the discretion of the Committee.

Signed by:

_____ Chairman

_____ Secretary

Dated: _____

