

Sutton Lawn Tennis Club

Constitution

2025



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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” or “SLTC”.
- 1.2 The legal status of the Club is that of an unincorporated sporting Club, which is a club formed by a group of individuals coming together for the objects set out in this Constitution.

2 OBJECTS

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

3 PRINCIPLES

- 3.1 The Club is fully committed to safeguarding the wellbeing of its members. Every Individual in the Club must always show respect and understanding for the rights, safety and welfare of all members.
- 3.2 Members must 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:
 - a) acknowledge that the welfare of children is a top priority and agree to uphold and support the Child Protection Policy of Sutton Lawn Tennis Club which is posted on the Club’s Website (www.suttonltc.com) and notice board: and
 - b) are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.
- 3.3 The Club recognises the importance of equality and fair treatment of its members, employees, coaches, and visitors and is committed to fostering a culture of diversity and inclusion for all its members, employees, coaches and visitors regardless of age, gender, sexual orientation, disability, ethnicity or religion.
- 3.4 The Club will subscribe to the highest governance standards and will strive to

achieve effectiveness, efficiency, fairness and transparency in its dealings and decision-making processes.

4 OVERALL MANAGEMENT STRUCTURE

- 4.1 The organisation structure of the Club is as follows:
- a) The Members, in the form of an Annual General Meeting (AGM) and Extraordinary General Meeting (EGM), who exercise overall and final authority over the Club:
 - b) The Trustees
 - c) The Management Committee; and
 - d) The employees of the Club and any contractor engages in the administration of services to and for the Club.

5 TRUSTEES

- 5.1 The Club shall have not less than 3 (three) and not more than 4 (four) Trustees.
- 5.2 The property of the Club shall vest in the Trustees who shall deal with the property as directed in writing by the Management Committee.
- 5.3 In order to be eligible to be elected as a Trustee the person must:
- a) be a current Member of the Club;
 - b) have been a Voting Member for the immediately preceding 15 (fifteen) years;
 - c) have previously served as an Officer on the Management Committee; and
 - d) be proposed and seconded for election by two current Voting Members
- 5.4 Trustees shall be elected by Members at a duly convened Annual or Extraordinary General Meeting of the Club, subject to normal AGM and EGM rules, as directed by the Management Committee for a period not exceeding 5 (five) years (the “**Trustee Term**”) and each shall hold office until the end of their term, their death or until they shall:
- a) Resign, or:
 - b) be absent from Ireland for 1 (one) year, or:
 - c) cease to be a Member of the Club, or:
 - d) be declared bankrupt, or:

- e) be removed from office by a resolution proposed by the Management Committee or two Voting Members at a duly convened Annual or Extraordinary General Meeting of the Club: or
 - f) be unfit or unable to perform their duties.
- 5.5 A Trustee shall be eligible to serve a maximum of 2 (two) consecutive Trustee Terms and will not be eligible for re-election or appointment as a Trustee thereafter until a break of at least 1 (one) Trustee Term has been taken.
- 5.6 If a vacancy shall occur in the number of Trustees for whatever reason the Management Committee shall have the power to appoint a temporary Trustee in order to restore the number of Trustees to at least 3 (three). The surviving or continuing Trustees shall have power to act notwithstanding any vacancy or vacancies in the number of Trustees.
- 5.7 The term of office of any temporary Trustee will only extend until the next AGM or EGM at which point, they must resign but are eligible for election as a Trustee. The period of office served will not count towards the term limit outlined in clause 5.5.
- 5.8 When a Trustee no longer holds office, they shall execute a conveyance or any other document in such form as may be required by the Management Committee to transfer any income, property or assets of the Club to the existing / remaining trustees and any newly appointed Trustee. On the death of a Trustee any income, property or assets of the club vested in him or her shall vest automatically in the surviving Trustees.

6 MEMBERSHIP

- 6.1 The membership of the Club shall consist of:
- a) "Seniors" which refers to those members as described in clauses 6.1.1 & 6.1.2
 - b) "Juniors" which refers to those members as described in clauses 6.1.3, 6.1.4, 6.1.5, and
 - c) those members as described in clauses 6.1.6 - 6.1.12;
- 6.1.1 **Senior Members**, who shall be not less than 28 (twenty-eight) years of age, at such date as the Management Committee may from time to time decide.

