



# Windsor Lawn Tennis Club

founded 1901

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## RULES

APRIL 2017

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## THE WINDSOR LAWN TENNIS CLUB RULES

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### Name

1. (a) The name of the Club shall be "THE WINDSOR LAWN TENNIS CLUB"

(b) The objects of the Club shall be to provide social facilities, catering and other forms of refreshments, sports facilities including tennis, squash and any other forms of entertainment decided by the Council from time to time.

### Colours

The colours of the club shall be those of the current club logo (Dark Green - R:0, G:76, B:66 (#004C42). & Light Green - R:85, G:185, B:73 (#55B949)), and it is recognised that this may change from time to time as decided by Council.

### Membership

2. The membership of the Club shall consist of the following categories:

(a) **Full-Playing Members** - The full-playing membership of the Club shall be limited to two hundred, but the Council shall have the power to exceed the limit of two hundred playing members at their discretion.

(b) **Family Membership** - The Council shall have the power to admit families to family membership provided always that the number of children does not exceed three and the ages of such children do not exceed 21 years. The parents of such families are deemed to be full-playing members of the Club and the children to be Junior Associates of-the Club. The Entrance Fee and annual subscription shall be as laid down in Rules 9 and 10.

(c) **Off Peak Members** - The Council shall have the powers to admit persons to Off Peak membership at the discretion of the Council provided the members admitted under this rule shall not be entitled to vote or receive notices of General Meetings of the Club and shall only be permitted to use the Club's facilities at such times as set down by the Council from time to time and displayed on the Club's premises.

(d) **Country Members** - A person who resides and is employed outside a radius of 30 miles from the centre of Belfast shall be eligible to apply to the Council to be admitted as a Country Member. Council may grant such membership at its discretion, and expected court usage will be a key factor in any such decision. Members admitted under this Rule shall not be entitled to vote or receive notices of General Meetings of the Club. If such a member shall cease to fulfil the above conditions and wishes to retain his or her membership, he or she shall be liable for full-playing subscription as laid down in Rule 10.

(e) **Intermediate Members** - A person not under 18 years of age and not over 27 years of age on 1st April shall be admitted as an Intermediate Member. Existing Junior Associates who have attained the age of 21 years shall also be eligible for said membership. Members admitted under this Rule shall not be entitled to vote or receive notices of General Meetings of the Club.

(f) **Non-Playing Members** - Non-playing members shall not be entitled to vote or receive notices of General Meetings of the Club, unless they have previously been enrolled as full



members who have paid the ordinary Entrance Fee and Subscription provided always that no members shall be allowed to become honorary or temporary members of the Club or be relieved of the payment of the regular Entrance Fee or Subscription, except those possessing the qualifications herein mentioned and subject to the conditions and regulations prescribed herein.

(g) **Honorary Members** - Members of the Club who have rendered valuable services to the Club during their period of membership may be admitted as Honorary Members of the Club at the discretion of the Council and such Honorary Members shall have all the rights and privileges of full-playing members both as regarding voting and otherwise, and shall be entitled to receive notices of General Meetings of the Club. THE HONORARY SECRETARY AND HONORARY TREASURER SHALL BE HONORARY FULL-PLAYING MEMBERS DURING THEIR PERIOD OF OFFICE.

(h) **Special members** - Certain persons considered by Council to have special qualities, or categories of people in certain circumstances at the Council's discretion, may be admitted as Special members, provided that such members shall not be entitled to vote or receive notices of General Meetings of the Club.

(i) **Visitors** - A person visiting the Club on the introduction of a member and on paying the fees fixed by the Council will be granted Full-Playing Membership for that one Day and be entitled to use all the Club's facilities with the one exception of the Fitness Suite. This temporary membership will not entitle the visiting member to vote or attend General Meetings of the Club.

(j) Other categories which may be introduced at the discretion of Council, in accordance with Rule 4(e).

