

## Milford Tennis and Squash Club - Rules

<b>Issue And Amendment Number</b>	<b>Description</b>	<b>Date</b>
May 2013	Junior B changed to under13	11/5/2013
May2013	Late payment of subs. 4.5.3	11/5/2013
May 2017	Extn. of Country member to include all members in full time education	06/05/2017
May 2018	Change of Country membership to Concessions membership. 50% concession to apply to Senior members under 25 on 1 <sup>st</sup> May in addition to Members resident more than 25 miles from the Club.	12/05/2018

# Milford Tennis and Squash Club


Note that throughout this document words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender.

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- 1. Name** The Club is called Milford Tennis and Squash Club ("the Club").
- 2. Definitions**
  - "the Chairman" means the person elected from time to time to be the chairman of the Club in accordance with Rule 6;
  - "the Vice Chairman" means the person elected from time to time to be the vice chairman of the Club in accordance with Rule 6;
  - "the Secretary" means the person elected from time to time to be the secretary of the Club in accordance with Rule 6;
  - "the Treasurer" means the person elected from time to time to be the treasurer of the Club in accordance with Rule 6;

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"the Membership Secretary"	means the person elected from time to time to be the membership secretary of the Club in accordance with Rule 6;
"the ex-Officio members"	means the persons elected from time to time to represent the various Club activities in accordance with Rule 6;
"the Management Committee"	means the committee appointed pursuant to Rule 6 to manage the Club;
"the Members"	means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 4;
"the President"	means the person elected from time to time to be the president of the Club in accordance with Rule 6;
"the Trustees"	means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 6.3.6;
"the LTA"	means the Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man)
"the CLTA"	means Hampshire County Lawn Tennis Association;
"the SRA"	means the Squash Racquets Association;
"the CSRA"	means the Dorset and Hampshire County Squash Racquets Associations;

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“the Independent Examiner”

means a member of the Institute of Chartered Accountants in England & Wales or such other professional body acceptable to the Management Committee.

**(All officers of the club are “Honorary”)**

# Milford Tennis and Squash Club

## 3. Objectives

3.1 The objectives of the Club are:

- (a) to provide tennis, squash, bridge, social and other activities for its Members and generally to encourage and facilitate the playing of tennis, squash & bridge;
- (b) to provide and maintain Club premises at Lucerne Road Milford on Sea;
- (c) to promote, improve, develop and support the interests of tennis & squash;
- (d) to affiliate to the CLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the CLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- (e) to affiliate to England Squash (and by doing so affiliate to the CSRA) and to comply with and uphold the Rules and Regulations of the CSRA and the England Squash as amended from time to time and the rules and regulations of any body to which England Squash is affiliated;
- (f) to acquire, establish, own, operate and turn to account in any way the tennis & squash court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (g) to make rules, regulations, bye-laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members;
- (h) to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be

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disciplined by the LTA or CLTA or the CSRA or SRA (as appropriate) where so required by the Rules and Regulations of the LTA or SRA, or the CLTA or CSRA (as the case may be);

- (i) to do all such other things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objectives stated in this Rule 3.

### 4. **Membership**

**4.1 Eligibility** - . Membership of the Club is open to all the community and without discrimination on the grounds of ethnicity, nationality, sexual orientation, religious beliefs, sex, age or disability – except as a necessary consequence of the requirements of a particular sport. Persons of either sex are eligible for Senior membership provided they are at least 18 years old. Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings

**4.2 Admission** - Prospective new Members are treated as guests and must pay and be recorded as such. If subsequently joining, their entrance fee and annual subscription will be charged from the date of their first visit, with a deduction in respect of guest fees already paid. Every candidate for membership of the Club shall complete an entry form provided for the purpose. The Candidate's full name and address must be communicated in writing to the Membership Secretary. Membership may be permanent, being for one year or temporary, being for less than one year. The club does not offer honorary or discounted membership of any kind.



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- 4.2.1 Candidates for membership shall be considered by the Membership Secretary. Applications shall, if necessary, be referred to the Management Committee which may, by simple majority, elect a candidate to membership.

At least two days must elapse between a person's application for membership and his actual admission to the privileges of membership. Until a candidate is accepted as a Member, he is not entitled to any privileges of the Club.

- 4.2.2 Members of official visiting players participating in "Open" events and guests attending social functions shall be considered as club members for the duration of that particular event.

### 4.3 **Classes and Types**

Members shall be entitled to take part in the sports/activities for which a membership subscription has been paid. However, for all members this also includes social activities and for tennis and squash members this includes, additionally, bridge and table tennis. Only Members may participate in Club Closed events. Club open events shall include non-members and eligibility shall be clearly stated on the relevant notices

- 4.3.1 There shall be the following **Classes** of membership for the Club:

Senior Member – Tennis, Squash, Bridge, Social

Junior 'A' Member – Tennis, Squash, Over 13 and under 18 on 1<sup>st</sup> May

Junior 'B' Member – Tennis, Squash, Under 13 on 1<sup>st</sup> May.

Only Senior Permanent Members shall be entitled to receive notice of, attend and vote at general meetings.

