

# CARLOW LAWN TENNIS CLUB

## CLUB RULES

1. The Club shall be known as the **CARLOW LAWN TENNIS CLUB**.
2. The objects of the Club shall be the promotion and organisation of the game of tennis and other sports.
3. The club shall be governed by an executive committee consisting of the Chairman, Hon Secretary, President, Hon Treasurer, a captain/chairperson from the sports sections and a minimum of 3 other members to a maximum of 4 other members as required for the fulfilment of roles deemed necessary for the governance of the club
  - (a) Herein after the Word "Committee" shall mean The Executive Committee.
  - (b) Each separate sport shall have its own subcommittee elected at its own Annual General Meeting to be held prior to the Club Annual General Meeting.
  - (c) Associate members shall be subject to the General Rules of the Club.
  - (d) There must be at least one member of the Executive Committee on all sub committees.
4. The sub committees shall cause proper books of account to be kept in relation to all sums of money received and expended by them.
  - (a) Any expenditure in excess of the amount of petty cash as fixed annually by the executive Committee must be approved by the executive Committee.
5. The Club shall consist of Full Members (i.e. Life Members, Senior Tennis Members, Senior Squash Members, Senior Badminton Members,) Honorary Members, Junior Members and Pavilion Members.
6. All the Officials of the Club shall be elected by ballot, for one year at the General Meeting held in April at which Full and Honorary members may vote.
7. Only full members of Carlow LTC can sit on committees of the Club. Other affiliated members of the Club can be co-opted onto sub-committees of the Club to carry out specific tasks and services.

A member can sit on a committee for a maximum of five (5) consecutive years. Once a member steps down from a committee, regardless of the period of time served on that committee, that member cannot sit on that same committee again until the expiration of a period of two (2) years from the date that the member steps down.

A member can sit on multiple committees concurrently.

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This rule pertains to membership of each individual committee of the Club. Where a member sits on multiple committees concurrently, the rules apply to the membership of each individual committee.

8. On a requisition signed by at least ten (10) Full members of the Club, the Committee shall summon a Special General Meeting by Circulation (twelve to form a quorum), one week's notice to be given.
9. A person wishing to join the club shall give his/her application to the Honorary Secretary. His/her name must be placed on the Notice Board in the Club House for two weeks prior to election. The subscription must accompany the application and election shall be by the Committee on a two-thirds majority vote.
10. Persons who have rendered special service to the Club, may on the recommendation of the Committee, be elected at a General Meeting to be Honorary Members of the Club.
11. The Club Committee should meet at least once a month during their term of office. Greater than 50% must be present to form a quorum at a meeting
12. The Hon. Treasurer and Hon. Secretary shall present Annual Statements at the Annual General Meeting, showing the financial position of the Club.
  - (a) All sales and purchases of goods by the Club.
  - (b) All assets and liabilities of the Club.
  - (c) The books of account should be kept by the Secretary or Hon. Treasurer at such place as the Committee think fit and shall at all reasonable times be open to inspection by the Executive Committee Members.
  - (d) The Committee shall from time to time determine whether and to what extent and at what time and place 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 a Committee Member); members (not being a Committee Member) shall not have a right of inspecting any account or book or document of the Club except it is authorised by the Committee or by the Club in a General Meeting.
  - (e) 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. The Committee shall have power to co-opt any Member to fill a vacancy.

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14. The Committee shall have power to alter existing rules. Notice of any proposed new Rules or the repeal or amendment to existing Rules must be sent in writing to the Honorary Secretary who shall cause a Notice of such proposed repeal or amendment to be displayed conspicuously in the Club premises for a period of two weeks prior to the Annual General Meeting. A majority of two-thirds of the members present and voting at any such Annual General Meeting shall be necessary to carry any resolution to repeal or to amend any of the Rules or to enact any new Rule.
15. A Member introducing a Playing Visitor must enter both their names in the Visitors Book and shall pay to the relevant Committee appointed person(s) a daily or weekly subscription as may be in force at the time.
16. Any member damaging Club Property maliciously or through carelessness must make good same on requisition by the Committee: or if damage is done by visitors, it must be made good by the Member or members introducing such visitor or visitors.
17. The Club shall not be responsible for loss of or damage to any property belonging to Members or Visitors.
18. The Yearly Subscription to the Club and all court fees for all Members shall be decided by the Executive Committee.
19. All subscriptions are due and payable by the methods agreed acceptable by The Committee and must be paid in full within the period agreed from commencement or renewal of membership. (this period must not exceed 6 months without express written agreement from The Committee)
20. Members playing in matches at home or away, shall pay their share of the refreshment expenses to the Captain, or shall be responsible to the Committee for same.
21. The Committee shall have power to expel or suspend any Member or Visitor. Such expulsion or suspension to be passed by a majority of two-thirds of the Committee present.
22. Members are forbidden to use Courts when in such a condition that they would be damaged by play. The relevant Committee appointed person(s) has instructions to enforce this Rule.
23. Any Member of the Committee shall have power to close the Courts in his or her opinion if they would be damaged by play. If no Member of the Committee be present, the relevant Committee appointed person(s) shall decide the matter. The Committee has the power to close any facility of the Club when they consider it necessary or desirable.
24. Juvenile Members have the use of all the courts at the discretion of the appropriate sub-committee and provided some are not required by Senior Members (all under 18 years on the 15<sup>th</sup> May in each year are regarded as Juveniles).