## **Associates**

3. **Junior Associates** - Young persons under 21 years of age on 1st April shall be admitted as Junior Associates at the discretion of the Council and whilst under the said age they shall not be regarded as members of the Club nor shall they be entitled to vote or receive notices of General Meetings of the Club. Upon attaining the age of 18 years or joining between the ages of 18 years and 21 years they shall become members of the Club upon payment of the Entrance Fee and shall be admitted to full-playing membership as laid down in Rule 8, provided always that if a Junior Associate has paid two or more junior subscriptions he or she shall be exempted from the Entrance Fee upon qualifying for full membership. The age limit of 21 may be extended in certain circumstances at the discretion of the Council Provided always that on attaining the said age a person who has been a Junior Associate shall on becoming a full-playing member be liable to pay the full subscription.

## **General Meetings**

4. (a) **Annual General Meeting** - The Annual General Meeting of the Club for receiving the Council's Annual Report, the Honorary Treasurer's Statement of Accounts, the election of the Honorary Treasurer and Honorary Secretary and Council, revision of Rules and By-Laws and other business, shall be held before 1st April each year, ten members shall form a quorum.

(b) **Special General Meetings** - Special General Meetings of the Club may be called at the request of the Council, or on a requisition to the Hon. Secretary signed by at least ten members. The nature of the business to be dealt with at such a special General Meeting shall be stated on the notice convening the meeting; twenty members to form a quorum.



(c) **Notice of General Meetings** - At least seven days notice of every General Meeting or Special General Meeting shall be given to each member entitled thereto addressed to his last known place of residence and the accidental omission to send any notice or notices shall not invalidate the proceedings of any General Meeting. Such notices shall also be posted in the Clubhouse.

(d) **Voting** - Save as provided by these Rules, voting at all General Meetings shall be by show of hands, unless a ballot is demanded by a majority of those present and voting. In the case of an equality of votes, the Chairman for the time being shall have a second or casting vote. Voting by proxy shall not be allowed.

(e) **Change of Rules** - No Rule of the Club shall be repealed or altered, nor shall a new Rule be made except at an Annual General Meeting or Special General Meeting. An exception is made for changes to Rule 2 Membership, where addition of, removal of, or changes to membership categories may be made as required by Council, providing that four weeks displayed notice of such changes is given to members of the Club, and that the conditions and proposed subscriptions of such membership categories are published, including whether the categories include voting rights and entitlement to receive notices of General Meetings of the Club. Outside of this exception, notice of a proposed change of Rules, giving full information of same must be sent to each member of the Club entitled thereto at least 7 days previous to the meeting at which it will be considered.

(f) **Club Land and Buildings** - Any sale of Club land or buildings shall only be considered at an Annual General Meeting or Special General Meeting and shall then, be put to all members entitled to vote by postal ballot addressed to his/her last known place of residence. A majority of 90% of the members entitled to vote shall be required before the Council shall instruct the Trustees to dispose of such Club land or buildings and the accidental omission to send any notices or ballot shall not invalidate this rule.

## **The Club Accounts**

5. The Club Accounts shall be made up to the last day of December in each year and an audited statement shall be sent with the Report of the Council to every member entitled thereto before the date of the Annual General Meeting in accordance with Rule 4.

Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of the Club and the Club Accounts shall be audited by an approved auditor within the meaning of the Registration of Clubs Order (NI) 1987, and Registration of Club's (Accounts) Regulations NI 1997, and a copy of the Accounts as so audited shall be sent to the Department of Finance within six months after the expiration of the period to which the Accounts relate. There shall also be sent to the said Department within three months after the expiration of each calendar year a Statement certified by such auditor showing all sums expended by the Club in the purchase of excisable liquor during that year.

## **The Club Year**

6. The Club year shall commence on 1st April of each year, on which date all subscriptions shall be due and payable. Members, whose subscriptions are not paid by 1st May shall be ineligible to play in any competition or vote at any Club meeting until same are paid.

