



## CONSTITUTION AND RULES OF THE BLACKHEATH LAWN TENNIS CLUB

- **(Amended November 2025)**

1. The Club is to be called the Blackheath Lawn Tennis Club and may be known as BLTC and its purpose is to provide amateur sport, open to all without discrimination. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion, or beliefs – or of age, sex, or disability except as a necessary consequence of the requirements of Tennis as a particular sport.
2. Blackheath Lawn Tennis Club will be registered and affiliated to the Lawn Tennis Association (LTA). The game is to be played according to the rules and regulations adopted by the Lawn Tennis Association.
3. The aims and objectives of the club will be to provide facilities for and promote participation of the whole community in the sport of tennis.

### GENERAL MEETINGS

4. An Annual General Meeting shall be held at such time as the Management Committee shall decide each year to present the following.
  - a. Approve the minutes of the previous year's AGM
  - b. Receive reports from the Chair
  - c. Receive a report from the treasurer and approve the annual accounts
  - d. Appoint the auditor
  - e. Approve the subscriptions for the following year
  - f. Elect the Management Committee
  - g. Discuss and vote on resolutions submitted by Members

- h. Nominate Directors to BCFLT
  - i. Deal with other relevant business.
- 5. At least 21 days' notice must be given to the Members when calling a General Meeting and sent to each Member to their email address giving the date, time and place of the AGM.
- 6. Resolutions and nominations to the Management Committee, with the names of proposers and seconders, must be submitted at least 14 days ahead of the AGM, and must be given to members at least 7 days prior to the Meeting.
- 7. The accidental failure to give notice to any person entitled to notice or the accidental omission of any such details in any notice, shall not invalidate the proceedings of the meeting.
- 8. The quorum for the AGM and for any EGM shall be 25 members.
- 9. An Extraordinary General Meeting may be called at any time by the Management Committee. An EGM must also be called within 21 days of receipt by the Chair of a requisition in writing signed by not less than 25 members stating the purpose for which the meeting is required and the resolution proposed. 3 members of the Management Committee must be present.
- 10. Minutes must be taken at Annual and Extraordinary General Meetings.
- 11. At any general meeting every Member who is present in person shall on a show of hands share one vote.
- 12. No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meetings at which the vote objected to is tendered and every vote not disallowed at the meeting is valid. Any such objection must be referred to the Chair of the meeting. There shall be no right for a Member to vote by proxy. No person may represent more than one member.

#### THE MANAGEMENT COMMITTEE

- 13. The Club shall be managed by the Management Committee, which may exercise all the powers of the Club for the purposes of the management of the Club, including entry into contracts as agent for the members.
- 14. The Officers of the club shall comprise of the President, the Chair, the Vice-Chair, the Treasurer, the Welfare Officer, the Match Secretary, the Facilities Secretary, the Social Secretary, and the Mens, Ladies and Mixed Captains. These roles are defined in the Roles Documents maintained by the Management Committee. Club members may also be elected to the Management Committee as general Management Committee members, to assist the Officers in running the club.

15. The Management Committee Members from time to time shall be indemnified out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the club.
16. Management Committee meetings shall be held monthly, unless suspended by agreement of the Management Committee due to Holiday periods etc.
17. Any seven members of the Management Committee shall constitute a quorum but must comprise of 2 Officers of the Club. Management Committee decisions shall be by simple majority vote with the Chair having a casting vote.
18. The Officers of the Club and any general members of the Management Committee shall be elected annually at the Annual General Meeting (AGM). Officers and general members who resign during the year may be replaced by co-opting club members without the need to call an Extraordinary General Meeting.
19. Any Management Committee member who is appointed shall hold office for a one year term from the AGM or EGM at which they were appointed. No person may hold a specific office for more than five consecutive years. However, if no alternative office holder is available, the role may continue to be held on an acting basis. Members may remain on the Management Committee in other roles after their term limits on specific roles have expired.
20. The annual subscriptions and visitors' fees shall be decided in the Annual General Meeting each year. Annual membership shall commence from the 1<sup>st</sup> of April every year. Any member not having renewed by 31 March will be taken off the online booking system and will cease to be a member of the club.
21. The Management Committee may appoint members to sub-committees with responsibility for specific areas. However, unless otherwise delegated under Finance Policy, all financial decisions are to be subject to majority vote at a Management Committee meeting
22. Club Members may, by special resolution at an AGM or EGM, instruct the Management Committee to take, or refrain from taking, any specified action. No such resolution invalidates anything which the Management Committee have done before the passing of the resolution.
23. All Management Committee members must advise the Management Committee of any conflict of interest. Members may not vote on issues on which they have a conflict of interest
24. Management Committee meetings shall be minuted and the minutes distributed to all Management Committee Members and stored electronically. Decisions of the Management Committee must be documented in the meeting Minutes
25. The Management Committee shall have the power to make, repeal and amend such regulations as it may from time to time be considered necessary for the wellbeing of

the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.