- 6.1.2 **Intermediate Members**, who shall be not less than 19 (nineteen) years of age and not more than 27 (twenty-seven) years of age, at such date as the Management Committee may from time to time decide.
- 6.1.3 **Junior Members**, who shall be, not less than 16 (sixteen) years of age and not more than 18 (eighteen) years of age, at such date as the Management Committee may from time to time decide.
- 6.1.4 **Juvenile Members** who shall be, not less than 10 (ten) years of age and not more than 15 (fifteen) years of age, at such date which the Management Committee may from time to time decide.
- 6.1.5 **Junior Academy Members** who shall be, not less than 5 (five) years of age and not more than 9 (nine) years of age, at such date which the Management Committee may from time to time decide and whose attendance at the Club shall be regulated by the Management Committee. Junior Academy Members may attend the Club for coaching, club organised events or private practice purposes, at times to be determined by the Management Committee, but must be in the care of a responsible person while in the Club, such responsible person may be a parent, guardian or a sibling not less than 16 (sixteen) years of age.
- 6.1.6 **Overseas Members**, in any of the above categories, shall be persons who were members of the Club for at least 2 years and are permanently resident outside the Republic of Ireland. In order to be regarded as permanently resident outside the Republic of Ireland a person must spend 183 days or more per annum outside the Republic of Ireland. Confirmation of residency status shall be submitted with any application for this category of membership.
- 6.1.7 **Gym Members** who shall be, not less than 16 (sixteen) years of age, at such date as the Management Committee may from time to time decide. Gym members may use the gym and clubhouse facilities.
- 6.1.8 **Pavilion Members** which shall be closed as a membership category to new applications with the exception of Members who were Senior members for a continuous period of two years prior to 17th February 2014 or more at the time of transfer to this category.

- 6.1.9 **Clubhouse Members** who shall be not less than 18 (eighteen) years of age, at such date as the Management Committee may from time to time decide.
- 6.1.10 **Country Members** are members that were Senior Members of the Club for at least 2 years, meet the criteria for membership set out, in any of the above Senior membership categories, and who normally reside more than 120 km from the Club.
- 6.1.11 **Temporary Members**, are members who may be elected for a period of time being not less than 1 (one) month and not more than 3 (three) months, in any of the Senior or Junior categories of membership. Temporary Members must be introduced to the Club by a voting member. Temporary membership may only be granted to any person once in a calendar year.
- 6.1.12 **Honorary Members**, proposed by the Management Committee in recognition of exceptional service to the Club shall be nominated and elected by a duly convened Annual or Extraordinary General Meeting.
- 6.2 All Members must provide evidence of their compliance with the eligibility requirements for their particular membership as outlined in Clause 6.1 within 10 days of a request being made for such evidence by the Management Committee.
- 6.3 The appointment of a member as an Honorary Member may be terminated only by resignation or by a motion, supported by a majority at a General Meeting, to withdraw the appointment, subject to normal AGM rules. An Honorary Member may be suspended by the Hearings Committee until such time as a motion to withdraw the appointment is determined at a General Meeting.
- 6.4 The following members only, have the right to nominate Trustees and members of the Management Committee and to attend and vote at AGMs and EGMs and shall be known collectively as “voting members”:
- a) Senior Members
 - b) Intermediate Members
 - c) Pavilion Members
 - d) Country Members
 - e) Overseas Members

f) Honorary Members

- 6.5 Once accepted for membership such membership shall renew automatically on payment of the Members membership fee provided that all other conditions of membership remain satisfied. Membership shall automatically lapse if membership fees are not paid in accordance with Clause 8.3 and all rights of membership shall immediately cease.
- 6.6 It is a requirement of membership that all Members accept and adhere to the terms of the rules of the Club. Failure to do so may result in a referral to the Hearings Committee and removal from membership in accordance with clause 8.5.
- 6.7 Members may have additional rights to those set out above, which additional rights may be amended from time to time by the Management Committee.

7 ADMISSION OF NEW MEMBERS

- 7.1 Every candidate for membership (Honorary membership excepted) shall be proposed and seconded by a voting member of the Club and the name, category of membership and address of such candidate with the names of their proposer and seconder shall be communicated to the Honorary Secretary. A candidate's nomination form shall be kept for that purpose.
- 7.2 The name of every candidate, aged 18 (eighteen) years and over, 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.
- 7.3 The admission of all new members except Honorary Members shall be determined by ballot of the Management Committee whose decision shall be final and shall take place at such times as the Management Committee shall decide. When a candidate has been duly elected notice to that effect shall be sent to them together with a copy of the Constitution and Bye-Laws of the Club.
- 7.4 No person shall be considered a member (Honorary Members excepted) until their entrance fee (if any) and subscription have been paid or a direct debit mandate has been completed and approved.