## **Office Bearers and Council**



7. (a) **Management** - The business and affairs of the Club shall be managed by a Council, not less than three-quarters of the members of which shall be elected for not less than one year by the general body of Members at the Annual General Meeting, and subject in whole to annual re-election.

Members elected to Council should serve for not more than 3 years and each year two members who have done this should stand down for one year but after that be again eligible for re-election. This amendment does not apply to Office Bearers. If, on the other hand, a member who has not served for 3 years wishes to stand down he can do so; and in that case only one other member who has served for 3 years should stand down.

The Office Bearers shall consist of the President, the Chairman of the Council, the Vice-Chairman of the Council, the Honorary Secretary and the Honorary Treasurer.

The Council shall consist of the Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer and not exceeding nine other members and five shall form a quorum. The Club's nominee, if elected to the Ulster Council of the I.L.T.A., shall be ex-officio member of the Council. The Council shall have the power in special circumstances to co-opt any member on to the Council, provided such co-opted member shall have no vote. The Council shall meet periodically during its year of office and not less than ten times in each Club year.

(b) **Election of Council** - The Officers and Members of the Council shall resign annually at each Annual General Meeting. All Members of the outgoing Council shall be eligible for re-election, but each Member must be individually nominated. Nominations for members of the Council must be sent to the Secretary in writing not later than two days before the Annual General Meeting. All such nominations must be proposed and seconded by full-playing members, Junior Associates or other members - who have been at one time either full-playing members or junior members and must be with the full assent of the nominee.

In case of a vacancy among its members or officers, the Council may appoint a successor.

(c) **Authority** - The Council shall have power

- (i) to make or amend By-Laws and Regulations
- (ii) to give such orders as they may consider necessary for the well-being of the Club
- (iii) to appoint sub-committees which may include full members not necessarily members of the Council and delegate to such sub-committees any of their powers except the financial control of the Club and the election or removal of members,
- (iv) to control the finances of the Club
- (v) to engage, control or dismiss the Club employees, supply refreshments, and have all such administrative, executive and financial power as may be necessary for properly carrying out the objects of the Club in accordance with these Rules and the provisions of the statutes from time to time regulating the registration of Clubs and the sale of intoxicating and excisable liquors.

## Membership

8. (a) **Procedure** - All candidates for admission to membership save as otherwise herein provided, shall have their names put before the Council.

(b) **Proposals** - Each candidate for admission to membership of the Club shall be proposed by one full-playing member, seconded by another and sponsored by a member of Council and his name, address, and profession on an Application Form signed by his Proposer and Secunder and countersigned by the Sponsor shall be posted by the Honorary Secretary on the Notice Board in the Club House and shall remain there for a period of at least 7 days before the date of election. An interval of not less than 2 weeks shall elapse between nomination and election of members.



All applications for membership must be accompanied by the appropriate Entrance Fee and Subscription Fee which will be refunded if the application is not approved.

The Council's decision on all applications for membership is final and the Council are not obliged to state any reason for the rejection of any application. On the election of a candidate to membership, the Honorary Secretary shall intimate the same to him or her in writing, furnishing him or her with a copy of the Rules of the Club and requesting payment of subscription. Should this not be paid within one calendar month of despatch of the Secretary's notification of admission the election shall be absolutely void unless the candidates can satisfactorily explain to the Council the cause for the delay. The Entrance fee is refundable at the discretion of the Council.

(c) **Rejected Classes** - Candidates for election whose names have been rejected cannot be proposed again within twelve months from the date of such rejection.

(d) **Classes Closed** - The Council shall have the power to declare that any class of membership shall be closed until further notice and shall immediately on passing any resolution in pursuance of this Rule post a notice on the Club Notice Board drawing members' attention to this resolution.

(e) Persons shall not be admitted in such numbers to membership not carrying rights of voting in relation to the affairs of the Club as will result in the number of members not having such rights being more than three times the number of members having such rights.

