



Chelsfield Park Lawn Tennis Club

Constitution and Rules

(amended from 2013 version, approved at AGM 12 March 2026)

1. Name and Object

The name of the Club is *Chelsfield Park Lawn Tennis Club* (hereinafter, 'the Club'). The object of the Club is to provide and promote the use of facilities for the local community to play tennis.

2. Status

The Club is constituted by these rules as a not-for-profit members' club. The income and property of The Club shall be applied solely towards promoting The Club's objects as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the club.

3. Affiliation

- The Club shall be affiliated to the following:
- *The Lawn Tennis Association (LTA)* through such bodies as the LTA may require from time to time, and shall conform to the rules of these bodies as required for the purpose of continuing LTA affiliation
- *The Chelsfield Park Residents Association (CPRA)*
- Such other bodies as the Committee may determine appropriate, subject always to ratification by the members at the subsequent AGM

4. Membership

- 4.1. The membership of the Club shall be open to persons of any playing standard, in line with our Diversity and Inclusion Policy, except to the extent determined by the particular physical requirements of playing tennis.
- 4.2. The Committee may decide to apply an upper limit to the number of members in any membership category, should it judge this necessary for the effective operation of the Club or the optimum use of the Club's facilities.
- 4.3. The membership categories shall be as follows:
 - Senior
 - Off-Peak (weekday play only)
 - Junior (4 to 18 years of age, with exceptions allowable by the Committee.)
 - Student (Under 30 and in full-time study)
 - Family (1 or more adults + 1 or more student or junior family member all in the same household)
- 4.4. Applications for membership shall be made by completing the membership form on the club website. In principle, decisions on accepting or refusing such applications rest with the Committee. The Committee can delegate its authority in this regard to the Hon Sec. to make immediate decisions in respect of such applications subject always to there being subsequent review by the Committee at its next meeting and to its being able to uphold or reverse the Hon Sec's decision as appropriate.
- 4.5. All Club members and their guests agree to adhere our Regulations and Code of Conduct. The Committee may decide to refuse membership or to expel a member. Such decisions may only be taken for good and sufficient cause, after an appropriate deliberative process. Such cause would include, but not be confined to, behaviour likely to bring the Club into disrepute or disadvantage other members significantly, disregarding Club rules or failure to pay required fees.
- 4.6. A decision to expel a member may be appealed against by the member concerned, in which event the entire membership shall be invited to review the decision of the Committee and shall have the power either to uphold or reverse it by simple majority.
- 4.7. Membership is annual, with the season starting April 1st, and ending March 31st the following year. Members will receive a renewal notice before the start of each season. Memberships not renewed and paid by May 1st, are considered lapsed. Members not wishing, or unable, to use the Club's facilities during their membership will not be entitled to a refund of fees paid. The Committee however may consider requests for such refunds and decide thereon at its entire discretion.
- 4.8. The Committee has authority to define and amend Regulations and Code of Conduct for the good order and effective operation of the club. These may include Regulations requiring members to support the club in reasonable and essential non-playing activities, such as clubhouse cleaning and ground maintenance. Such regulations as approved by the Committee shall be displayed in the clubhouse.



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5. Membership Fees

- 5.1. The authority to define membership fees for each membership category shall rest with the Annual General Meeting. The AGM alone shall define and amend complementary rules for the purpose of fairly and efficiently applying the fees for the benefit of the Club. Such rules may include discounts for early payment, and rules for pro-rating fees for new members joining after the start of the season.
- 5.2. Membership fees shall become payable in full on the first day of each season, which shall April 1st in each year.

6. Guests

Playing members shall be allowed to introduce guests. The committee has authority the define and amend from time to time the terms on which guests may be invited, including such matters as the recording of guests' playing on the courts, frequency, and fees payable.

