

Clontarf Parish Lawn Tennis Club



Clontarf Parish Tennis Club

St. John's Church Parish Centre,
Seafield Road, Dublin 3

Rules of Clontarf Parish Tennis Club

Clontarf Parish Lawn Tennis Club

Table of Contents	Page
Rules of Clontarf Parish Tennis Club	1
Name	3
Purpose.....	3
Membership	3
Election of Members.....	5
Visitors to the club	6
Entrance Fee and Subscriptions	6
Determination of Fees and Subscriptions	6
Payment of Subscriptions	8
Resignation/Expulsion of Members	9
General Meetings	10
Proceedings at General Meetings.....	12
Votes of Members at General Meetings.	14
The Committee.	14
Proceedings of the Committee	17
Finance.....	20
Alterations of Rules	21
Indemnity	22
<u>Wind-up of the club</u>	<u>22</u>

Name

1.

The Club shall be called <Clontarf Parish Lawn Tennis Club> and is hereinafter referred to as “The Club”

The Club operates under licence from the Select Vestry and under the will and favour of the Parish.

Purpose

2.

The purpose of the Club shall be the encouragement, promotion, advancement and organisation of the game of lawn tennis and to engage in other recreational, social and community activities as the interest of its members dictate.

Membership

3.

The Rector of Clontarf Parish for the time being shall be an ex-officio Honorary Member and President of the Club.

Membership in The Club shall be accorded to any applicant subject to Rules 4 to 6 without regard to age, sex, colour, creed, nationality or political affiliation.

The Committee shall establish a membership fee structure for six (6) categories of membership. Subscriptions shall be payable annually in respect of the year commencing April 1st.

The Membership of the club shall consist of

- a. An **Adult Member** shall be defined as a person of either sex aged eighteen (18) years or over as of March 31st of the immediate prior

Clontarf Parish Lawn Tennis Club

subscription year and who was a member in good standing during that year.

- b. A **Junior Member** shall be defined as a person of either sex under the age of sixteen (16) years of age as at March 31st of the immediate prior subscription year who was a Junior member in good standing during that year.
- c. A **Family Membership** shall be defined as a family consisting of one or two adult members plus up to three natural, foster or adopted children under the age of eighteen (18) years of age as at March 31st of the immediate prior subscription year and who were all registered with The Club as a family membership in good standing during that year.
- d. A **Junior 16 Member** shall be defined as a person of either sex aged 16 and under 18. They are entitled to play at the Senior Club.
- e. A **Student Member** shall be defined as being the same as full Senior Membership with full voting rights, however a concession on fees will be offered, to be determined by the Committee and only available to fulltime students who produce accredited evidence of their full time student status
- f. A **Pavilion Member** shall be defined as a non-playing member aged 18 or over with no voting rights, wishing to enjoy the social facilities of the Club.
- g. Honorary Members.

Election of Members

4.

The election of all members except Honorary Members shall be by ballot of the committee and shall take place at such times, as the Committee shall see fit.

When a candidate has been duly elected notice to that effect shall be sent to him/her with a copy of the Rules of the Club.

5.

No person shall be considered a member until the entrance fee (if any) and annual subscription have been paid.

On payment of subscription and any entrance fee, each member submits themselves to the Rules of the Club and to all other rules and byelaws and regulations of the Club.

6.

Every candidate for membership shall be proposed by one Senior member and seconded by another such member and the name and address details of such candidate along with the names of the proposer and seconder shall be provided to the membership secretary.

7.

Honorary Members shall be elected only at a General Meeting of the Club.

No person shall be allowed to become an Honorary Member except such person (being eligible to be an Adult Member) as the Committee shall recommend for election as an Honorary Member on the grounds of services to the Club or special distinction in the game of lawn tennis club.

On being elected each Honorary Member submits him/herself to the rules of the Club and to all other regulations and byelaws of the Club and is entitled to the full rights of membership.

Honorary Members may also be elected to the position of Honorary Vice-President in recognition of outstanding service to the Club and Committee over an extended period of time.

The number of such Honorary Vice-Presidents shall not exceed 6 at any one time.

Such appointment may be terminated only by resignation or by a motion, supported by a majority at the General Meeting, to withdraw the appointment.

8.

No person shall be allowed to become Honorary or Temporary Members of the Club or be relieved of the payment of a regular entrance fee or subscription, except those possessing certain qualifications defined in these Rules and subject to conditions and regulations prescribed herein.

Visitors to the club

9.

Senior members may introduce playing visitors provided that the visitor shall play with the member that introduces the visitor, subject to payment of Visitor's Fee as determined by the Committee

A junior member cannot introduce visitors to the club; however the Committee may at its sole discretion waive this rule for suitably qualified junior members.