(f) Windsor Lawn Tennis Club is fully committed to safeguarding the well being of its members. Every individual in the Club should, at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the 'Code of ethics and Good Practice for Children's Sport in Ireland' sight of which is available from the Club Manager on request.

## **Entrance Fees**

9. The Entrance Fee shall be as set out in the schedule to these Rules. A Junior Associate who wishes to become a full-playing member on attaining 21 years of age must pay the appropriate Entrance Fee unless he has been admitted as such Junior Associate at least two years prior to attaining the age of 21 years.

## **Annual Subscriptions**

10. The annual subscriptions as set out in the schedule to these Rules shall be payable in advance on or before the first day of April in each year. Members joining after 1st October in any year shall be liable for such proportion of the annual subscription as the Council may determine. A Country Member upon taking up residence within thirty miles of the centre of Belfast shall on the following 1st April become liable for full-playing membership subscription rates.

## **Overdue Subscriptions**

11. Any member whose subscription is in arrears on 1st June shall not be entitled to enter the Club premises until such subscription, together with a penalty not exceeding £20 to be fixed by the Council shall have been paid.

Any person whose subscription is in arrears on 1st July shall cease to be a member but may be reinstated at the discretion of the Council on payment of the appropriate subscription and a penalty to be fixed by the Council but not exceeding £40.





In both these circumstances liability for the subscription shall remain.

### **Members' conduct**

12. If it should be brought to the notice of the Council any circumstances connected with the conduct of a member which are likely to endanger the character of the Club, the Council shall have power, after full consideration of the matter and after giving the member full opportunity of being heard in his or her defence to call upon such member to resign and should the member fail to send in his or her resignation within fourteen days of the requisition being despatched he or she shall thereupon cease to be a member of the Club.

### **Resignations**

13. Any member wishing to resign from the Club shall notify the same in writing to the Club Manager prior to 1st April in any year, in default of which he or she shall be liable for the subscription for the year commencing on that date.

### **Re-joining**

14. A member who resigns from the Club and has his subscription paid up may, at the discretion of the Council, be re-elected to membership within a period of five years without the payment of a new Entrance Fee.

### **Member Identification**

15. All members (except Juniors) when using the Club premises must have in their actual possession on every occasion a Membership Card. Any member failing to comply with this Rule will be required to sign a membership book for members who for some reason are temporarily not in possession of Membership Cards. If any member refuses to sign the book, he or she may be asked to leave the premises. All juniors must sign the membership book.

### **Complaints**

16. Complaints should be made in writing to the Honorary Secretary who, if unable to remove the cause, shall submit them to the Council. The decision of the Council on complaints referred to it shall be final.

### **Playing visitors**

17. A visitor shall on his admission to the Club premises enter his name and address in a book which shall be kept for the purpose and which shall show the date of each visit. A visitor shall not visit the Club on more than six days in any period of twelve months and the member introducing the visitor shall also sign the Visitors' Book.

(a) **Admission** - Visitors on payment in advance of the fees fixed by the Council and specified in the Schedule attached may use the tennis, and squash courts for such periods and on such days and at such hours and attend such Club functions as the Council shall prescribe.



(b) A member may not introduce more than three visitors at any one time except on occasions when the Council may stipulate a smaller number or permit a larger number of visitors to be introduced.

(c) **Conduct** - In the event of a visitor acting contrary to the Rules and By-Laws of the Club and after remonstrance by a member of the Council continuing so to act he may thereupon be asked to leave the Club premises and the member introducing the visitor shall be responsible for him complying with this request. The Council may prohibit the future introduction of any such visitor.

(d) **Exclusions** - Former members who have been excluded by the Council may not under any circumstances be introduced to the Clubhouse or grounds as visitors.

### **Excisable liquors**

18. No excisable liquors shall be supplied on the Club premises except during permitted hours which shall be such as may from time to time be determined by the Council in accordance with the provision of Registration of Clubs (NI) Order 1987.

