

# **The Walthamstow Cricket Squash and Lawn Tennis Club Ltd.**

## **Rules**

### **1 Names and Objects**

The Club shall be called the Walthamstow Cricket Squash and Lawn Tennis Club Ltd and its objectives shall be to carry on the business of a cricket squash and Lawn Tennis club and to supply and maintain a good premises and buildings for the purposes of a club. the object of which shall be sports of any kind , games or social.

### **2 Registered Offices**

The Registered Offices shall be at the Club Pavilion, 48a Greenway Avenue. Walthamstow London E1 7 3QN. In the event of any change in the situation of the registered office, notice of such change shall be sent within fourteen days thereafter to the Registrar in the form prescribed by the Treasury Regulations.

### **3 Use of Name**

The registered name of the Club shall be kept painted or affixed on the outside of every office or place in which the business of the Club is carried on in a conspicuous position in letters easily legible and shall be engraven in legible characters on its seal and shall be mentioned in legible characters in all notices, advertisements and other official publications of the club and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purported to be signed by or on behalf of the Club and in all bills of parcels, invoices receipts and letters of credit of the club.

### **4 Powers**

The Club shall have full power to do all things necessary or expedient for the accomplishment of all objects specified in the rules, including the power to purchase, hold, sell, mortgage, rent, lease or sub-lease lands of any tenure and to erect, lease, sub-lease. pull down, repair, alter or otherwise deal with any building thereon.

### **5 Membership**

A Persons desirous of becoming members of the Club shall be proposed and seconded by existing members of the club. Any proposal of a new member shall be in writing and delivered to the General Secretary and shall then be presented to the Management Committee at their next meeting for election by ballot.

B Every full member except those holding Ordinary shares shall hold at least one "A" Ordinary share.

C There shall be three types of full membership:-

(I) Playing (ii) Non Playing (iii) Associate/Social

Every member shall belong to at least one of the following sections:- Cricket, Tennis, Squash Associate/Social or the Vice Presidents and shall be entitled on payment of a discretionary joining fee not exceeding £50 and an annual subscription as shall be decided by members from time to time in General meetings to attend and vote at all General and respective meetings on all matters.

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### **Club Sections**

- A There shall be established five sections of the Club. Cricket, Tennis, Squash, Associate/Social and a vice-presidents. The Cricket, Tennis, Squash sections shall be made up of the respective players together with non-playing members who are primarily interested in the activities of a particular section, playing members may belong to one or more of these sections. The vice-presidents section shall be made up of senior members with long standing association with the Club and members who have held responsible official positions within the Club and whose experience can be a valuable asset to the Club. Membership will be by invitation only by the Management Committee with the agreement of the vice-presidents section and once accepted cannot belong to any other section.
- B The Annual General meeting of the various sections shall be held on such dates and at such places and time approved by the Management Committee.
- C A minimum of seven days notice of every section A.G.M. or Special Meeting, stating the business to be transacted shall be given to every Playing and Non-Playing member of that section.
- D There shall be elected at the A.G.M. of each section a sub-committee to be responsible to the Management Committee for the proper working of its section.
- E The four Officers of the Club (President, Chairman, General Secretary and Treasurer) shall be ex-officio members of all sub-committees.

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### **Capital**

- A Shares shall be of two classes, viz., Ordinary shares of 5p each, which are those issued and held by existing shareholders (as at the date of registration of this complete amendment of rules) and which shall be transferable but not withdrawable and "A" Ordinary shares of 5p each equal in all respects as to voting rights to the other class of share but not transferable or withdrawable and which shall be forfeited on cessation of membership for whatever cause. No member shall hold more than one "A" Ordinary share. The number of Ordinary shares issued shall not exceed 2418.
- B Register of members. The Club shall keep at its Registered Office a register of members in which the Secretary shall enter the following particulars:-
- (a) The name and address of members.
  - (b) A statement of the number of shares held by each member and of the amount paid or agreed to be considered as paid on the shares of each member.
  - (c) A statement of other property to the club, whether in loans, deposits or otherwise held by each member.
  - (d) The date at which each person was entered in the register as a member, and the date at which any person ceased to be a member.
  - (e) The names and addresses of the officers of the Club, with the Offices held by them respectively and the dates on which they assumed office.

For the purpose of this rule an "officer" includes every member of the Management Committee.