10.

Honorary Members may introduce non- playing visitors to the club. Only Senior members may introduce non-playing visitors to the Parish Centre.

11.

The Committee may prohibit the admission of any visitor to the Parish Centre and no member shall bring any person whose admission is prohibited in to the Parish Centre.

12.

Members introducing visitors shall be responsible for the conduct of such members and shall make good any damage caused by such visitors.

The same playing visitor may not be introduced more than 4 times in any one year.

Entrance Fee and Subscriptions

Determination of Fees and Subscriptions

13.

Clontarf Parish Lawn Tennis Club

The entrance fee of all members shall be such sums as the Committee may from time to time determine.

The Committee may for special reasons temporarily suspend the payment of entrance fees.

The annual subscription and any levy, for all members shall be such sums as may from time to time be recommended by the Committee and adopted by resolution passed at the General Meeting of the Club and a majority of the members eligible to vote and present and voting at such meeting shall be sufficient for the adoption of such resolution.

No alteration shall be made to any current rate of subscription and any levy except on the recommendation of the Committee and adopted by a resolution of a General Meeting of the Club convened for the purpose after due notice given as prescribed by these rules, and a simple majority of the members eligible to vote and present and voting at such meeting shall suffice for the adoption of such resolutions.

Payment of Subscriptions

14.

All subscriptions and levies are due and payable in advance on the 1st day of April or on such other date or dates as may be recommended by the Committee and adopted by a General Meeting of the Club duly convened in accordance with the provisions of these rules.

The Committee shall have power further to determine the manner in which subscriptions and levies shall be payable by instalment or otherwise and shall also have the power to vary the amount of the entrance fee payable by a newly elected member.

A member whose subscription and levy is in arrears for more than 2 months from the date when the same became due and payable shall cease to be a member of the Club but shall be eligible for re-election without the payment of entrance fee or payment of all arrears and a fine of €25 provided there is a vacancy in the club membership.

The Committee shall have the power to suspend this rule regarding cessation of membership due to non-payment of subscription and levy upon the delay in payment being accounted for to the satisfaction of the Committee.

Resignation/Expulsion of Members

15.

Any member may resign his/her membership by giving to the Secretary notice in writing to that effect.

Every such notice shall, unless otherwise expressed, be deemed to take effect as from the first day of the month following the receipt thereof.

The Committee shall have the power to determine the amount of any outstanding subscription and levy payable by a member who resigns.

The Disciplinary Committee of the Club shall have the power to expel, suspend or discipline, which power shall, but without prejudice to the generality of the foregoing, include inter alia, the power to advise, admonish, censure, fine, disqualify or otherwise discipline any member.

Before a member is advised, admonished, censured, fined, disqualified, suspended, expelled, or otherwise disciplined by the Disciplinary Committee, the members alleged infringement, alleged conduct or alleged non-payment shall be inquired into by the Disciplinary Committee and the member shall be given full opportunity to defend, justify or explain his/her conduct and, in the case of a personal appearance, to have with him/her such representation as is deemed appropriate by the Disciplinary Committee.

If a majority of the Disciplinary Committee present when the matter is enquired into is of the opinion, having afforded the member the full opportunity as aforesaid that the member there rules or byelaws drawn up under the rules, or behaved in a manner likely to bring the Club into disrepute or has failed to discharge sums due to and owing to the Club and that the member has failed to explain it satisfactorily, the Disciplinary Committee shall then, without prejudice to the provisions of rule 14 thereof, on a simple majority vote, be entitled to, and at its complete discretion, advise, admonish, censure, fine, disqualify, suspend, expel or otherwise discipline

such member and shall so advise such member of its decision, in writing, within 7 days.

16.

In the event of the Disciplinary Committee exercising its entitlement to advise, admonish, fine, censure, disqualify, expel, suspend or otherwise discipline any member then such member shall have the right to appeal such decision to the Committee, provided that no person shall consider any matter on which he has previously adjudicated.

Such appeal shall be made to the Hon. Secretary of the Club within 14 days of receipt of the Disciplinary Committee's decision.

The Committee can uphold, revoke, suspend or otherwise vary or alter such decision and make provisions for the costs and expenses of such appeal at its discretion.

17.

Any member expelled in accordance with these rules, or otherwise ceasing to be a member of the Club, shall forfeit all rights to, or claims upon the Club or its property or funds, as he/she would have by reason of membership.

During a period of suspension a suspended member may not enter the Club grounds or take part in any Club activities and such member shall not be entitled to any refund of subscription and levy for the period of time covered by such suspension.

