

Sutton Lawn Tennis Club

Constitution and Bye Laws



Amended after AGM on 26th March 2018



Sutton Lawn Tennis Club – Constitution and Bye Laws 2018

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1. NAME

- 1.1. The Club shall be called Sutton Lawn Tennis Club, originally called Howth Lawn Tennis Club and is hereinafter referred to as 'The Club'

2. OBJECTS

- 2.1. The objects of the Club shall be the encouragement, promotion, advancement, and organisation of the game of lawn tennis and other athletic sports and pastimes.

3. MEMBERSHIP

The membership of the Club shall consist of: -

- 3.1. **Senior** Members, who shall be not less than 30 years of age, at such date as the Committee may from time to time decide.
- 3.2. **Intermediate** Members, who shall be not less than 18 years of age and not more than 23 years of age, at such date as the Committee may from time to time decide.
- 3.3. **Senior Intermediate** Members who shall be not less than 23 years of age and not more than 30 years of age, at such date as the Committee may from time to time decide.
- 3.4. **Juvenile** Members who shall be of such age, not more than 16 years, at such date which the Committee may from time to time decide.
- 3.5. **Junior** Members who shall be of such age, not less than 16 and not more than 18 years, at such date which the Committee may from time to time decide.
- 3.6. **Junior Academy** Members who shall be of such age, not more than seven years, which the Committee may from time to time decide and whose attendance at the Club shall be regulated by the Committee.
- 3.7. **Overseas** Members, in any of the above categories, who shall be persons who are permanently resident outside the island of Ireland.
- 3.8. **Pavilion Gym** Members, with effect from 1st Jan 2016, who shall be of such age (not less than 18 years of age) at such date as the Committee may from time to time decide
- 3.9. **Pavilion** Members which shall be closed as a membership category to new applications from 17th February 2014 with the exception of members who were a Senior, Senior Intermediate or Intermediate member for a continuous period of two years or more at the time of transfer to this category
- 3.10. **Clubhouse** Members who shall be of such an age greater than 18 years which the Committee may from time to time decide.
- 3.11. **Country** Members who shall be age over 18 and normally resident more than 80km from the club
- 3.12. **Temporary** Members, elected for a period of time not exceeding 12 months, in any of the above categories, and who shall be persons not normally resident in Ireland or who were not resident in the area up to the time of application, such membership to be renewable at the sole discretion of the Committee.
- 3.13. Honorary Members.
- 3.14. 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 think fit. When a candidate has been duly elected notice to that effect shall be sent to him together with a copy of the Rules of the Club.
- 3.15. No person shall be considered a member (Honorary Members excepted) until his entrance fee (if any) and first annual subscription shall have been paid. On paying the subscription and any entrance fee each member submits himself to the Rules of the Club and to all other rules, bye-laws and regulations of the Club. If any candidate who has been elected shall fail to pay the amount of his entrance fee (if any) and subscription within one month after receiving such notification as aforesaid, he will be deemed to have declined to be a member.



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- 3.16. Every candidate for membership (Honorary Membership excepted) shall be proposed by one member other than a Clubhouse, Overseas, Temporary, Juvenile, Junior or Junior Academy Member of the Club and seconded by another such member and the name, description and address of such candidate with the names of his proposer and seconder shall be communicated to the Secretary or Hon. Secretary. Candidates' nomination entrance form to be kept for that purpose. The name and address of every candidate proposed for membership must be displayed in a prominent place in the Clubhouse for a period of not less than one week prior to election. A period of two weeks must elapse between the time of nomination and election.
- 3.17. 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 as the Committee shall recommend for election as an Honorary Member on the grounds of special services to the Club or special distinction in the game of lawn tennis or squash. On being elected, each Honorary Member submits himself to the rules of the Club and to all other bye-laws and regulations 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 eight 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. Notwithstanding the provisions of this article such persons as were paid up life members of the Club at the date of the coming into force of these rules shall be deemed to be Honorary Members.
- 3.18. The Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club must at all times show respect and understanding for their rights, safety and welfare, and also conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Government's current Code of Ethics and Good Practice for Children in Sport. It is a condition of club membership that all members uphold and support the Child Protection Policy of Sutton Lawn Tennis Club which is posted on the club website and notice board.