- 7 **B** The Club shall so construct the register of members that it is possible to open to inspection the particulars entered therein mentioned in paragraphs (a) (d) and (e) hereof without so opening to inspection the other particulars entered therein.

Every member shall within 14 days, give notice to the secretary of any change of their address.

- C No transfer of shares shall be registered unless and until the Management Committee has consented thereto, and such consent may be withheld without assigning any reason therefore. A fee of £5 plus expenses/legal costs shall be paid by the transferee upon each transfer.

- D The Management Committee shall appoint a Registrar whose duty it shall be inter alia to maintain accurate registers of the respective shareholdings.

## 8 **Borrowing Powers**

- A The Management Committee may obtain advances of money from members and others for the purposes of the Club upon the security of bonds or promissory notes. The total amount so obtained (including any money obtained on mortgage or charge of the Club's property) shall not at any time exceed (ONE HUNDRED THOUSAND POUNDS) £100,000. The terms of repayment, rate of interest and any other conditions of such advances shall be determined by the Management Committee from time to time but the rate of interest on any such advance shall not exceed five percent (5%) per annum or one per cent above The National Westminster Bank Minimum Lending Rate, whichever is the higher. All such securities shall be in such form and shall be signed on behalf of the Club by such persons as the Management Committee may from time to time determine.

- B The Club shall not receive money on deposit.

- C The Management Committee shall not commit the Club to any single expenditure exceeding £30,000 (Thirty Thousand Pounds) without first obtaining the approval of the members to such a proposal at a general meeting of the Club.

## 9 **Meetings**

- A The Annual General Meeting shall take place annually before 30<sup>th</sup> June at such place and time as the Management Committee may determine.

- B A special General Meeting of the Club shall be held whenever the Management Committee think expedient or whenever a written request is made to the General Secretary signed by one fifth of the total number of members of the club entitled to attend and vote at a General meeting or 30 such members, whichever is the less

- C Any two members of the same section may nominate another member of the same section to serve on the Management Committee on a nomination form to be provided on application to the General Secretary, and such form, duly completed with signatures of those members proposing and seconding as well as the signature of the member nominated, must be in the hands of the General Secretary by the first day in May.

- D Resolutions submitted for discussion at the Annual General Meeting, proposed and seconded by members of the Club, shall reach the General Secretary by the first day in February.

- 9 E Twenty one days notice of every General Meeting, stating the business to be transacted at such meeting and in the case of an Annual General Meeting the names nominated to serve on the Management Committee shall be given to every member in writing left at or posted to his or her last known address and no other business other than that stated in the notice shall be brought before the meeting.
- F At all general meetings the Chairman or if he is not present the Vice Chairman shall preside. In all cases twenty one members shall form a quorum.
- G At all General meetings a resolution put to the meeting shall be decided on a show of hands which must represent a vote in favour by at least two thirds (2/3) of the members voting for a declaration by the Presiding Officer that a resolution has been carried or lost, and an entry to that effect in the minute book of the Club stating the number or proportion of the votes in favour and against the resolution shall be conclusive evidence of the fact.
- H On the show of hands every member present shall have one vote.
- I No member who is disqualified under these rules shall be entitled to be present or vote at any General meeting.

**10 Officers and Committee**

A The Club shall have the following Officers:-

President	- Elected for three years
Chairman	- Elected annually with no maximum term of office
General	- Elected annually with no maximum term of office
Secretary	- Elected annually with no maximum term of office
Treasurer	- Elected annually with no maximum term of office

AND a management Committee which shall consist of the beforementioned Officers and not more than fourteen other members of the Club. The fourteen members shall consist of four elected nominees from each of the three sections of cricket, Tennis and Squash and two nominees from the Vice Presidents. No member may represent more than one section on the Management Committee. The Management Committee shall elect from amongst it's members a Vice Chairman.

- B The President, Chairman, General Secretary and Treasurer of the Club shall be elected on the nomination of the Management Committee at an Annual or Special General Meeting of shareholders. The appointment shall be for the aforesaid term on the expiry of which period they shall be eligible for re-appointment These Offices shall be vacated in favour of two thirds (2/3) of the members voting at a Special General Meeting called for that purpose.
- C In case any Officer or member of the Committee should die, resign, be removed or become unfit or incapable to act, the Committee may at any time appoint a person to fill the vacancy until the next Annual General Meeting unless the vacancy previously filled at a Special General meeting.
- D All the Officers and the committee with the exception of the President unless removed or resigned shall continue in office until the next Annual General Meeting and at every such meeting Officers and the Committee shall be elected as aforesaid for the ensuing year, or on failure of such election those last appointed shall continue in office.