7.5 On paying the entrance fee and the subscription fee each member submits themselves to the rules of the club. If any candidate who has been elected shall fail to pay the amount of their entrance fee (if any) and subscription within one month after receiving such notification as aforesaid, they will be deemed to have declined to be a member.

8 RESIGNATION, SUSPENSION, REMOVAL, OR EXPULSION FROM MEMBERSHIP

8.1 A member may resign their membership by giving to the General Manager or Honorary 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.

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

8.3 A member whose annual subscription and/or levy is in arrears at 31st May shall immediately cease to be a member of the Club and are presumed to have resigned, 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 Management 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 Management Committee.

8.4 The Management Committee may suspend any member (save an Honorary Member) for breach of the rules of the Club. The Management Committee must within 3 days of the suspension refer the matter to the Hearings Committee to investigate and hear the matter in line with the procedures outlined in Appendix G.

8.5 The Hearings Committee may suspend (including Honorary Members) or expel any member in accordance with the procedure outlined in Appendix G.

8.6 The right of any member shall immediately cease on the date of their resignation or removal from membership howsoever occurring.

9 VISITORS TO THE CLUB

- 9.1 A visitor is any individual who is not a member of the Club but wishes to make use of the facilities of the club.
- 9.2 Seniors, country members, overseas members, may introduce playing or non-playing visitors provided that, when playing, they visitor(s) shall play with the Member who introduces them. No Juniors may introduce any visitors to the Club. However, the Management Committee or its designated agent such as the Director of Tennis or the Director of Squash may, at its or their sole discretion, waive this rule for suitably qualified Junior or Juvenile members.
- 9.3 Pavilion, Gym, Clubhouse and Honorary Members over 18 (eighteen) years of age may introduce non-playing Visitors to the Club. They may also invite visitors to play snooker.
- 9.4 The Management 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.
- 9.5 Each visitor submits himself/herself to the Rules of the Club and to all other rules, Bye-laws and regulations of the Club. 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 4 (four) times in any one year.
- 9.6 The member who introduces a playing visitor shall pay the appropriate fee through the office or the booking system before the visitor avails of the Club's facilities. The Club will record the details of the visitor in the Visitors' Book. The member must contact the office to provide details of the visitor.

10 FEES

- 10.1 The entrance fee for all new members shall be such sums as the Management Committee may from time to time determine. The Management Committee may, for special reasons, temporarily suspend the payment of entrance fees.
- 10.2 The annual subscription, and any levy, for all members shall be such sums as are recommended by the Management Committee annually and adopted by resolution passed at the Annual 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.

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

11 THE MANAGEMENT COMMITTEE

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

11.2 The Management Committee shall have a minimum of 7 (seven) members and a maximum of 16 (sixteen) members.

11.3 The Officers of the Club (“Officers”), who shall be members of the Management Committee shall consist of:

- a) the President
- b) The Vice-President
- c) the Honorary Secretary
- d) the Honorary Treasurer
- e) the Men’s Captain
- f) the Ladies’ Captain

11.4 The remaining members of the Management Committee shall consist of:

- a) the Men’s Vice-Captain
- b) the Ladies’ Vice-Captain
- c) the Squash Chairperson
- d) the Squash Vice-Chairperson
- e) the Padel Chairperson
- f) the Child Protection Officer
- g) the Junior Tennis Co-ordinator and
- h) Up to 3 (three) members of the Club elected as herein provided with roles as directed by the Officers.

11.5 The term of office of the President and Vice President shall be for a period of 2 (two) years unless otherwise determined by resolution of a General Meeting. A break of at least one term must be taken thereafter before the President or the Vice President will be eligible for re-election to their respective positions and always subject to the maximum consecutive term limit for the Management Committee.