4. VISITORS TO THE CLUB

- 4.1. Senior Sports and Senior Intermediate may introduce-playing visitors provided that the visitor(s) shall play with the member who introduces him. No Juvenile, Junior or Junior Academy Member may introduce visitors to the Club. However, the Committee may, at its sole discretion, waive this rule for suitably qualified Juvenile or Junior Members.
- 4.2. Pavilion or Pavilion Gym or Honorary Members may introduce non-playing visitors to the Club. Only adult members may introduce non-playing visitors to the Club.
- 4.3. The Committee may prohibit the admission of any visitor to the Club premises and no member shall bring any person whose admission is prohibited into the Club premises. Members introducing visitors shall be responsible for the conduct of such visitors and shall make good damage caused by such visitors. The same playing visitor may not be introduced more than six times in any one year.
- 4.4. The member who introduces a playing visitor shall pay the appropriate fee before the visitor avails of the Club's facilities. Notwithstanding the provisions of the rules on visitors the Committee shall have the power by majority Resolution to grant extended visiting rights, not exceeding two months in duration, to selected persons and to determine the fee payable by such visitor. A person enjoying such extended visiting rights shall be free from the requirement to play with the Member who introduces him but shall not himself / herself introduce visitors.



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5. ENTRANCE FEE, SUBSCRIPTION AND GREEN FEES.

- 5.1. The entrance fee for 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 a 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 the current rate of subscription and any levy except upon 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 bare majority of the members eligible to vote and present and voting at such meeting shall suffice for the adoption of such Resolutions.
- 5.2. All subscriptions and levies are due and payable in advance on the 1st day of April in each year 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 further power 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 subscription and levy payable by a newly elected member. A member whose subscription and levy is in arrears for more than two 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 with payment of all monies owed plus a late payment penalty amounting to 10% of the invoiced amount, provided there is a vacancy in the Club membership. The Committee shall have 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
- 5.3. The green fee payable for playing visitors introduced by members of the Club shall be such sums as may from time to time be determined by the Committee.

6. RESIGNATION, EXPULSION ETC. OF MEMBERS

- 6.1. Any member may resign his membership by giving to the Secretary or Hon. 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.
- 6.2. The Committee shall have power to determine the amount of any outstanding subscription and levy payable by a member who resigns.
- 6.3. 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.
- 6.4. Before a member is advised, admonished, censured, fined, disqualified, suspended, expelled or otherwise disciplined by the Disciplinary Committee, the member's 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 conduct and, in the case of a personal appearance, to have with him 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 had infringed these Rules, or bye-laws 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 5.2 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 seven days.



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- 6.5. In the event of the Disciplinary Committee exercising its entitlement to advise, admonish, fine, censure, disqualify, suspend, expel 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 provision for the costs and expenses of such appeal at its complete discretion.
- 6.6. 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 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.

7. GENERAL MEETINGS

- 7.1. All General Meetings of the Club shall be held in the clubhouse, or within a maximum of 25 kilometres of the Club premises, at such time and place as the Committee shall appoint.
- 7.2. 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 in the Notices calling it; and not less than eleven months and not more than fifteen months shall elapse between the date of one Annual General Meeting and that of the next.
- 7.3. The Annual General Meeting shall be held at such time and at such place in the City and County of Dublin as the Committee shall appoint.
- 7.4. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 7.5. 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 40 days of the receipt of a requisition duly signed by 100 fully paid up members, Juvenile, Junior, Junior Academy and Temporary Members excepted, and of whom a minimum total of 50 shall be Senior Sports Members. The Notice of the Meeting shall specify the exact nature of the business and/or the form of any Resolution to be considered at such meeting
- 7.6. All General Meetings shall be called by at least fourteen days' notice. The notice period shall be exclusive of the day in which it is served or deemed to be served and of the day for which it is given and shall specify the place and day and the hour of the Meeting and in the case of special business, the general nature of the business shall be given in manner hereinafter mentioned, to such persons as are, under the Rules of the Club, entitled to receive such notices from the Club. The manner of notification shall be
 - a) By email to a member's e-mail address as provided to the club and
 - b) By publishing on the club noticeboard and
 - c) By making available copies of the notification at the club office and
 - d) By publishing on the club website and/or
 - e) By post if so decided by the Committee from time to time

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.



