

KENT COUNTY LAWN TENNIS ASSOCIATION

GENERAL RULES

CONSTITUTION & OBJECTS

- 1.1 The formal title of the Association shall be “The Kent County Lawn Tennis Association” which may be abbreviated informally to Kent County LTA, Kent LTA., or KCLTA or Kent Tennis. In these rules it is referred to as “the Association”. It shall be a member of the Lawn Tennis Association Ltd (“the LTA”).
- 1.2 The objects shall be the development of lawn tennis in the county, including the organisation of inter-club and other competitions, tournaments, county matches and the training of young players.
- 1.3 For the purpose of these Rules “the county” shall, in accordance with the Rules of the LTA, include the London Boroughs of Bexley, Bromley, Greenwich, and Lewisham and the Medway Unitary Authority.
- 1.4 The Association is constituted by these rules as a non-profit-making members’ association. In no circumstances during the continuance of the Association, nor at or after its dissolution, shall any assets or surplus funds be distributed to any members or other person nor to any organisation which is not itself constituted as non-profit-making or as a charity.
- 1.5 The Association adopts and shall be bound by the Rules and the Disciplinary Code of the LTA in force from time to time including amendments made subsequently insofar as the same are relevant to the activities of the Association.

MEMBERSHIP

- 2.1 **Full Membership.** The following organisations shall be eligible for membership, subject to the approval of the Council of the Association, provided that their headquarters and / or grounds shall be situated within the county:-
 - (a) Any members’ or commercial tennis club.
 - (b) Any school which holds a current national schools tennis membership.
 - (c) Any Association of Clubs formed to conduct inter-club competitions and /or to promote lawn tennis generally in its particular locality provided that all the member organisations belonging thereto shall also be members of **this** Association.
 - (d) Any other entity set out in Rule 28.3 of the LTA Rules:
 - (i) park-based tennis programme;
 - (ii) a school-based tennis programme for the community which operates out of curriculum hours;
 - (iii) an indoor pay and play tennis centre;

- (iv) a tennis academy;
- (v) a further education or higher education tennis club;
- (vi) and any other entity at the discretion of the Council.

And every member shall:

- (i) have a written constitution or a set of rules governing its operation approved by the Association.
 - (ii) pay the appropriate subscriptions required as in Rule 9 below.
- 2.2 It shall be a condition of membership of the Association that every member (except an Association set out in Rule 2.1 (c) above) shall ensure so far as reasonably practicable that its individual members and any unlicensed and/or unregistered coaches and/or any player using its facilities are bound by and subject to the Rules of the Association and by the Rules and Disciplinary Code of the LTA by obtaining the formal agreement of such persons as a condition of membership or use of the facilities of the Club or other Registered Place to Play, and such agreement shall include an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the Association and/or the LTA can enforce any breach at its option and in its sole discretion.
- 2.3 The Association will establish and maintain a supporters' club which shall be known as the Kent Tennis Supporters Club. Full details are outlined in the Supporters Club documentation. Membership shall be at the discretion of the Council and available to those individuals who in the present or past, participate in or promote tennis within the County of Kent. Membership is also extended to parents of juniors participating in Kent tennis, and to individuals who are members of Kent clubs but reside outside the County. Members are invited to retain their membership if at a later date they reside outside the County. Full details of the membership including categories and subscriptions will be outlined in the Supporters Club documentation, which will be approved by the Council. All members of the Supporters Club shall be entitled to attend and speak at General Meetings of the Association but with no power to propose or second a resolution or to vote.
- 2.4 It shall be a condition of membership of the Supporters Club, that every member shall agree to be bound by the Rules of the Association in force from time to time and also by the Rules and the Disciplinary Code of the LTA in force from time to time including amendments made hereafter.
- 2.5. The Council may cancel the membership of any registered member or member of the Supporters Club or impose any other sanction it deems appropriate in the event of any breach of any provision of these Rules.