General Meetings

18.

All General meetings of the Club shall be held in the Parish Centre, or within a maximum of 2.5 km of the Club premises, at such time and place as the Committee shall appoint.

Clontarf Parish Lawn Tennis Club

19.

a.

The Club shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meeting as such when calling it; and there shall be no less than 11 months and no more than 15 months between the date of one Annual General Meeting and that of the next.

b.

The Annual General Meeting shall be held at such a time and such a place as the Committee shall appoint.

20.

All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

21.

The Committee may whenever it thinks fit, convene an Extraordinary General Meeting. The Hon. Secretary shall arrange to convene an Extraordinary General Meeting at a date and time to be decided by the Committee, within 28 days of a receipt of a requisition duly signed by 25% fully paid up senior members, specifying the exact nature of the business and/or resolution to be considered at such meeting.

22.

All General Meetings shall be called by at least 14 days notice in writing or by electronic media. The notice shall be exclusive of the day in which it is served and or deemed to be served and of the day from which it is given and shall specify the day and the hour of the meeting and in the case of special business, the general nature of the business shall be given as hereinafter mentioned, to such persons as are, under the rules of the Club, entitled to receive such notices from the Club. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice, shall not invalidate the proceedings at that meeting.

Proceedings at General Meetings

27.

Amongst the business to be transacted at the Annual General Meeting shall be consideration of the Hon. Secretary's report, the consideration of accounts and balance sheet for the preceding year, the appointment of Hon. Auditors, the election of Officers, the election of the Committee and the consideration of any proposed rule changes. Also to be considered shall be the consideration of any special resolutions, which the Committee resolve, in its sole discretion, at a duly convened meeting of the Committee, to place on the Agenda for such meeting. The only business transacted at an Extraordinary General Meeting shall be the consideration of such resolution or resolutions as from the published Agenda for such meeting.

28.

No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided 15% of members present in person shall be a quorum.

29.

If within half an hour from the time appointed for the Meeting a quorum is not present, the Meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Committee may determine, and if at any adjourned Meeting, a quorum is not present within a half an hour from the time appointed for the Meeting, the members present shall be a quorum. At all General Meetings of the Club, the chair shall be taken by the President, or in his or her absence by the Chairman or in his or her absence by the Gents' Captain or Ladies' Captain or in his and her absence by a member selected by the Committee.

30.

The Chairman may with the consent of any Meeting at which a quorum is present (and shall, if so directed by the Meeting) adjourn the Meeting from time to time and

Clontarf Parish Lawn Tennis Club

from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

31.

At any General Meeting a Resolution put to the vote of the Meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded (a) by the Chairman or (b) by at least 25% members present in person. Unless a poll is so demanded, a declaration of the Chairman that a Resolution has on a show of hands, been carried, or carried unanimously or by a particular majority, or lost, and entry to that effect made in the book containing the Minutes of proceedings of the Club, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded of or against the Resolution. The demand for a poll may be withdrawn.

32.

Except as provided in rule 34 if a poll is duly demanded it shall be taken in such a manner as the Chairman directs with the agreement of a majority present at the meeting, and the result of the poll shall be deemed to be a Resolution of the Meeting at which the poll was demanded.

33.

Where there is an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to and shall exercise a second or casting vote.

34.

A poll demanded on the election of a Chairman, or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such a time as the Chairman of the meeting directs, and any business other than that upon

which a poll has been demanded may be proceeded with pending the taking of the poll.

Votes of Members at General Meetings.

35.

Each individual who is a member or Honorary Member (Temporary, and Junior Members excepted) shall have one vote only at General Meetings (subject to provision of rule 33). No resolution or proposal at such meetings shall be deemed to be carried unless a majority of those present and voting support it.

36.

No member with voting rights shall be entitled to vote at any General Meeting unless all moneys immediately payable by him or her to the Club have been paid.

37.

No objection shall be raised to the qualification of any voter except at the Meeting or adjourned Meeting at which the vote objected to is given or tendered and every vote not disallowed at such Meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairman of the Meeting whose decision shall be final and conclusive.

38.

Votes must be given personally.

The Committee.

39.

The affairs of the Club shall be managed by the Committee as hereinafter provided for.

40.

The Committee of the Club shall consist of the Officers of the Club, 4 members of the Club elected as herein provided, and a member of the Select Vestry nominated by the Select Vestry as Representative to sit on the Committee.