- 11.6 The term of office for all other members of the Management Committee shall be one year with a maximum limit of 7 consecutive years after which a break of at least 2 years must be taken before a person is eligible for re-election to the Management Committee. This provision is effective from the adoption date of the new Constitution subject to the proviso that any person that has been on the Management Committee for over 3 years at the date of adoption of this Constitution shall only be eligible to serve up to a maximum of a further 4 years before a break of at least 2 years must be taken before they are eligible for re-election to the Management Committee.
- 11.7 Only in exceptional circumstances, and then only as determined by a resolution of a General Meeting, shall the tenure of an existing Officer or Chairperson be extended beyond this period of 2 (two) years.
- 11.8 At the Annual General Meeting of the Club each year, the Management Committee, then in office except the President and Vice President, shall retire but shall be eligible for re-election subject to the term limit outlined in Clause 11.6.
- 11.9 Subject to clause 11.7, at the second AGM after their election the President shall retire and not be eligible for re-election as per clause 11.5.
- 11.10 At the second AGM after their election the Vice President shall retire but shall be eligible for election to the position of President or any other position provided they have sufficient term remaining.

12 ELIGIBILITY FOR AND NOMINATION TO THE MANAGEMENT COMMITTEE

- 12.1 In order to be eligible for election to the Management Committee a candidate must:
- a) If seeking election to an officer position be a voting member of the Club for at least 4 years,
 - b) Or, if seeking election to any other position on the Management Committee be a voting member of the Club for at least 2 years and not be an individual or sports professional who derives more than 25% of their income from the club or any other squash or tennis club or company, either directly via salary, coaching fees etc. or indirectly via referrals, introduction, agency agreements etc. Should an existing member of the Management Committee subsequently derive more than 25% of their income in accordance with this clause then, they must resign their position from the Management Committee with immediate effect.

- c) be proposed and seconded by a current voting member of the Club as set out in Clause 6.4.
- 12.2 In exceptional circumstances and subject to members voting in favour the time requirements regarding membership as set out in clause 12.1.a may be waived.
- 12.3 In addition to the requirements set out in clause 12.1 the Management Committee may identify skill sets required of members of the Management Committee in order to progress the strategy of the Club. Such skill sets will be set out in the communication from the Honorary Secretary seeking nominations and members will endeavour to nominate persons with such skill sets.
- 12.4 All nominees to the position of Honorary Treasurer must have a financial qualification and/or relevant experience.
- 12.5 All nominees to the position of Honorary Secretary must have relevant experience.
- 12.6 The Honorary Secretary shall seek nominations for election to the Management Committee from all members at least 14 (fourteen) days in advance of the AGM.
- 12.7 All nominations must be received at least 7 (seven) days in advance of the AGM and the Honorary Secretary shall confirm that each candidate meets the criteria for nomination as outlined in clause 12.1. No other nominations save those received by the Honorary Secretary within the said appointed time, shall be considered for election at the AGM.
- 12.8 Details of all valid nominations shall be displayed in a prominent place in the Clubhouse to be decided from time to time by the Management Committee, and circulated to Members, at least 5 (five) days immediately prior to the AGM.
- 12.9 The Management Committee shall have the power at any time to appoint any person, who is qualified for election to be a member of the Management Committee to fill a vacancy between AGMs. Any member so appointed shall hold office only until the next AGM and shall then be eligible for re-election. The period served by such member of the Management Committee before being elected shall count as 1 (one) year service on the Management Committee.

13 POWERS OF THE MANAGEMENT COMMITTEE

- 13.1 The business of the Club shall be managed by the Management Committee. The Management Committee may approve the payment of all expenses incurred in operating, promoting and registering the Club and exercise all such powers of the Club as are not by this Constitution required to be exercised by the Club in General Meeting. Any such direction by the Club in general meeting must be in compliance with the provisions of this Constitution. No direction given by the Club in general meeting shall invalidate any prior act of the Management Committee which would have been valid if that direction had not been given.
- 13.2 The Management 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 (forty) square metres in any one calendar year. Above this maximum, the approval of the Members at a general meeting must be obtained.
- 13.3 The Management Committee shall have the power to direct the Trustees in dealing with the property of the Club.
- 13.4 The Management Committee shall have the power from time to time to make, amend, and repeal such associated Bye-laws, Appendices, Attachments or policies 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 associated Bye-laws, Appendices, Attachments or Policies 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 or any other sanctions for breach of any Rule of the Club;
 - h) the procedure at General Meetings and meetings of the Management Committee of the Club;
 - i) Generally, all such matters as are commonly the subject matter of this Constitution and including the closing of the courts or ground, or any part thereof, at such times as they may think proper.