These hours are (1) on week days other than Good Friday or Christmas Day from half past 11 in the morning to 11 in the evening; and (2) on Good Friday from 5 in the afternoon to 11 in the evening; and (3) on Christmas Day from half past 12 in the afternoon to 10 in the evening; and (4) on Sundays for a period not exceeding 5 hours beginning not earlier than half past 12 in the afternoon and ending not later than 10 in the evening with a break of at least 2 consecutive hours between 2 in the afternoon and 5 in the afternoon.

A statement of the hours during which intoxicating liquors may be supplied on the premises shall be exhibited, printed in plain type, in a conspicuous place on the Club premises.

Excisable liquor may be supplied on the Club premises during such hours for special occasions (not being between 1 am and 11.30 am) as may be authorised in writing by a sub-divisional commander for the police sub-division in which the Club is situated. No excisable liquor shall be sold or supplied to any person under 18 years of age.

No excisable liquor shall be supplied for consumption outside the Club premises:

- a) to persons who are not members, or
- b) to members, except in such quantities, during such and on such days as the Sub-divisional Commander for the Police sub-division in which the Club is situated may authorise in writing.

No person, other than the parent, husband, wife or child or a member, shall be admitted as a visitor to the Club premises on more than twenty days in any period of twelve months.

No member of the Council and no manager or servant employed by the Club shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sale.

No visitor shall remain on the Club premises after the member who has introduced him as left, and such member shall be responsible for the visitor during his stay on the Club premises.

### **Club Property**

19. No member shall take away or injure any article which is the property of the Club. Any loss or damage to the Club property shall be made good by the person who caused it. Failure to do so will cause the person or persons concerned to be disciplined by the Council without any recourse of appeal under any other Rules of the Club.





## **Trustees**

20. (a) The property of the Club, which shall be under the control of the Council, shall be vested in not less than four Trustees in trust for the full-playing members for the time being. The Trustees shall be appointed by the Members in General Meeting and the members shall have the power to remove any of the Trustees and all vacancies occurring through removal, death, or resignation shall be filled by Members in General Meeting when deemed desirable, provided that the number of Trustees may be increased at any time by the Members in General Meeting.

(b) The Trustees shall sell, invest or otherwise deal with the said property as the Club shall from time to time direct. On questions affecting the property of the Club, the Trustees shall become ex-officio members of the Council and shall be summoned to meetings of the Council where such questions are being discussed.

21. The Council shall have power to borrow, for the purpose of the Club, by way of overdraft, term loan, loan account or otherwise, from the Club's Bankers' with interest in the category of the accommodation granted, such amount of money either at one time or from time to time as it may deem proper, such borrowings to be effected in the names of the Club's Trustees and to give security for such borrowings and the Interest thereon by the issue of bills of exchange, promissory notes or other obligations or Securities of the Club or by Mortgage or Charge upon all or any part of the property of the Club and thereupon the Trustees shall at the direction of the Council make all such dispositions of the property of the Club or any part thereof and enter into such agreements in relation thereto as the Council may deem proper for giving such security.

22. Dress Code. Recognised Tennis and Squash attire must be worn at all times as prescribed by Council from time to time.



## **THE WINDSOR LAWN TENNIS CLUB SCHEDULE TO RULES**

### **1. ENTRANCE FEES**

Full-Playing Members

Non-Playing Members

### **2. ANNUAL SUBSCRIPTIONS**

Full-Playing Members

Country Members

Intermediate Members

Non-Playing Members

Junior Associates

Family Membership

### **3. VISITORS FEES**

(a) Tennis

OVER 21 YEARS

UNDER 21 YEARS

Per day

Per week

Per month

(b) Squash

Per day

### **IMPORTANT**

- All Entrance Fees and Annual Subscriptions are subject to any rate of Government Tax in force at the time they are due and payable.
- Visitors Fees are inclusive of any Government Tax.