MANAGEMENT

- 3.1 The management of the Association shall be vested in a Council consisting of:-

- (a) A President; a Deputy President; an Honorary Secretary and an Honorary Assistant Secretary (or alternatively two joint Honorary Secretaries); and an Honorary Treasurer (hereinafter referred to as “Officers”) each of whom, other than the President and Deputy President, must be a member of one of the entities set out in Rule 2.1. Each candidate for election must be proposed in writing to the Honorary Secretary by any such entities or the Council by 15th October in each year, or later date notified by the Council, or by the Council in accordance with paragraph 3.2(d) below.
- (b) Life Presidents who shall be nominated by the Council, such distinction to be reserved for those who have rendered outstanding service to and been President of the Association for a significant period, who shall be entitled to speak at Council meetings but not to vote thereat in that capacity.
- (c) Life Vice-Presidents who shall be nominated by the Council, such distinction to be reserved for those who have rendered outstanding service to the Association, who shall be entitled to speak at Council meetings but not to vote thereat in that capacity.
- (d) Not more than 20 other Council Members, each of whom shall be a member of and nominated by one of the entities set out in Rule 2.1 to undertake specific roles as defined by Council from time to time. Each candidate for election must be proposed in writing to the Honorary Secretary by the 15th October in each year, or by a later date as may be notified by the Council, or by the Council in accordance with paragraph 3.2(d) below.

3.2 Election of members shall take place as follows:

- (a) The President and Deputy President will be elected for a period of 2 years at an Annual General Meeting. Both will be elected at the same Annual General Meeting.
- (b) The Secretary, Assistant Secretary and Treasurer will be elected for a period of 3 years at an Annual General Meeting.
- (c) Council members will be elected for a period of 3 years at an Annual General Meeting.
- (d) Life Presidents and Life Vice-Presidents will be elected at an Annual General Meeting.
- (e) In addition to nominations made by entities set out in Rule 2.1, the Council may nominate candidates for election as Officers.

3.3 The Council shall have the power of co-option and any such appointees, shall be ex-officio Members of the Council until the next Annual General Meeting, when they may be nominated for election to the Council in accordance with these Rules.

3.4 The Council shall have full powers of delegation, including the power to establish and appoint committees as it may from time to time consider necessary but such appointees shall not in those capacities become Members of the Council.

3.5 It shall be permissible for a person to occupy more than one position on the Council but this shall not entitle him or her to more than one Council vote.

- 3.6 The Council shall have powers to appoint Officials and to authorise the terms of such arrangements.
- 3.7 All Councillors and members of the Board of Management including ex officio Councillors shall be bound as a condition of election or appointment by the Rules of the Association and the Rules and Disciplinary Code of the LTA and shall acknowledge that the Contracts (Rights of Third parties) Act 1999 applies and that the LTA can enforce any breach at its option and in its sole discretion.
- 3.8 The Council shall nominate a member to represent the Association on the LTA Council. The representative shall serve for a period of three years or for the remainder of their period of office as a Councillor, if less than three years, and may be re-appointed.

TRUSTEES

4. The property of the Association shall be vested in Trustees, who shall be the holders for the time being of the offices of President, Honorary Secretary or Joint Honorary Secretaries and Honorary Treasurer, or in the event of any of the holders of such offices refusing or being unable to be a Trustee such persons as shall be nominated by the Council. The Trustees shall deal with the property of the Association as the Council may from time to time direct by resolution (of which an entry in to the Minute Book shall be conclusive evidence). The Trustees shall hold office until death or resignation or until they cease to be a holder of a relevant office or until removal from the office by the Council. For the purpose of giving effect to the appointment of a new Trustee the President or the person appointed by the Council as acting President is hereby nominated as the person to appoint new Trustees of the Association within the meaning of Section 36 of the Trustees Act, 1925, and he shall by deed duly appoint the person or persons to be appointed Trustees in accordance with these Rules.