- 13.5 The Management Committee shall notify members of the Club by email of all such Bye-laws, Appendices, Attachments or Policy, amendments and repeals. All such Bye-laws, Appendices, Attachments or Policies so long as they shall be in force shall be binding upon all Members of the Club provided that no Bye-law, Appendices, Attachments or Policy shall be made under this power which would contravene the Constitution and in the case of any contravention the provisions of this Constitution shall be applied and take precedence.
- 13.6 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for monies 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 Management Committee shall from time to time by resolution determine.

14 PROCEEDINGS OF THE MANAGEMENT COMMITTEE

- 14.1 The Management Committee shall meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit provided that they shall meet at least 10 (ten) times in any 1 (one) calendar year and that the interval between meetings shall not exceed 5 (five) weeks.
- 14.2 The Management Committee may meet in person, virtually or by way of a combination of both in person and virtually as determined by the President in their sole discretion, provided that all members are able to either directly or by means of telephonic, video or other electronic communication to speak to each of the others and to be heard by each of the others. Any member of the Management Committee so participating in such a meeting will be deemed to be present in person at such meeting and shall be entitled to vote and be counted in a quorum. Accordingly, where a member of the Management Committee is unable to speak or be heard by the other members during a meeting being held by a conference or other telecommunication facility, but where a quorum is present without counting such member, the meeting may proceed to consider the business of the meeting.
- 14.3 The Management Committee can invite guests, being members or non-members, to attend their meetings as they see fit. Such guests shall not have voting rights at such meetings.
- 14.4 At all meetings of the Management Committee, the President, or in their absence, the Vice-President or in their absence a member

selected by the Management Committee shall act as Chairperson.

- 14.5 Questions arising at any meeting shall be decided by a majority of votes. Where there is an equality of votes, the Chairperson shall have and shall exercise a second or casting vote.
- 14.6 The Honorary Secretary shall, on receipt of a requisition signed by at least 3 (three) Management Committee members, summon a meeting of the Management Committee to be held in addition to the meetings already scheduled.
- 14.7 The quorum necessary for the transaction of the business of the Management Committee shall be 7 (seven), 3 (three) of whom shall be Officers of the Club.
- 14.8 The Honorary Secretary shall arrange for an agenda to be circulated to all members of the Management Committee in advance of each meeting and Child Protection shall be a standing item on that agenda.
- 14.9 The continuing members of the Management 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 Management Committee, the continuing Management Committee members or Management Committee member may act for the purpose of increasing the number of Management Committee members (as provided in clause 12.9) to the necessary quorum or for the purpose of summoning a General Meeting of the Club, but for no other purpose.
- 14.10 The Management Committee formed in accordance with this Constitution shall record minutes detailing:
- a) the names of the members of the Management Committee present at each meeting of the Management Committee;
 - b) all resolutions and proceedings at all such meetings.
- 14.11 Resignation from or removal from the Management Committee shall take immediate effect.
- 14.12 All acts done by any meeting of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Management Committee 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 Management Committee member.

15 SUB COMMITTEES

- 15.1 The Club shall have the following permanent Committees:
- a) The Finance Committee
 - b) The Hearings Committee
 - c) The Tennis Committee
 - d) The Squash Committee
 - e) The Padel Committee
- 15.2 The Management Committee may establish such other ad-hoc sub-committees as it deems necessary and can delegate any of their powers to such sub-committees consisting of such member or members of the Management 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 Management Committee.
- 15.3 A permanent or ad-hoc 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 Chairperson 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 sub-committee at any number not less than 2 (two) and unless so fixed shall be 2 (two).
- 15.4 All acts done by any meeting of any sub-committee or by any person acting as a sub-Committee member shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such sub-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 sub-Committee member.

16 GENERAL MEETINGS

- 16.1 The Club shall in each calendar year hold a General Meeting as its AGM in addition to any other General Meetings in that year and shall specify the General Meeting as such in the Notice calling it; and not less than 11 (eleven) months and not more than 15 (fifteen) months shall elapse between the date of one AGM and that of the next.
- 16.2 All General Meetings other than Annual General Meetings (AGM's) shall be called Extraordinary General Meetings (EGM's).
- 16.3 The Management Committee may, at its discretion, convene an Extraordinary General Meeting.
- 16.4 General Meetings including the Annual General Meeting (AGM) of the

Club shall be held at the sole discretion of the Management Committee, in one of the following forms:

- a) in the clubhouse, or
- b) within a maximum of 25 kilometres of the Club premises, in such place in the City & County of Dublin, or
- c) virtually, or
- d) by a mixture of in person and virtually

and at such time as the Management Committee shall appoint.