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8. PROCEEDINGS AT GENERAL MEETINGS

- 8.1. Amongst the business to be transacted at the Annual General Meeting shall be the consideration of the Hon. Secretary's report, the consideration of accounts and balance sheet for the preceding year, the appointment of Auditors or Hon. Auditors, the election of Officers, the election of the Chairman and Vice-Chairman of the Squash Committee, 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 special Resolution or Resolutions as from the published Agenda for such meeting.
- 8.2. 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 40 members present in person shall be a quorum.
- 8.3. 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 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 Vice-President or in his absence by the Captain or in his absence by a member selected by the Committee.
- 8.4. 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 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.
- 8.5. 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 10 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 an 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 in favour of or against such Resolution. The demand for a poll may be withdrawn.
- 8.6. Except as provided in Rule 8.8 if a poll is duly demanded it shall be taken in such 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.
- 8.7. 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.
- 8.8. A poll demanded on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such 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.

9. VOTES OF MEMBERS AT GENERAL MEETINGS

- 9.1. Each individual who is a member or Honorary Member (Pavilion Gym, Clubhouse, Temporary, Juvenile, Junior and Junior Academy Members excepted) shall have one vote only at General Meetings (subject to the provision of Rule 9.2). No resolution or proposal (save as provided in Rule 14.2) at such meetings shall be deemed to be carried unless a majority of those present and voting support it.



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- 9.2. No member with voting rights shall be entitled to vote at any General Meeting unless all moneys immediately payable by him to the Club have been paid.
- 9.3. 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.
- 9.4. Votes must be given personally.

10. THE COMMITTEE

- 10.1. The affairs of the Club shall be managed by the Committee as hereinafter provided for.
- 10.2. The Committee of the Club shall consist of the Officers of the Club, the Vice-Captain, the Lady Vice-Captain, the Chairman of the Squash Committee, the Vice-Chairman of the Squash Committee, a Children's Officer, and 7 members of the Club elected as herein provided. The Officers shall consist of a President, a Vice-President, a Captain, a Lady Captain, an Hon. Secretary and an Hon. Treasurer. No person shall be a member of the Committee who is a Temporary, Juvenile, Junior or Junior Academy 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.
- 10.3. At the Annual General Meeting of the Club, the Officers, the Vice-Captain, the Lady Vice-Captain, the Chairman and the Vice-Chairman of the Squash Committee, the Children's Officer, and the Committee then in office shall retire but shall be eligible for re-election. Nominations, duly signed by two current members (not Temporary, Juvenile, Junior or Junior Academy) and by the nominee, for all Officer posts, for Vice-Captain, for Lady Vice-Captain, for Chairman and Vice-Chairman of the Squash Committee, and for all Committee positions shall be forwarded to the Honorary Secretary, not later than seven days before the Annual General Meeting. Details of such nominations shall be displayed in a prominent place in the Clubhouse, to be decided from time to time by the Committee, for at least five days immediately 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.
- 10.4. The Committee shall have power at any time and from time to time to appoint any person, who is qualified for election under Rule 9.6, 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.
- 10.5. The Committee may by resolution, of which 28 days' notice has been given, remove any member of the Committee before the expiration of his period of office notwithstanding anything in these Rules.
- 10.6. The Committee may appoint 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 at any time exceed the number fixed in accordance with these rules. Without prejudice to the powers of the Committee under Rule 9.8, 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.

11. BORROWING POWERS

- 11.1. The Committee may pursuant to a Special Resolution passed in accordance with Rule 7.6 exercise all the powers of the Club to borrow money and to Mortgage or Charge its undertaking and property or any part thereof and to issue Debentures, Debenture Stock and other securities whether outright or as security for any debt liability or obligation of the Club or of any third party.



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- 11.2. 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 by the Club 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.
- 11.3. The committee shall have power, with the agreement of the trustees, to buy land adjacent to the Club or to dispose of Club land, but in each case only up to a maximum of 40 square metres in any one calendar year. Above this maximum, the approval of the members at a general meeting must be obtained.
- 11.4. The Committee shall have power from time to time to make, amend, and repeal such rules, bye-laws 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 rules, bye-laws or regulations regulate: -
- a) the time of opening any Clubhouse belonging to the Club or any part thereof;
 - 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 of the property of the Club;
 - c) the admission of visitors to the premises and the benefits of the Club;
 - d) the prohibition of particular games on the Club premises entirely or at any particular time;
 - e) the conduct of the members in relation to one another and to the Club employees;
 - 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 breach of any Rule of the Club;
 - 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 Rules and including the closing of the courts or ground, or any part thereof, at such times as they may think proper.
- 11.5. The Committee shall adopt such means as they deem sufficient to bring to the notice of the members of the Club all such rules, bye-laws or regulations, amendments and repeals; and all such rules, bye-laws or regulations so long as they shall be in force shall be binding upon all members of the Club provided that no rule, bye-law 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.
- 11.6. 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 shall from time to time by Resolution determine