- D The Management Committee shall be responsible for the operation of the bar under the Licensing Act 2003 or any subsequent amendment to the said Act.
- E Only a shareholder who has paid a current Club membership subscription shall be eligible to hold any office in the Club.
- F Any Officer other than a (Committee person) may receive such remuneration, if any, as may be decided from time to time at Annual General Meetings.
- G No employee of the Club shall serve as a member of the Committee or of any sub-committees.

## 11 **Committee of Management**

- A The Committee shall meet on such days at such hours as may be agreed from time to time. The Chairman, or if he is not present, the vice-chairman, shall preside.
- B Any eight (8) members shall form a quorum and shall have full power to superintend and conduct the business of the Club, according to the rules thereof, and shall in all things act for and in the name of the Club. A special meeting of the Management Committee shall be held whenever a written request is made to the General Secretary signed by five (5) of its members. Minutes of all meetings of the Management Committee shall be taken by the General Secretary and circulated to all members of the Management Committee.
- C All members of the Management Committee shall have one vote. All votes shall be by show of hands and a simple majority shall be required in respect of all resolutions of the Management Committee. When the votes are equal the Chairman shall have the casting vote.

## 12 **Regulations**

The Management Committee shall have full power to make bye-laws (not inconsistent with the rules) for the use of the Club premises including times for opening and closing the Club, for the playing of tournaments and matches, the conduct and approval of members, their entrance fees and subscriptions, and for all other matters necessary for the proper management of the Club.

## 13 **Audit**

- A The members shall vote annually, as allowed by the Deregulation (Industrial and Provident Societies) Order 1996 at the Annual General Meeting, to have, when necessary in law or where the membership require, an audit carried out by two or more lay auditors, or a report carried out by a registered auditor, or unaudited accounts where the conditions for such prevail.
- B If a full audit or a report is required, a person who is a qualified auditor under section 7 of the Friendly and Industrial and Provident Societies Act 1968 shall be appointed.
- C The qualified or lay auditors, if so appointed, shall not be officers or servants of the Society and nor shall they be partners of, or in the employment of, or employ, an officer or servant of the Society.
- D Lay auditors shall be chosen by the Committee of Management from the general membership and/or others.
- E If the membership vote for unaudited accounts, the Society's Income/ Expenditure Ledger shall be scrutinised by the Secretary and Committee Members only and signed, as a true record, by the Secretary and two committee members or such other number as may be required by

- 13 E legislation. An Income/Expenditure report will be prepared to present to the Societies members at each Annual General Meeting.
- 14 A **Annual Return to Registrar**  
Every year and within the period prescribed by statute, the secretary shall send to the Registrar the annual return, in the form prescribed by the Registrar, relating to it's affairs for the period required under the Industrial and Provident Societies Act 1965 to be included in the return together with;
- a) a copy of the report of the auditor on the societies accounts for the period ended in the return or with a copy of such other report (if any) as is required for such period; and
  - b) a copy of each balance sheet made during that period and of the report (if any) of the auditor or other appropriate person on that balance sheet as required by statute.
- 15 **Expulsion**  
The committee shall have the power to terminate or suspend the membership of any member, or to exclude any member or visitor whom it considers guilty) of a breach of this Constitution or the On-Court Rules or of misconduct or offensive behaviour to any other member, visitor or employee, whether on the Club's premises or elsewhere.  
The member has the right of appeal. This must be made in writing to the secretary giving the grounds for the appeal within 14 days of the expulsion or suspension. It will be considered by the committee within 14 days of receipt, and the decision made after due consideration of the written details presented.
- 16 **Seal**  
The Club shall have its name engraved in legible characters on a seal which shall be kept in the custody of the General Secretary and shall be used only under the authority of a resolution of the Management Committee. The date of such authority shall be mentioned on the instrument to which the seal is attached and shall be attested by the signature of two member of the Management Committee and the General Secretary.
- 17 A **Statutory Application to the Registrar of Friendly Societies**  
Any ten members of the Club each of whom has been a member of the Club for not less than twelve months immediately preceding the date of the application may apply to the Registrar in the form prescribed by the Treasury Regulations to appoint an accountant or actuary to inspect the books of the Club and to report thereon pursuant to Section 47 (i) of the Industrial and Provident Societies Act 1965.
- B It shall be the right of one-tenth of the whole number of members or if the number of members shall at any time exceed one thousand (1000) it shall be the right of one hundred (100) members by an application in writing to the Chief Registrar Signed by them in the forms respectively prescribed by the Treasury Regulations.
- (i) To apply for the appointment of an inspector or inspectors to examine into the financial affairs of the Club and report thereon or:
  - (ii) To apply for the calling of a Special Meeting of the Club.