Clontarf Parish Lawn Tennis Club

The Officers shall consist of President, Chairman, Gents' Captain, Ladies' Captain, Hon. Secretary / Membership Secretary, Hon. Treasurer, Player Development Officer and Junior Club Officer

No person shall be a member of the Committee other than the Representative of the Select Vestry who is a temporary or Junior member or who is not a member of the Club. Hon. Vice-Presidents shall be entitled to attend all meetings of the Committee but shall not have voting rights at such meetings.

41.

At the Annual General Meeting of the Club, the Officers and the Committee then in office shall retire but shall be eligible for re-election. Nominations duly signed by 2 current senior members and the nominee for all officer posts and for all Committee positions shall be forwarded to the Hon Secretary not later than 7 days before the Annual General Meeting. Details of such nominations shall be displayed in a prominent place in the Parish Centre, to be decided from time to time by the Committee, for at least 5 days prior to the Annual General Meeting. No other nominations, save those received by the Hon Secretary within the said appointed time, shall be considered for election at the Annual General Meeting.

42.

The Committee shall have the power at any time, and from time to time, to co-opt any person who is qualified for election under rule 40, to be a member of the Committee either to fill a casual vacancy or as an addition to the existing Committee, but so that the total number of the Committee shall not at any time exceed the number fixed in accordance with these rules. Any member so appointed shall hold office only until the next Annual General Meeting and shall then be eligible for re-election.

43.

The Committee may by resolution, of which 28 days notice has been given, remove any member of the Committee before the expiration of his/her period of office notwithstanding anything in these rules.

Clontarf Parish Lawn Tennis Club

44.

The Committee may co-opt any qualified person in place of a Committee member removed from office under the foregoing rule, provided that the total number of the Committee shall not any time exceed the number fixed in accordance with these rules.

1. Without prejudice to the powers of the Committee under rule 42, the club may in General Meeting appoint any qualified person to be a member of the Committee either to fill a casual vacancy or as an additional member, provided that the total number of the Committee shall not at any time exceed the number fixed in accordance with these rules.

45.

The business of the club shall be managed by the Committee who may pay all expenses incurred in promoting and registering the club and exercise all such powers of the club as are not by these rules required to be exercised in General Meeting subject nevertheless to these rules and to such directions, being not inconsistent with the aforesaid provisions, as may be given by the club in General Meeting; but no direction given by the club in General Meeting shall invalidate any prior act of the Committee which would have been valid if that direction had not been given.

46.

The Committee shall have power from time to time, make, amend and repeal such byelaws or regulations, as they may deem necessary or convenient for the proper conduct and management of the club and in particular, but without prejudice to the generality of the foregoing, may by such byelaws or regulations regulate

- a) The availability of tennis courts and facilities.
- b) The terms as to payment or otherwise of admission of members to participate in the benefit of any of the privileges of the club and the use by or supply to members of any property of the club.
- c) The admission of visitors to the courts and premises and the benefits of the club;
- d) The prohibition of particular games on the club courts and premises entirely or at any particular time;
- e) The conduct of members in relation to one another and to the club and Parish Centre employees;

Clontarf Parish Lawn Tennis Club

- f) The setting aside of any part or parts of the club premises for particular purposes and the exclusion of any members from any part of the club premises.
- g) The imposition of fines for any breach of club rules.
- h) The procedure at General Meetings and meetings of the Committee of the club.
- i) Generally all such matters as are commonly the subject matter of club byelaws or regulations and including the closing of the courts or ground, or any part thereof at such times as they may think proper.

47.

The Committee shall adopt such means as they deem sufficient to bring to the notice of the members all such rules, byelaws or regulations, amendments and repeals ; and all such rules byelaws or regulations so long as they shall be in force shall be binding on all members of the club provided that no rule, byelaw or regulation shall be made under this power which would amount to such an addition to or alteration of these rules as would only legally be made by a Special Resolution passed in accordance with these rules.

48.

All cheques, promissory notes, drafts , bills of exchange and other negotiable instruments and all receipts for moneys paid to the club shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be by such person or persons and in such manner as the Committee from time to time by resolution determine.

Proceedings of the Committee

49.

The Committee shall meet together for the dispatch of business, adjourn and otherwise regulate their Meetings as they think fit provided that they shall meet at least 10 times in any one calendar year and that the interval between meetings shall not exceed 8 weeks. Questions arising at any Meetings shall be decided by a majority of votes. Where there is an equality of votes, the Chairman shall have and shall

Clontarf Parish Lawn Tennis Club

exercise a second or casting vote. The Secretary or Hon Secretary shall, on receipt of a requisition signed by at least 3 Committee members, summon a meeting of the committee to be held. If the Committee so resolve, it shall not be necessary to give notice of a Meeting of the Committee to any Committee member, who being resident in the State is for the time being absent from the State.

50.