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25. All the property and securities of the Club shall be vested in three Trustees who shall deal with such property in the Minute Book shall be sufficient evidence. The Trustees shall hold office until death or until they resign, cease to be Full Members or be removed from office by two-third majority at a General Meeting of the Club. Appointment to a vacant Trusteeship shall be by resolution of Committee pending confirmation of a General Meeting.
26. The Committee of the Carlow Lawn Tennis Club shall have control over the finances of the Associate Members Branch and the accounts of the Associate members Branch shall be submitted to the Committee of the Carlow Lawn Tennis Club annually or when required.
27. The Committee of Management shall have the power from time to time to borrow for the purposes of the Club such sum or sums of money as it may think fit and the trustees on being instructed by the Committee shall secure the payment of any monies so borrowed raised or owed by mortgage, deposit of title deeds or securities, charge, lien or otherwise upon the whole or any part of the club's property.
28. The Full Committee and Associate Members Committee are empowered to make and enforce whatever bye-laws are necessary for the day to day running of their respective branches of the Club, provided they are not contrary to any of the rules stated herein.
29. Each member shall acquaint himself with these Rules and shall be bound thereby on acceptance of Membership.
30. No excisable liquor shall be sold or supplied in the club premises to any person under the age of 18 years.
31. No member of the 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.
32. 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 the Club Member shall, upon the admission of such visitor, to the Club premises, or immediately upon his being supplied with such liquor enter his own name and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of each visit.
33. No person shall be allowed to become Honorary or Temporary Members of the Club or be relieved of the payment of the regular entrance fee or subscription except those possessing certain qualifications defined in the rules and subject to conditions and regulations prescribed therein.
34. The Club crest may be worn on sportswear by Members of each sporting section of the Carlow Lawn Tennis Club.
35. The Club colours shall be blue and white.

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36. It shall not be lawful for any person to sell or expose for sale, any intoxicating liquor, or to open or keep open any premises for the sale of intoxicating liquor, or to permit any intoxicating liquor to be consumed on licensed premises.
- (a) At any time on Christmas Day.
  - (b) On any other day, as specified hereunder, outside the times so specified in respect of
    - (i.) Saint Patrick's Day — between 12.30pm and 12.30am on the following day.
    - (ii.) The 23rd December — if it falls on a Sunday, between 10.30am and 11.30 pm.
    - (iii.) Christmas Eve — between 10.30am and 11.30pm (iv.) The eve of any public holiday (other than Christmas Eve)
      - (I.) If the eve falls on a week day between 10.30am and 12.30am on the following day, or
      - (II.) If it falls on a Sunday, between 12.30pm and 12.30am on the following day.
    - (v.) Any other Sunday (except a Saint Patrick's Day which falls on a Sunday) - between 12.30pm and 11.00pm,
    - (vi.) Any other Monday, Tuesday, Wednesday or Thursday — between 10.30am and 11.30pm.
    - (vii.) Any other Friday or Saturday — between 10.30am and 12.30am on the following day.
37. Nothing in the Registration of Clubs Acts 1904 to 1999, or contained by virtue only of the operation of Rule 34, in the rules of the club registered under those Acts shall operate to prohibit the supplying for consumption on the club premises of excisable liquor to any person or the consumption of excisable liquor on those premises by any person.
- (a) On Christmas Day - between 12.00 mid-day and 10.00pm, or
  - (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, to supply any excisable liquor for consumption on the club premises.
- If each case the excisable liquor is:
- (i) Ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and
  - (ii) Consumed by that person during the meal or after the meal has ended.

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38. Three weeks' notice of Annual General Meeting shall be circulated to each Full and Honorary Member.
39. Carlow Lawn Tennis Club is fully committed so safeguarding the well-being of its members. Each individual in the club should at all times, show respect and understanding for their rights, safety, welfare and conduct themselves in a way that reflects the principles of the club and guidelines contained in the code of Ethics and Good practice for Children's Sport in Ireland.