12. PROCEEDINGS OF THE COMMITTEE

- 12.1. 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 five 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 exercise a second or casting vote. The Secretary or Hon. Secretary shall, on receipt of a requisition signed by at least three 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.
- 12.2. The quorum necessary for the transaction of the business of the Committee shall be seven, three of whom shall be Officers of the Club.



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- 12.3. 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 Committee members or Committee member may act for the purpose of increasing the number of Committee Members (as provided in Rule 9.8 or 9.10) to that number or of summoning a General Meeting of the Club, but for no other purpose.
- 12.4. The President, or in his absence, the Vice-President 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.
- 12.5. 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.
- 12.6. 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.
- 12.7. 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 votes the Chairman shall have and shall exercise a second or 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 two and unless so fixed shall be two.
- 12.8. 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 Committee Member.
- 12.9. 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.
- 12.10. Membership of the Committee shall be vacated if the member
 - a) resigns his 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 interest.

13. ACCOUNTS

- 13.1. The Committee shall cause proper books of account to be kept, relating to
 - a) all sums of moneys 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.
- 13.2. 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.
- 13.3. 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.



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- 13.4. 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 account or book or document of the Club except as authorised by the Committee or by the Club in General Meeting.
- 13.5. 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.
- 13.6. Auditors shall be appointed at the Annual General Meeting of the Club

14. INTOXICATING LIQUOR

- 14.1. A visitor shall not be supplied with excisable liquor in the Club premises unless on the invitation and in the company of a member and that member shall, upon the admission of such visitor to the Club premises, or immediately upon his/her being supplied with such liquor, enter his/her name and address of the visitor in a book which shall be kept for the purpose and shall show the date of each visit.
- 14.2. No excisable liquor shall be sold or supplied by the Club to any person under the age of 18 years.
- 14.3. No person under the age of 18 years shall be allowed into the licensed area of the Club after 9.00 p.m. However, a child who is accompanied by his/her parent or guardian may be allowed into the licensed area between the hours of 10.00 a.m. and (12.30p.m. on Sunday) and 9.00p.m.
- 14.4. A child who is aged at least 15 years but under the age of 18 years and who is accompanied by his/her parent or guardian may be allowed into the licensed area of the club on the occasion of a private function at which a substantial meal is served to persons attending the function.
- 14.5. No excisable liquor shall be sold for consumption outside the premises of the Club except to members of the Club, between the hours of 8 o'clock in the morning and 10 o'clock at night.
- 14.6. Subject to the exceptions mentioned in Sub-Section 2 and 3 of Section 56 of the Intoxicating Liquor Act 1927 as amended by Section 6 of the Intoxicating Liquor Act 1962, no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other than a member of the Club lodging in the Club premises):
 - a) On any weekday before the hour of half past 10 o'clock in the morning or;
 - b) On any Monday, Tuesday, Wednesday or Thursday after the hour of half past 11 o'clock in the evening or;
 - c) On any Friday or Saturday after the hour of half past 12 o'clock in the morning on the following day or;
 - d) On any Sunday (except St. Patrick's Day which falls on a Sunday) before the hour of half past 12 o'clock in the afternoon or after the hour of 11 o'clock in the evening or;
 - e) On St Patrick's Day before the hour of half past 12 o'clock in the afternoon or after the hour of half past 12 o'clock in the morning on the following day.
 - f) On Christmas Eve and the Eve of Good Friday before the hour of half past 10 o'clock in the morning or after the hour of half past 11 o'clock in the evening or;
 - g) At any time on Christmas Day or Good Friday.
- 14.7. No member of the Management Committee and no manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein or in the profits arising from such sale.
- 14.8. Nothing contained in the Registration of Clubs Acts 1904 to 1999 or imposed only by virtue of the operation of Rule 13.5 of this constitution shall operate to prohibit the supplying for consumption on the Club premises of excisable liquor to any person for the consumption of excisable liquor on those premises by any person:
 - a) On Christmas Day between 12 o'clock midday and 10 o'clock in the evening or;