16.5 The Honorary Secretary shall arrange to convene an Extraordinary General Meeting at a date and time to be decided by the Management Committee, within a period of no longer than 40 (forty) days of the receipt of a requisition duly signed in wet ink by 100 (one hundred) fully paid-up voting members, and of whom a minimum total of 50 (fifty) shall be Seniors. Such requisition may consist of several documents in like form each signed on behalf of one or more requisitionists. 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.

16.6 All General Meetings shall be called by giving at least 14 (fourteen) days' notice to voting members. 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 the 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 the following:

- a) by email to a member's e-mail address as provided to the Club or
- b) by post where a member has specified to receive notifications in this manner; and
- c) by publication on the Club noticeboard; and
- d) by making available copies of the notification at the Club's Office; and
- e) by publication on the Club website and social media accounts

16.7 The accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that General Meeting.

17 PROCEEDINGS AT GENERAL MEETINGS

17.1 Amongst the business to be transacted at the Annual General Meeting shall be:

- a) the consideration of the Honorary Secretary's report,
 - b) the consideration of accounts and balance sheet for the preceding year,
 - c) the appointment of Auditors/Accountants,
 - d) the consideration of any proposed changes to the Constitution,
 - e) the consideration of any proposed changes to the entrance fee, annual subscription and / or levy,
 - f) the election of Officers,
 - g) the election of the Vice-Captains, the Squash Chairperson, the Squash Vice-Chairperson, the Padel Chairperson, the Junior Co-ordinator and the Child Protection Officer,
 - h) the election of the remaining members of the Management Committee, and
 - i) the consideration of any business which the Management Committee resolves, at its sole discretion, at a duly convened meeting of the Management Committee, to place on the agenda for such a meeting,
- 17.2 The only business transacted at an Extraordinary General Meeting shall be the consideration of such items as appear on the published Agenda for such meeting.
- 17.3 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 (forty) members present in person (or virtually present, where a virtual meeting takes place), shall be a quorum.
- 17.4 If, within half an hour from the time appointed for the General Meeting a quorum is not in attendance either physically and/or virtually as appropriate, the General 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 Management Committee may determine, and if at any adjourned General Meeting a quorum is not present either physically and/or virtually as appropriate within half an hour from the time appointed for the General Meeting, the members present shall be a quorum.
- 17.5 At all General Meetings of the Club, the chair shall be taken by the President or in their absence by the Vice-President or in their absence by a member selected by the Management Committee.

- 17.6 The Chairperson may, with the consent of any General Meeting at which a quorum is present (and shall, if so directed by the General Meeting), adjourn the General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the meeting from which the adjournment took place. When a General Meeting is adjourned for 30 (thirty) days or more, notice of the adjourned General Meeting shall be given as in the case of the original General 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 General Meeting.
- 17.7 The Chairperson or a sub-committee established by the Chairperson is responsible for counting the votes of any resolution.
- 17.8 At any General Meeting, subject to clause 17.9, a resolution put to the vote of the General Meeting shall be decided on a physical and/or virtual as appropriate, show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded;
- a) by the Chairperson, or
 - b) by at least 10 (ten) Voting Members present in person (physically or virtually).
- 17.9 Votes for the election of Trustees and members of the Management Committee, where contested shall be decided by secret ballot either in person and/or virtually as appropriate, and not by a show of hands.
- 17.10 Unless a poll is so demanded under clause 17.8, a declaration of the Chairperson that a resolution has by 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 records 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.
- 17.11 If a poll is duly demanded, it shall be taken by way of secret ballot either physically and/or virtually as appropriate, and the result of the poll shall be deemed to be a resolution of the General Meeting at which the poll was demanded.
- 17.12 Where there is an equality of votes, whether by a show of hands or by a poll, the Chairperson of the General 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.

- 17.13 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 Chairperson of the General 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.