## MEMBERSHIP

26. The number of members is to be limited as decided by the Management Committee. Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of the game.
27. The Club Administrator is to give to every new member confirmation of membership which will include a copy of the club handbook and is to draw attention to this Constitution, a copy of which is available on request. On payment of the subscription, members with full membership rights are given access to the booking system and details of how to book courts.
28. Subject to approval by the Management Committee, membership fees may be reimbursed for medical or other reasons
29. Members joining throughout the year will pay subscriptions based on the following schedule:
  - a) 1 April – 30 September      100% of subscriptions
  - b) 1 Oct - 31 December      50% of subscriptions
  - c) 1 Jan - 31 March      25% of subscription
30. Membership shall consist of the following categories.
  - a. Peak Members
  - b. Off Peak Members
  - c. Junior Members
  - d. Junior Plus
  - e. Student Members
  - f. Family Membership
  - g. Senior – over 64 as of 1st April 2026, increasing by one year each year.
  - h. Social (Non-playing member)

31. The Management Committee can vary the membership categories from time to time, subject to agreement at an AGM or Extraordinary General Meeting (EGM).
32. Members of visiting clubs shall be deemed to become temporary members of the Club for the day on which a match is played.

## DISCIPLINE

33. The Management Committee and all members shall accept and shall be bound by the Rules and the Disciplinary Code (“the LTA Rules”) of the Lawn Tennis Association Ltd (“the LTA”) and the General Rules and Constitution (“the County Rules”) of the Kent County Lawn Tennis Association (“the County”) in force from time to time including amendments made hereafter, insofar as the same are relevant to the activities of the Club.
34. All unlicensed and unregistered coaches and all visitors to the Club for the purpose of playing tennis will be required to accept and be bound by the LTA Rules and the County Rules.
35. All members shall accept, and all persons mentioned in (b) above shall be required to accept, that the Contracts (Rights of Third Parties) Act 1999 shall apply to the agreement between themselves and the Club, and that the LTA and the County may enforce any breach thereof, but only insofar as it relates to a breach of the LTA Rules or the County Rules.
36. The Club may terminate the membership of any member or impose any other sanction it deems appropriate in the event of any breach of the Rules of the Club or the LTA Rules or the County Rules.
37. All complaints regarding the behavior of members should be presented and submitted in writing to the Club Administrator or other Management Committee member. The Management Committee will make every effort to hear complaints within 21 days of a complaint being lodged. The Management Committee has the power to take appropriate action including the termination of membership if, following completion of the club’s disciplinary procedures, in the reasonable opinion of the Management Committee, any Member:
  - a. Is guilty of conduct which has or is likely to have a serious adverse effect on the Club or any or all of the Members and the Management Committee Members into disrepute or:
  - b. Has acted or has threatened to act in a manner which is contrary to the interests of the Club as a whole or:
  - c. Has failed to observe the rules and terms of the Constitution.
38. The Management Committee may convene a special general meeting of the club to consider a special resolution of the Members for the expulsion of such Member. Once

such resolution is passed, the name of the Member shall cease to be a member of the club.

39. The notice to the Member must give the Member the opportunity to be heard in writing or in person as to why the Membership should not be terminated. The Members must consider any representation made by the Member and inform the Member of their decision following such consideration. There shall be no rights to appeal from a decision of the Members to terminate the Membership of a Member.
40. A Member whose membership is terminated under this Rule shall not be entitled to a refund of any subscription or Membership fee and shall remain liable to pay to the Club any subscription or other sum owed by him or her.
41. All complaints, suggestions, or disputes must be referred to the Management Committee in writing, and its decision is to be final.

## VISITORS

42. Members may bring guests to the Club, but such guests will have no voting rights and are not eligible to enter the club tournaments or matches. The member must enter the name of the visitor on the list located in the pavilion and pay the fee (determined by the Management Committee). The member is to be responsible for the conduct of the visitor.
43. Such visitors may not be introduced more than three times in one season. A member of the club must form one of each set in which a visitor introduced under this rule takes part. The Management Committee may forbid the introduction of any particular person or persons, giving their reasons.
44. The member wishing to introduce the relevant person may appeal to the President of the Club or, in this absence, the Chairman, to reverse such decision.
45. The Management Committee may have the right to add to, or alter the regulations for the introduction of guests, visitors or temporary members in such a manner and for such periods as it may consider advisable.

## FINANCE

46. The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club or third parties.
47. No dividend or profit is paid by the Club to members and any net assets on dissolution will be applied for the purposes of another registered Community

Amateur Sports Club, a registered charity, or the Sport's governing body, for use in related community sport.

48. Financial decisions and processes shall be governed by a Finance Policy established and maintained by majority vote of the Management Committee. This policy shall be subject to the following conditions:
- a. The club treasurer will be responsible for the finances of the club.
  - b. All club monies will be banked in accounts held in the name of the club.
  - c. An independently audited statement of the accounts will be presented by the treasurer at the AGM.
  - d. All surplus income from profits is to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.
  - e. Capital projects costing over £100,000 are to be approved by email ballot of all Members other than Junior and Junior Plus members

#### ALTERATION OF THE CONSTITUTION

49. The Constitution may be altered by resolution at an annual general meeting or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or additions.