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- b) On any other day for one hour after the expiration of any period in respect of that day during which it is lawful for the Club by virtue of Rule 13.5 of this constitution to supply any excisable liquor for consumption on the Club premises, if in each case the excisable liquor is:
 - c) Ordered by that person at the same time as a substantial meal is ordered by him.
 - d) Consumed at the same time as and with the meal.
 - e) Supplied and consumed in the portion of the Club premises usually set aside for the supply of meals.
 - f) Paid for at the same time as the meal is paid for.
- 14.9. The Management Committee may alter or add to such Rule or Rules dealing with the supply or consumption of excisable liquor for the purpose of complying with Licensing Laws for the time being in force, or for the purpose of satisfying the requirements of the members of accordance with such laws.
- 14.10. In addition to the foregoing Rules and Clauses thereof the Clauses and Regulations embodied in the Registration of Clubs Acts 1904-1986 and the Acts extending and amending the same shall be deemed Rules of the Club

15. ALTERATION OF RULES

- 15.1. 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, subscription or green fee, except those possessing certain qualifications defined in these Rules and subject to the conditions and regulations prescribed herein.
- 15.2. These Rules, except Rules 14.1 to 14.10 shall not be repealed or amended nor shall any new Rules be enacted (save Rules relating to the sale of excisable liquor on the Club premises) except at an Annual General Meeting or at a Special General Meeting convened for that purpose.
- 15.3. 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 November in each year to the Honorary 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 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.
- 15.4. The Committee shall have power to alter or amend Rules 14.1 to 14.10 or to create any new Rules relating to the sale of intoxicating liquor on the Club premises, but only for the purpose of complying with any existing or future Statute.

16. TRUSTEES

- 16.1. The Club shall have not less than three and not more than four Trustees. The property of the Club shall vest in the Trustees. From March 6th 2012, Trustees who shall have been voting members for the immediately preceding 15 years and have served on the Sutton LTC Management Committee shall be appointed by resolution at a duly convened Annual or Extraordinary General Meeting of the Club as directed by the Committee for a period not exceeding five years and each shall hold office until he or she shall: resign, or be absent from Ireland for one year, or cease to be a Member of the Club, or be declared bankrupt or be removed from office by a resolution at a duly convened Annual or Extraordinary General Meeting of the Club. A retiring Trustee shall only be eligible to serve a maximum of two terms of office and will not be eligible for re-election or appointment as a Trustee thereafter.
- 16.2. If a vacancy shall occur in the number of Trustees by removal, resignation or death, the number of Trustees shall be restored to at least three within six months. The surviving or continuing Trustees shall have power to act notwithstanding any casual vacancy or vacancies in the number of Trustees.



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17. CLUB COLOURS AND CREST

- 17.1. The Club colours shall be sky blue and deep yellow. The Club crest shall be two crossed white swords on a sky blue shield with four interspersed deep yellow roses

18. INDEMNITY

- 18.1. 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 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 shall or may incur or sustain by reason or on account of any obligations undertaken by him on behalf of the Club in his capacity as such Officer, Committee Member, Hon. Auditor or Trustee, provided always in the case of a liability incurred in his capacity as an Officer, Committee Member, Hon. Auditor or Trustee that such liability was not incurred through his own fraud or wilful default, libel or slander.

19. GENDER

- 19.1. Except where otherwise stated in these Rules the masculine includes the feminine gender, and vice versa.