COUNCIL MEETINGS

- 5.1 A member of the Council shall be appointed by the Council at their first meeting after the AGM each year, to take the chair at Council meetings for that year. At all such meetings seven shall form a quorum and in the event of a tied vote the Chair shall have a casting vote.
- 5.2 A Council Member appointed under Rule 3.1 (c) who is unable to attend any Council meeting may be represented at such a meeting by an alternate nominated in writing by him/her with voting rights.
- 5.3 Any representative of the LTA may be invited to attend and speak but not vote at any Council Meeting.
- 5.4 At the discretion of the Council any non-member of the Council may be invited to attend and speak (but not vote) at any Council Meeting.

- 5.5 The Honorary Secretary shall call a meeting of the Council within four weeks when requested to do so by four members thereof or at any time at his discretion.

APPOINTMENTS AND COMMITTEES

- 6.1 The Council shall manage the Association through a Board of Management. The Board of Management shall comprise up to eight persons, two of which shall be the elected Honorary Secretary and Honorary Treasurer respectively. In addition, the Council member having the duty to represent the Association on the LTA Council shall be a member of the Board. The Council will appoint five members of the Board of Management at its first meeting following the AGM in any year, who will then be members of the Board of Management for their term of office as Councillors.
- Board members shall serve for a period of three years or for the remainder of their period of office as Councillors and may be re-appointed.
 - The Board shall have full powers of delegation and powers of co-option and also the power to invite non-members of the Board to attend meetings for a specific purpose.
 - A Board of Management member who is unable to attend any Board meeting may be represented at such a meeting by an alternate Council member nominated in writing by him or her and with voting rights.
- 6.2 Nominations for appointment to the Board of Management may be made by any of the elected members of Council, such nominations to be delivered to the Honorary Secretary by not later than 7 days before the first Council meeting after the AGM. Nominations shall be accompanied by a Curriculum Vita for each nominee. In the event that there are more than 5 nominations Council will elect the appointees by secret ballot on a simple majority.
- 6.3 The Council shall draw up "Procedural Notes" to specify the principal appointments and committees and to regulate the conduct of affairs by the Council but shall have the power to override and / or revise these from time to time.

FINANCIAL YEAR

7. The financial year of the Association shall be from 1st October to 30th September the following year.

GENERAL MEETINGS

- 8.1 All General Meetings shall be held in the county of Kent or in London.
- 8.2 Each entity set out in Rule 2.1 (a) and 2,1 (d iii) shall be entitled to send two representatives; and all other entities set out in rule 2.1 shall be entitled to send one representative, all of whom shall be entitled to vote. No two organisations shall be represented by the same person.

- 8.3 The members of Council shall not be deemed to be representatives of the respective entities to which they belong but shall ex officio be entitled to attend, propose or second motions and vote. This includes Life Vice-Presidents.
- 8.4 Members of the Supporters Club and any other Officials appointed under Rule 3.6 shall be entitled to be present and to speak but not in those capacities to propose or second motions to vote.
- 8.5 A Notice convening the meeting, specifying the business to be transacted, shall be sent to all Members at least 14 days prior to the meeting.
- 8.6 The Board of Management will appoint a Chair of the meeting. Any proposal placed on the Agenda by the Council may be formally proposed and / or seconded on its behalf from the Chair or by any Council Members(s) present.
- 8.7 Fifteen shall form a quorum.
- 8.8 Business shall be decided by those present and entitled to vote, by a show of hands or voting cards except (a) elections which, if the number of candidates exceeds the number of vacancies, shall be by secret ballot; and (b) on any other matter, if the Chair directs that a secret ballot shall take place. There shall be no proxy voting. In the event of equality the Chair shall have a casting vote.
- 8.9 An Annual General Meeting shall be held in December, January or February each year for the purpose of receiving the Council's Report, passing the accounts for the Association's previous year ending on the 30th September, elections in accordance with Rule 3.2 and general business. A list of candidates for election as Officers and Councillors shall be sent to all members with the Notice convening this meeting. Any member wishing to request any matter be included on the Agenda should give written notice to the Honorary Secretary not later than 15th October, or by such later date as may be notified by the Council.
- 8.10 A Special General Meeting may be convened at any time by the Council and shall be convened within six weeks by the Honorary Secretary upon a requisition in writing signed by any seven Members of the Council or on behalf of any ten member entities set out in Rule 2.1. Every such requisition shall expressly state the object of the meeting, which shall be specified in the notice convening the meeting, and no other business other than that specified shall be transacted.
- 8.11 At any General Meeting, any motion which seeks to direct how officers of the Association are to use any open proxies entrusted to the Association for use at a meeting of the Lawn Tennis Association shall be in one of the forms, of which (a) and (b) shall require the votes of two-thirds of those present and voting in order to be carried while (c), (d) or (e) may be by a bare majority:-
- (a) That all open proxies be used in support of the motion; or
 - (b) That all open proxies be used against the motion; or
 - (c) That the proxyholder abstain in respect of all open proxies; or
 - (d) If (a) or (b) has been voted upon but no conclusion so reached, that the use of open proxies shall be proportional to the voting on (a) or (b); or
 - (e) That the proxyholder use his own judgement in the use of open proxies.