**18**            **Dissolution**

The club at any time be dissolved by the consent of three-fourths of the members testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations or by winding up in the manners prescribed by the Industrial and Provident Societies Act.

In the event of dissolution, after settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to another organisation with similar objects to the Club.

**19**            **Copies of the Rules**

It shall be the duty of the Management Committee to provide the General Secretary with a sufficient number of copies of the rules to enable him to deliver on demand a copy of such rules on payment of a sum not exceeding £5 and the duty of the General Secretary to supply such copies accordingly.

**20**            **Amendment of Rules**

**A**            No new rule shall be made or shall any of the rules herein contained or hereafter to be made be amended or rescinded unless with the consent of nine-tenths of the members present and voting at any General Meeting. Notice of any proposed amendment shall be sent to each member at least twenty-one days prior to such a meeting.

**B**            The playing areas as constituted at the date of this complete amendment of rules shall be devoted to the playing of Cricket, Lawn Tennis and Squash. None of these playing areas shall be varied in any way or used permanently for any other activity unless the consent of a majority of nine-tenths of those present and voting at a Special General Meeting of the Club.

**C**            No new rule of amendment of rule is valid unless registered with the Registrar of Friendly Societies.

**21**            **Disputes**

**(i)**           If any dispute shall arise between a member or person claiming through a member or under the rules, or any person aggrieved who has ceased to be a member, or any person claiming through such person aggrieved, and the Club, or any Officer of the Club, it shall be decided by reference to arbitration.

**(ii)**          Five arbitrator shall be elected at a General Meeting, none of them being directly or indirectly interested in the funds of the Club or any vacancy or vacancies shall be filled at a General Meeting. The complaining party to a dispute, or someone appointed by him, shall draw three names out of the five by lot in the usual way and the three arbitrators whose names are first drawn shall decide the dispute.

**22**            **Nominations and Proceedings on Death or Bankruptcy**

Upon a claim being made by the personal representative of a deceased member or the trustee in bankruptcy of a bankrupt member the Club shall transfer or pay such property to which the personal representative or trustee in bankruptcy may direct them.

A member may in accordance with the Industrial and Provident Societies Act 1965, nominate any person or persons to whom subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made any of his property in the Club at the time of his death, shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination the Club shall if and to the extent that the nomination is valid under the said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled thereunder

- 23**
- Private Functions**
- A** The Management Committee shall have the power to allow the Club premises to be used at such times and at such charges as they shall determine for private functions of a social nature
- B** At such function as is mentioned in paragraph (A) above intoxicating liquor may be supplied upon the premises during the Clubs permitted hours to all persons attending such a function whether or not they are members.
- 24**
- Visitors**
- All members are to be responsible for any guests they invite onto club premises at all times. Any breach of club rules by the guest will be held against the member who invited them.
- 25**
- Intoxicating Liquor**
- Intoxicating liquor may be supplied upon the Club premises while a Premises License is in force granted under the Licensing Act 2003 to members of the club and their guests and at the discretion of the Management Committee to:
- (i) members of visiting Clubs' playing arranged sporting fixtures
  - (ii) people visiting the Club premises for the purpose of taking part in the Club's social events
  - (iii) attendees of private functions on payment of a hall hire fee.
- The permitted hours for the supply of intoxicants shall be at such times within the limits of the Premises License held by the Club under the Licensing Act, 2003.
- A list of current member shall at all times be kept on the premises of the Club and shall be kept up to date.
- 26**
- Diversity and equal opportunity**
- The club will operate a policy supporting diversity and equal opportunity as laid out in Appendix One of these rules.

**Original Rules registered 13<sup>th</sup> June  
1980 Register No. 10895R**

**Appendix One - diversity and equal opportunity policy**