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20. GENERAL BYE-LAWS

- 20.1. Traffic in the driveway must give way to incoming traffic at all times.
- 20.2. Smoking is forbidden in the Clubhouse
- 20.3. Juvenile, Junior or Junior Academy Members may only be in the lounge when accompanied by a parent or guardian, or on specially designated occasions or when the Junior Room is closed (and in such cases not after 6.00 p.m.). Juvenile Members under 14 years of age must be off the premises by 6.00 p.m. each day. Juvenile and Junior Members of 14 years and over may be in the grounds after 6.00 p.m. only for the purposes of playing snooker (as set out in Snooker Bye-Law No. 22) or tennis or squash.
- 20.4. Attendances at junior discos are restricted to 80 persons.
- 20.5. Use of the television is restricted to news and sports programmes during busy periods in the lounge or function area and may only be used in the lounge with prior approval of the Management Committee.
- 20.6. Parking is prohibited in front of any emergency exit from the Clubhouse. Parking in the Club grounds is only permitted while availing of the Club facilities.
- 20.7. Members and their visitors must vacate the Clubhouse when requested to do so during the course of a fire evacuation, both real and practice.
- 20.8. The use of cameras or video recording equipment, including camera phones, is strictly forbidden in the dressing rooms, toilets, gym, junior room and shower areas, except as determined by the Committee for the purposes of security. Failure to comply with this by law will result in disciplinary action against the offending member.
- 20.9. While in the Club, all Juvenile and Junior members shall carry their own Club membership card and have it available for presentation on request. Accessing the Club using another member's card or allowing another member to use your membership card may result in disciplinary action.
- 20.10. Juniors must leave the changing room if an adult is present. Juniors are not allowed to loiter in the changing rooms. Senior members can ask junior members to leave the changing room. Juniors must leave the changing room immediately if requested to do so. No food is allowed in the changing rooms. Failure to comply with this by law will result in disciplinary action against the offending member.
- 20.11. Only alcohol purchased on the premises may be consumed in the Club unless otherwise specifically authorised and approved by the Management Committee and/or Club Manager

21. GYM BYE-LAWS

- 21.1. Access to the gym is restricted to those carrying their current 'Approved Gym User' card duly authorised by the Gym Manager or those members attending assessment courses under the personal attention of the Gym Manager. No other persons may use the Gym equipment, under any circumstances.
- 21.2. Members must sign the disclaimer on the 'Approved Gym User' card before using any equipment in the gym.
- 21.3. Access to the gym is by use of the membership card and a deduction charge will be made for the first entry each day in the case of Pavilion Members only. The usage charge for Pavilion Members will be at the discretion of the Management Committee (c.f. Rule 5.3)
- 21.4. Members must report any damage to equipment to the office or Gym Manager, immediately.
- 21.5. Access to the gym is restricted to members who are 16 years of age or older, except with the express approval of the Committee and under such restrictions as they may lay down from time to time. No visitors may use the gym equipment.

22. SNOOKER BYE-LAWS

- 22.1. Play is restricted to members aged 16 years or over, except when playing with one of their parents.



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- 22.2. Juvenile and/or Junior Members in play with other Juvenile and/or Junior Members must give way to Senior, Pavilion or Clubhouse Members on the waiting list but may complete a game in progress, according to Bye-Law 4. Juvenile or Junior Members in play with Senior or Pavilion Members have senior status.
- 22.3. If both tables are occupied, then the tables may be booked by entering your name on the waiting list board in the Snooker Room.
- 22.4. Tables must be vacated after a frame is completed or in one hour at the latest.
- 22.5. The player finishing a game must advise the next player on the waiting list subject to checking no further than the lounge.
- 22.6. Tables may not be used without table lights.
- 22.7. Juvenile or Junior Members may use the tables when playing with one of their parents, provided that Juvenile Members under 14 years of age may not play after 6.00 p.m. Otherwise Juvenile and Junior Members must vacate the room at 6.00 p.m. Juvenile or Junior Members may not congregate in the Snooker Room and may only use the room when actually in play on one of the tables.
- 22.8. The last game on any table must not commence after the closing time in the bar for that night.
- 22.9. The last players on each table each night must replace the covers on that table.
- 22.10. It is strictly forbidden to bring any form of food, snacks, crisps or peanuts into the Snooker Room
- 22.11. Members introducing visitors must have filled out the visitor record sheet and paid the appropriate fee.