The quorum necessary for the transaction of the business of the Committee shall be 6, 3 of whom shall be Officers of the Club.

.

51.

The continuing members of the Committee may act notwithstanding any vacancy in their number, but if and so long as, their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Committee, the continuing members or Committee member may act for the purpose of increasing the number of Committee Members (as provided in Rule 42 or 44) to that number or of summoning a General Meeting of the Club, but for no other purpose.

52.

The Chairman , or in his absence the Gents' Captain or Ladies' Captain shall act as Chairman at all Meetings of the Committee. In the event of their absence, the Committee shall elect one of their number as Chairman.

53.

The Committee may delegate any of their powers to sub-committees consisting of such member or members of the Committee or club as they think fit; any sub-committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Committee.

54.

The Committee shall appoint a Chairman of each sub-committee; if such Chairman is not present at a sub-committee meeting the members present at such Committee meeting shall elect a Chairman from their number for that meeting only.

Clontarf Parish Lawn Tennis Club

55.

A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present. When there is an equality of the votes, the Chairman shall have and shall exercise the casting vote. The quorum necessary for the transaction of the business of a sub-committee may be fixed by the Committee at any number not less than 2 and unless so fixed shall be 2.

56.

All acts done by any meeting of the Committee or of any sub-committee or by any person acting as a committee member shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Committee Member or person acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Member.

57.

The Committee formed in accordance with these rules shall cause Minutes to be made in books provided for the purpose

- a) Of the names of the members of the Committee present at each meeting of the Committee.
- b) Of all Resolutions and proceedings at all such Meetings.

58.

Membership of the Committee shall be vacated if the member

- a) Resigns his/her office by notice in writing to the Club or
- b) Is directly or indirectly interested in any contract with the Club and fails to declare the nature of his/her interest.

Finance

59.

An **Annual Contribution** to the Parish will be determined by the Treasurer in consultation with the Parish Treasurer and provided in the Accounts considered by the members at the Annual General Meeting. It is intended that the Annual Contribution shall be the surplus funds available after due allowance made for outstanding liabilities and future developments and events not otherwise covered or expected to be covered by future income.

The Committee shall cause proper books of account to be kept, relating to

- a) All sums of money received and expended by the Club and the matters in respect of which the receipt and expenditure takes place;
- b) All sales and purchases of goods by the Club.
- c) All assets and liabilities of the Club.

Proper books shall be such books of account as are necessary to give a true and fair view of the state of the Club's affairs and to explain its transactions.

60.

The books of account shall be kept by the Hon Secretary or Hon Treasurer or at such place as the Committee think fit and shall at all reasonable times be open to the inspection of the Committee Members.

61.

The Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Club or any of them shall be open to the inspection of members not being Committee members and no member (not being a Committee member) shall have any right of inspecting any book or document of the Club except as authorised by the Committee or the Club in General Meeting.

62.

The Committee shall from time to time cause to be prepared and to be laid before the Annual General Meeting of the Club profit and loss accounts, balance sheets and reports.

63.

Hon. Auditor(s) shall be appointed at the Annual General Meeting of the Club.

Alterations of Rules

64.

These rules shall not be repealed or amended nor shall any new rules be enacted except at an Annual General Meeting or at a Special General Meeting convened for that purpose.

65.

Notice of any proposed new rules or of the repeal of, or amendment to existing rules, for submission to an Annual General Meeting must be sent in writing not later than the last day of February in each year to the Hon Secretary, who shall send due notice of same to each member with the notice convening the Annual General Meeting. A majority of two-thirds of the members present and voting at such an Annual General Meeting shall be necessary to carry any resolution to repeal or to amend any of these rules or to enact any new rules.

Indemnity

66.

The Officers of the Club, every member of the Committee, the Hon Auditors and each of the Trustees of the Club for the time being, his/her executors or administrators , shall be entitled to be indemnified out of the assets of the Club from and against all actions, claims, demands, costs, losses, damages and expenses., which he/she shall or may incur or sustain by reason or on account of any obligations taken by him/her on behalf of the Club in his/her capacity as such Officer, Committee Member , Hon Auditor or Trustee, provided always in the case of a liability incurred in his/her capacity as an Officer, Committee Member , Hon Auditor or Trustee that such liability was not incurred through his/her own fraud or wilful default, libel or slander.

Wind -up of the Club.

67.

In the event of a decision by the Club in General Meeting to wind up the operation of the Club or in the event of termination of the Licence from the Select Vestry to the Club, any surplus after meeting all outstanding liabilities (including time-related pro-rata subscriptions) shall be paid to the Hon. Treasurer of Clontarf Parish for the benefit of Parish Funds.