- 8.12 Notices and other communications sent by electronic means shall for the purpose of these Rules be deemed to be valid. Failure to comply with any requirement of time shall at the discretion of the Chair, not invalidate any Meeting.

SUBSCRIPTIONS

- 9.1 Subscriptions for membership of the Supporters Club shall be due on the 1st April annually, to cover membership until the following 31st March. The annual subscription payable will be documented in the Supporters Club documentation.
- 9.1 Each entity set out in Rule 2.1 will pay such annual registration fee to the Association as may be set by the LTA, which will be due on 1st October each year and be paid by 13th December of that year.
- 9.2 Each entity set out in Rule 2.1 will also pay an annual subscription or supplementary fee to the Association, as decided by the Council, which will be due on 1st October each year.
- 9.3 The subscriptions for all other member organisations will be determined by the Council and will be due on 1st October each year.
- 9.4 The Council shall have the power to terminate the membership of any member organisation whose subscription is not received within four months of the due date. Any member of the Supporters Club whose subscription is unpaid four months after the due date shall cease to be a member of the Supporters Club.

COLOURS

10. The Colours of the Association shall be awarded at the discretion of the Council. In addition to Colours for players, Honorary Colours may be awarded by the Council to anyone who has rendered special service to the Association. A County Tie (or, in the case of ladies, a County Brooch) may be worn by all who have been awarded the Association Colours, including Honorary Colours.

A Veterans' Tie may be worn by players who have represented the Association in the Veterans Inter-County Championships.

A Junior badge may be awarded to junior players who have:

- a. represented the Association in a junior inter-county championship and won a national inter-county title, or,
- b. represented the Association in junior inter-county championships for a number of years.

The design of Colours, ties, brooches and badges shall be decided by the Council. The Association Colours, ties, brooches and badges may be worn only as provided in this Rule.

DISCIPLINARY MATTERS

11. The Association shall have disciplinary jurisdiction over all its members in all matters covered by the LTA's Disciplinary Code and such jurisdiction shall be exercised in accordance with that Code, and subject to the overall jurisdiction of the LTA as set out in Section 1 of the Code. The Council will establish the procedure to be followed when exercising such disciplinary jurisdiction.

INDEMNITY

12. The Association shall indemnify every member of its Council, Committees, Sub-Committees and Staff, against any demands, claims, awards, costs, expenses, losses and liabilities of whatever nature and by whomever brought, incurred in the execution of their activities in good faith on behalf of the Association.

ALTERATION OF RULES AND REGULATIONS

- 13.1 The Rules of the Association may be altered at a General Meeting provided that the proposed alterations shall be fully specified in the notice convening the meeting. No alteration of the Rules shall be adopted unless two-thirds of those present and voting vote in favour of such alteration.
- 13.2 The Regulations for the inter-club competitions and for singles and doubles competitions may be altered in similar manner to the above or alternatively in accordance with regulation A23.
- 13.3 Any alteration made at an Annual General Meeting shall (unless specified in the resolution) take effect immediately.
- 13.4 Any alterations made at Special General Meeting shall take effect on a date to be specified in the resolution.