23. SQUASH BYE-LAWS

- 23.1. Courts may only be occupied if a valid booking has been made and the appropriate booking fee paid through the SLTC Court Booking System for that time or by purchasing a voucher at the office.
- 23.2. All items of clothing worn on court must be predominantly white. This applies to shoes, socks, shirts, shorts, tee shirts, dresses, and skirts. Skin tight leggings, if worn, must be white and no longer than knee length. Players, including visitors, contravening this rule will be required to leave the court at once. It is the responsibility of the member introducing visitors to acquaint them with this rule prior to play.
- 23.3. Bookings up to and including the 5:40pm slot will cost €1.25 and those after that time will cost €2.5.
- 23.4. A member may book a court and play with a visiting non-member. The booking fee for the non-member will be €3 non-peak (before 5:40pm) and €5 peak (after 5:40pm).
- 23.5. Players must vacate the court at the end of their session whether the court is free for use or not. If a further session is free and available, then court must be paid for through the online booking system
- 23.6. Any player who does not make himself available for league selection, by virtue of opting for another club, will not be eligible for entry to the Club Championship in that season.
- 23.7. Inter-club leagues and cups, open tournaments, interprovincial and international matches have priority us of the courts at all times.
- 23.8. The Squash Committee may, at their discretion, reserve courts for play, squad training, and one day tournaments and may waive any court fee. In such instances the rules of play above shall not apply
- 23.9. Courts will be released for booking 10 days in advance. Failure to take up a booking or cancel same within 72 hours of the time slot will lead to a forfeiture of booking fee unless time slot is booked by another member
- 23.10. Members must register their take up of their court booking on the booking terminal in the club reception area.
- 23.11. The squash committee may agree to courts being pre booked by the squash administrator subject to bye-laws 22.12 and 22.13
- 23.12. A maximum of 2 courts at any one time may be reserved for coaching off peak unless otherwise agreed by the Committee in advance.



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23.13. After 7pm, only one court may be reserved for elite coaching.

24. TENNIS BYE-LAWS

- 24.1. Clothing worn on court must be predominantly white. This applies to shoes, socks, shirts, shorts, tee shirts, dresses, and skirts. Skin tight leggings, if worn, must be white and no longer than knee length. Players, including visitors, contravening this rule will be required to leave the court at once. It is the responsibility of the member introducing visitors to acquaint them with this rule prior to play.
- 24.2. Seniors playing with Juveniles or Juniors assume the status of Juveniles / Juniors except:
- When playing in club or league competitions.
 - When playing in Ladder challenges.
 - When playing in an official league team practice as notified to the office.
 - That between the hours of 12 noon and 18.00 on Saturdays, Sundays, and public holidays, no more than 2 courts may be set aside on which this rule will not apply, where a parent, who is a Senior Member, is playing with one (or more) of his children who is (or are) a Juvenile/Junior Member(s).
 - When playing with a Juvenile/Junior who is allocated a Senior Passport. Senior Passports are allocated to Juveniles/Juniors by the Captains. Juveniles/Juniors who hold Senior Passports will have the same booking rights as Seniors unless otherwise decided by the Captains
 - Note: Two Juveniles/Juniors playing Senior Ladder challenges, or in other Senior events do not have Senior status. Juveniles/ Juniors who have been allowed to commence play on a floodlit court shall be allowed to finish their time.
- 24.3. Senior Members have first preference on all courts on Saturday, Sunday and Public Holidays, and on all days after 18.00, save as provided in Tennis Bye-Law No. 23.2.
- 24.4. During school holidays the number of courts occupied by Senior or Intermediate Sports Members up to 18:00 from Monday to Friday inclusive (but public holidays excluded), shall not exceed four, save at certain designated times (to be shown on the On Line Booking system in the weeks ahead), the number may be reduced to two. The courts to be used shall be designated by the On Line Court Booking system administrators. For the purposes of this bye-law school holidays are defined as the three weeks of Christmas (excluding December 24th to January 1st inclusive), the Easter fortnight, and the months of June, July and August.
- 24.5. A court may be used subject to the procedures as set out in Bye Law 18 onwards
- 24.6. Play against the practice wall and mini courts is limited to 20 minutes, unless no other member requires the wall for practice. Club staff may maintain a book to regulate practice time during periods of heavy demand. Seniority will not apply before 18.00 p.m. and the waiting list will be maintained on a 'first come, first served' basis. The tennis practice wall may not be used while there are league or championship matches in progress on Bradshaw 1 and Bradshaw 2 Courts
- 24.7. Club competition and challenge matches, once started, shall be played to a conclusion whether played in daylight or floodlight conditions. Club competitions are: Spring Championships, Summer Handicaps, Club Championships, Husband and Wife Cup, Kearns Cup, Lawless Cup, Assaroe Cup,
- 24.8. Challenge or Club competition matches shall have NO PRIORITY for the use of courts either in floodlight or daylight conditions except as designated by the Captains.
- 24.9. Inter-club League, open tournaments, Interprovincial and International matches have priority use of courts at all times.
- 24.10. The Captains may, at their discretion, schedule matches for play. In such instances, the rules of play above shall not apply.
- 24.11. In cases of dispute, the office staff, when in attendance, shall adjudicate and his/her decision shall be binding for that dispute.
- 24.12. Smoking is strictly forbidden on the courts