18 VOTES OF MEMBERS AT GENERAL MEETINGS

- 18.1 Each voting member shall have one vote only per resolution at General Meetings (subject to the provision of clause 18.3 below).
- 18.2 No resolution or proposal at such meetings shall be deemed to be carried unless a majority of those present and voting support it.
- 18.3 No member with voting rights shall be entitled to vote at any General Meeting unless all monies immediately payable by them to the Club have been paid.
- 18.4 No objection shall be raised as 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 Chairperson of the meeting whose decision shall be final and conclusive.
- 18.5 Votes must be cast personally by the voting member; no proxies are permitted.

19 ACCOUNTS

- 19.1 The Management Committee shall determine the financial year end of the Club.
- 19.2 The Management Committee shall cause proper books of account to be kept, relating to:
- a) all sums of monies 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.

- 19.3 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 at any given time and to explain its transactions.
- 19.4 The books of account shall be kept by the Honorary Secretary or Honorary Treasurer or at such place as the Management Committee think fit and shall at all reasonable times be open to the inspection of the Management Committee members. A financial update is generally provided by the Honorary Treasurer in advance of each Management Committee meeting.
- 19.5 The Management 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 Management Committee members and no member (not being a Management Committee member) shall have any right of inspection any account or book or document of the Club except as authorised by the Management Committee or by the Club in General Meeting.
- 19.6 The Management Committee shall direct the preparation of the accounts and balance sheet or the preceding year and any relevant reports to be laid before the Annual General Meeting of the Club.
- 19.7 Auditors/Accountants shall be appointed at the Annual General Meeting of the Club.
- 19.8 The Management Committee shall put in place such financial controls overseen by the Honorary Treasurer as it deems necessary to ensure the good governance of the financial matters of the Club.

20 BORROWING AND SPENDING POWERS

- 20.1 The Management Committee may, pursuant to a Resolution passed by a majority of Members at General Meeting 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 as permitted by the Resolution.
- 20.2 A Resolution passed by a majority of members at General Meeting is

required should the Management Committee wish to engage in any single project or a series of connected projects, the cost of which will or is expected to exceed €200,000 (two hundred thousand euros).

21 GRIEVANCES, COMPLAINTS AND DISCIPLINARY MATTERS

21.1 The Hearings Committee shall consist of a panel of 5 (five) members of Sutton Lawn Tennis Club who shall be appointed annually by the Management Committee. 3 (three) panel members (a quorum) comprising a Chairperson and 2 (two) Ordinary members shall hear each matter referred to them, the procedure for hearings being outlined in the SLTC Bye-laws Appendix G - Hearings Committee rules and procedures. No member shall sit on the Hearings Committee for a period of longer than 6 (six) consecutive years.

21.2 All complaints (informal or formal), grievances, objections and disciplinary matters will be dealt with in accordance with the procedures set out in Appendix-G – Hearings Committee Rules and Procedures, which recognises and incorporates:

- a) the Tennis Ireland Complaint, Objection and Disciplinary Rules and Procedures document;
- b) the Squash Ireland Grievance, Complaints, Disciplinary Policy; and
- c) both the Tennis Ireland Safeguarding Guidance for Children and the Squash Ireland Safeguarding Policy

21.3 Sutton Lawn Tennis Club places great importance on creating and maintaining good relations between the Management Committee and all members, employees, and contractors. It is in the interest of everyone that where complaints, grievances, objections and disciplinary matters arise, they are resolved quickly and effectively.

21.4 Where possible, informal attempts should be made to resolve matters before lodging a formal grievance or complaint. Such informal attempts shall be in line with the Informal Complaints Procedure outlined in Appendix G. Where informal attempts to resolve such matters fail then such complaint, grievance, objection or disciplinary matters shall be referred to the Hearings Committee in line with the Procedure outlined in Appendix G.

21.5 Members of the Hearings Committee shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality or where a conflict of interests exists.

21.6 Only in circumstances arising in clause 21.5, the President may, where required, appoint up to 2 (two) substitute panel members to

the Hearings Committee Panel in order that Hearings Committee may deal with such matter before them impartially.