7. The Committee and Officers of the Club

- 7.1. The general management of the Club shall be in the entire control of the Committee of the Club. It shall have authority to do all such things as are necessary for the effective operation of the club, including the maintenance and operation of bank accounts (but not the borrowing of money) and entering contractual obligations with third parties.
- 7.2. The Committee shall comprise as a minimum of four and a maximum of eight people, the following, ex-officio: the Chairperson, the Hon. Secretary and the Hon. Treasurer. These officers shall be elected by the members at an Annual General Meeting (AGM). At the AGM, Other Officers may be nominated and elected to the Committee. In the interval between AGMs, and where it is appropriate for the benefit of the Club, the Committee shall have the authority to create other offices, and appoint members to them, for a period expiring at the next AGM. Such officers may be co-opted by the Committee to serve on the Committee providing the total membership of the committee does not exceed eight. All Committee members, whether ex-officio members or Other Officers, shall hold a term of office expiring at the following AGM, and all shall be eligible for re-election at that AGM.
- 7.3. Nominations for election or re-election, each with a proposer and seconder, must be received by the Committee seven days prior to the AGM. Where more than one nomination is received for a particular office a ballot of all members present at the AGM will be held in secret with the candidate receiving the highest number of votes elected.
- 7.4. The Committee's decisions shall ordinarily be taken in a meeting. Where necessary, the Chairperson may invite decisions in a written exchange or telephone discussion provided these are appropriately recorded and minuted. Three Committee members shall comprise a quorum. Decisions shall be taken by majority vote. Where votes are equal, the Chairperson's vote having been taken into account, the Chairperson shall have a casting vote. Should any questions arise that are not provided for in this Constitution and Rules the Committee shall consider such questions and its decision will be final.
- 7.5. The Committee may appoint a sub-committee, appointed by it and consisting exclusively of members, to examine and give advice on, any particular issue, provided always that no decisions or recommendations of the sub-committee are valid until ratified by the Committee.
- 7.6. The Chairperson, or failing that, two members of the Committee, shall be resident on the Chelsfield Park estate.
- 7.7. The members shall appoint an Auditor to audit the Club's annual accounts, but the Auditor will not serve on the Committee.



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8. Accounting

The Club's financial year for accounting and reporting shall run from 1st October to 30th September. A true statement of the accounts for each year shall be maintained by the Hon. Treasurer and audited by the Auditor and the audited accounts will be presented to the following AGM for consideration.

9. Annual General Meeting

- 9.1. The AGM shall be held before March 15th to receive reports from the Chairman, Hon. Treasurer, and from other Officers as is deemed appropriate, to review the audited accounts (and take appropriate action), to elect officers from among those nominated and to consider and decide on such other matters as are presented on the AGM agenda.
- 9.2. Notice of the AGM will be sent to all members by the Committee at least 14 clear days in advance.
- 9.3. All members shall be entitled to speak and vote at an AGM. All decisions taken by vote will be determined by a simple majority. In the case of an equality of votes, the Chairman shall have a casting vote.
- 9.4. The decisions of an Annual General Meeting shall only be valid if seven or more Senior Members are in attendance at it, provided that where less than seven Senior Members are in attendance such decisions may be ratified by a simple majority of the Senior Members who express an opinion in writing, evidenced within one month of the AGM, they having had a minimum of two weeks' written notice to consider the matter.

10. Extraordinary General Meeting (EGM)

- 10.1. Where a request from not less than 25% of the aggregate total of Senior and Off-Peak members has been received for an EGM, the Committee will convene such a meeting within 14 days of receipt of the request, stating the reason for the request. The rules applicable to an EGM shall otherwise be the same as those defined in s. 9 for the AGM.
- 10.2. The decisions of an Extraordinary General Meeting shall only be valid if seven or more Senior Members are in attendance at it, provided that where less than seven Senior Members are in attendance such decisions may be ratified by a simple majority of the Senior Members who express an opinion in writing, evidenced within one month of the EGM, they having had a minimum of two weeks' written notice to consider the matter.

11. Dissolution of the Club

The Club shall be dissolved on the passing of a resolution to that effect at an EGM by a two-thirds majority of the votes cast in person and by proxy. Following the passing of such a resolution the EGM shall instruct the Committee, or a separate group of members should it consider that appropriate, to wind up the affairs of the Club and to dispose of any assets remaining after the settling of all outstanding liabilities, in a manner consistent with the Club's objects, such as distribution to appropriate charities or sporting bodies. No assets or proceeds of dissolution shall be distributed to members.

12. Alteration of the Constitution and Rules

The Constitution and Rules of the Club shall not be altered except at an AGM or EGM after due notice and only if supported by two-thirds of the votes cast either in person or by proxy.

13. Display

This Constitution and Rules document and all other policy documents shall be displayed on the Club's website, and such display shall be deemed to be fair and reasonable communication of its contents to members.