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- 24.13. Drinking glasses may not be taken on to tennis courts.
- 24.14. Entries for veteran's events are accepted from those who will reach the age for the event by December 31st of the year of the event.
- 24.15. A Class 1 or 2 player who does not make himself available for selection in the Summer Leagues, by virtue of opting for another club, will not be eligible for entry to the Senior or Junior Club Championship singles, doubles or mixed doubles in that calendar year
- 24.16. The Management Committee may withhold a presentation from any member who, in its sole opinion, has failed to commit himself to the Club at representative or other level
- 24.17. Juveniles and Juniors over 14 years of age are permitted to play tennis after 18.00 providing the court is not required by a Senior or Intermediate Sports member.
- 24.18. The Tennis Committee may reserve the courts for specific events from time to time e.g. Club Championship Finals
- 24.19. Tennis Courts as designated from time to time by the Tennis Committee may be booked in advance using the On Line Court Booking System
- 24.20. Applicants for Junior Academy membership must be aged five or older before they are admitted to membership. (In the year in which they will be eight, applicants should apply for Juvenile membership.) Junior Academy members may attend at the Club for coaching or private practice purposes, at times to be determined by the committee, but must be in the care of a responsible adult while in the Club.

25. Tennis Court Booking

- 25.1. Indoor Peak Period is between 18:00 and 22:00 Monday to Friday Saturday 11:00 - 18:00 and Sunday 10:00 -13:00 and 18:00 - 22:00
- 25.2. Indoor Off Peak Period is between 08:00 and 18:00 Monday to Friday 08:00-11:00 Saturday and 08:00 - 10:00 and 13:00-18:00 Sunday
- 25.3. Courts will be released for booking 10 days in advance
- 25.4. Indoor Courts can be booked for peak period and off peak period by intermediate and senior members and Senior Passport Juveniles/Juniors using the on line SLTC Court Booking System
- 25.5. Indoor courts can be booked for play by Juvenile and Juniors members between 08:00 and 18:00 Monday to Sunday using the on line SLTC Court Booking System
- 25.6. Outdoor courts may be booked by Senior, Intermediate and Senior Passport Juveniles/Juniors for any time
- 25.7. Outdoor courts may be booked by Juveniles/Juniors for any time up to 18:00 hours daily
- 25.8. For Outdoor courts a booking charge of €2 will be charged for each booking. This fee shall be refunded to the player when he/she checks in on the booking system terminal in the club. Failure to take up the court or to check in will result in forfeit of the booking charge
- 25.9. Members who arrive to the club and have not booked in advance must book the courts using the terminal at reception before play
- 25.10. The Tennis Committee may reserve the courts for specific events from time to time e.g. Club Championship Finals
- 25.11. Indoor Court booking charge is €4 per court Peak, and €2 per court Off Peak and is collected from the member's court booking account in the on line SLTC Court Booking System
- 25.12. Floodlights Lights for all courts are €5 per hour and must be paid separately using the designated card swipe readers for the court floodlights
- 25.13. A member cannot play in two consecutive time slots even if the time slots are booked by another member
- 25.14. Members must use the "kiosk" booking system on-site at the club to check-in and confirm court usage prior to play



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- 25.15. Failure to take up booking or to cancel an outdoor court booking within 24 hours of the time slot will lead to forfeiture of court booking fee unless the time is re-booked by another member.
- 25.16. Failure to take up booking or to cancel and indoor court booking within 72 hours of the time slot will lead to forfeiture of court booking fee unless the time is re-booked by another member.
- 25.17. Refunds of booking fees for late cancellations where time slot is not re-booked may be made at the discretion of the booking system administrator
- 25.18. To take up a court booking, the player who booked the court must register on the court booking terminal in the clubhouse no later than 15 minutes after the booked time. Failure to do so will register as a "no show", the booking charge is forfeited and the court may be used by other players waiting to play. These players have the right to the court for the remainder of the time slot.
- 25.19. Members are not permitted to reserve a court in advance to play with a guest during peak hours.
- 25.20. Indoor Court Bookings for a visitor will cost €5 (€2.50 for a Juvenile/Junior visitor) and the same playing visitor may not be introduced more than 6 times a year and a visitor Record sheet must be completed in respect of a playing visitor. Guest fees must be paid by the member at the Office or Bar
- 25.21. Junior or Juvenile members may not introduce a visitor