22 INTOXICATING LIQUOR

- 22.1 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 the name and address of the Visitor in a book which shall be kept for the purpose and shall show the date of each visit.
- 22.2 No excisable liquor shall be sold or supplied by the Club to any person under the age of 18.
- 22.3 No person under the age of 18 (eighteen) 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. (12.30 p.m. on Sunday) and 9.00 p.m.
- 22.4 A child who is aged at least 15 (fifteen) years but under the age of 18 (eighteen) years and who is accompanied by his/her parent or guardian may be allowed into the licensed area of the club on a private function at which a substantial meal is served to persons attending the function.
- 22.5 No excisable liquor shall be sold for consumption outside the premises of the Club except to Members of the Club.
- 22.6 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):

On any weekday before 10.30 a.m. or;

- a) On any Monday, Tuesday, Wednesday or Thursday after 11.30 p.m. or;
- b) On any Friday or Saturday after 12.30 a.m. or;
- c) On any Sunday (except St. Patrick's Day which falls on a Sunday) before 12.30 p.m. or after 11 p.m. or;
- d) On St Patrick's Day before 12.30 p.m. or after 12.30 a.m. of the following day.
- e) On Christmas Eve before 10 a.m. or after 11.30 p.m. or;
- f) At any time on Christmas Day.

22.7 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.

22.8 Nothing contained in the Registration of Clubs Acts 1904 to 2008 or imposed only by virtue of the operation of Clauses 22.5 and 22.6 above 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 on:

a) any 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 Clauses 22.5 and 22.6 of this Constitution to supply any excisable liquor for consumption on the Club premises, if in each case the excisable liquor is:

- I. Ordered by that person at the same time as a substantial meal is ordered by him/her.
- II. Consumed at the same time as and with the meal.
- III. Supplied and consumed in the portion of the Club premises usually set aside for the supply of meals.
- IV. Paid for at the same time as the meal is paid for.

22.9 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 in accordance with such laws.

22.10 In addition to the foregoing Rules and Clauses thereof the Clauses and Regulations embodied in the Registration of Clubs Acts 1904-2008 and the Acts extending and amending the same shall be deemed the rules of the Club.

23 CLUB COLOURS AND CREST

23.1 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.

23.2 The Club crest and Club logo are the property of the Club and any person seeking to use the Club crest in any manner whatsoever must first obtain permission from the Management Committee whose decision shall be final and binding. Any unauthorised use of the Club crest will be

referred by the Management Committee to the Hearings Committee for breach of this clause 23.2.

24 INDEMNITY

24.1 The Officers of the Club, every member of the Management Committee, and each of the Trustees of the Club, their 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 they shall or may incur or sustain by reason or on account of any obligations undertaken by them on behalf of the Club in their capacity as such Officer, Management Committee member, or Trustee, provided always in the case of a liability incurred in their capacity as an Officer, Management Committee member, or Trustee that such liability was not incurred through their own fraud or wilful default, libel or slander.

25 ALTERATION OF CONSTITUTION

25.1 This Constitution, except Clause 22 above shall not be repealed or amended nor shall any new sections be enacted (save sections relating to the sale of excisable liquor on the Club premises) except at an Annual General Meeting or at an Extraordinary General Meeting convened for that purpose.

25.2 The Management Committee shall have power to alter or amend Clause 22 above or to create any new section relating to the sale of intoxicating liquor on the Club premises, but only for the purpose of complying with any Statute.

25.3 Notice by a Member of any proposed new section(s) of this Constitution or the repeal of, or amendment to any existing section(s) of this Constitution, for submission to an Annual General Meeting must be sent in writing not later than the last day of December 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.

25.4 The Management Committee shall review the Constitution at a minimum every 3 (three) years to ensure that it is up to date with Club requirements, complies with good governance practice, the requirements of membership of Tennis Ireland and Squash Ireland and any legal or regulatory requirements applicable to the Club.

25.5 A majority of two-thirds of the Members present and voting at such General Meeting shall be necessary to carry any resolution to repeal or to amend any of the sections of this Constitution or to enact any new

sections of this Constitution save as outlined in clause 25.2.

26 MISCELLANEOUS

- 26.1 This document, incorporating the Constitution and associated Bye-laws, Appendices, Attachments and Policies are collectively referred to as the “Rules” of the Club.
- 26.2 In accordance with Clause 25 (“Alteration of Constitution”) the Constitution may only be amended by submission to and adoption at an Annual or Extraordinary General Meeting. The Bye-laws, Appendices and Attachments may be amended by the Management Committee.
- 26.3 Neither the Bye-laws, Appendices, Attachments or Policies nor any proposed amendment to them can alter, replace or be inconsistent with the provisions of the Constitution. Where any provision of the Constitution is at variance with any provision of the Bye-laws, Appendices, Attachments or Policies then the Constitution will take Precedence.
- 26.4 Reference to any document includes that document as amended or supplemented from time to time