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The Junior Members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend and vote at general meetings. (BYE-LAWS APPLY)

4.3.2 There shall be the following **Types** of membership for the Club.

**Single** Membership shall be limited to the member and occasional ( ie 4 free visits each per annum) houseguests.

**Family** Membership shall comprise a senior member, spouse/partner, named dependent children up to 18 years on 1<sup>st</sup> May, or in full time education and occasional (ie 4 free visits each per annum) houseguests.

**Concession** Membership of 50% applies to members normally resident outside a 25 mile radius from the club and also to Senior members under 25 on 1<sup>st</sup> May..

**4.4 Minimum Number.** If the total number of Members (all classes) of the club at any time falls below 50, then a resolution to dissolve the club shall be proposed by the Management Committee per para. 6.8.1

### **4.5 Subscriptions**

4.5.1 The entrance fee and annual subscription for each class and type of membership shall be determined from time to time by the Management Committee and shall be subject to ratification at the AGM. The annual subscription shall be effective from 1<sup>st</sup> May each year.

4.5.2 No candidate who has applied for Membership shall be entitled to the privileges of membership until he has paid the entrance fee and first subscription.

4.5.3 Any member who pays his subscription after 31<sup>st</sup> May will pay a surcharge.

4.5.4 Any Member failing to pay his subscription by 30<sup>th</sup> June shall be deemed to have resigned his

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membership of the Club. Those whose membership has lapsed for any reason, or whose membership has been withdrawn may be required to pay an entrance fee if re-joining.

4.5.5 Those applying to join after 31<sup>st</sup> May will be liable for a proportion of the annual subscription as advised by the Membership Secretary.

4.5.6 It is each member's responsibility to advise the Membership Secretary of his current address.

### **4.6 Resignation/ Expulsion**

4.6.1 Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Rules.

4.6.2 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interest of the Club for him to remain a Member.

4.6.3 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which written details of the complaint made against him and his expulsion shall be considered..

4.6.4 The Member shall be given an opportunity to make written representations and to appear before this meeting of the Management Committee, to answer complaints made against him. He cannot not be expelled unless at least two-thirds of the Management Committee vote in favour of his expulsion.

4.6.5 Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription but the Membership Secretary may refund part of a resigning Member's subscription if it is considered appropriate.

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## 4.7 Club Tournaments and Championships

Only Members may participate in Club Closed Tournaments and Championships as designated on the entry forms. Eligibility for Open events shall be clearly stated in all relevant notices.

## 5. Guests

- 5.1 Any member may introduce guests to play at the Club, provided such a guest has not had his application for membership declined or been expelled from the Club.
- 5.2 Before commencing play the names of the member and relevant guest(s) must be recorded in the Guest Book (in the Entrance Hall) and any appropriate guest fee(s) paid.
- 5.3 No guest may be admitted to play at the Club on more than four occasions in any calendar year.
- 5.4 The member introducing a guest will be responsible for his conduct whilst on club premises.

## 6. Management

### 6.1 Committee

- 6.1.1 Each member of the Management Committee must agree to comply with LTA Codes of Conduct, child protection guidelines, the Club equality and diversification policies and safety guidelines.
- 6.1.2 The Club shall be managed by a Management Committee consisting of Chairman, Vice Chairman,(see 6.1.9), Secretary, Treasurer, Membership Secretary and no more than eight ex-Officio members.
- 6.1.3 The Secretary shall publicise to the Members each year a nomination form for the election of prospective new members of the Management Committee who must agree and be nominated by any

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two Senior Members on the form prescribed by the Management Committee; this must be submitted to the Secretary 10 days before the AGM. No Member may nominate more than one candidate for any one vacancy. Nevertheless if no nomination is received for a vacancy beforehand nominations may be accepted and voted upon at the AGM. Existing members of the Committee may offer themselves for re-election without nomination.

- 6.1.4 Any person nominated as a member of the Management Committee must be a Senior Permanent Member of not less than one year's standing.
- 6.1.5 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be declared elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position.
- 6.1.6 The Management Committee shall be elected at the annual general meeting in each year and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be). Names of committee members and Trustees shall be posted on the club notice board.
- 6.1.7 In addition to the members elected or appointed in accordance with this Rule 6, the Management Committee may co-opt up to two further Members who shall serve until the next annual general meeting. Co-opted members may be entitled to vote at the meetings of the Management Committee.

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- 6.1.8 The Management Committee may appoint any member to fill any casual vacancy on the Management Committee until the next annual general meeting when that person shall retire but shall be eligible for re-election.
- 6.1.9 Retiring members of the Management Committee may be re-elected.
- 6.1.10 A Vice Chairman may be nominated and elected in the year prior to the retirement of the Chairman.
- 6.1.11 The President shall be nominated and elected at the Annual General Meeting and act for three years, at the end of which he may stand for re-election.
- 6.1.12 A member of the Management Committee shall be deemed to have vacated office if:
- (a) he resigns his office by notice to the Club; or
  - (b) he shall without sufficient reason for more than three consecutive meetings of the Management Committee, have been absent without permission of the Management Committee and the Management Committee resolves that his office be vacated; or
  - (c) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Club by a decision of the CLTA or the LTA, England Squash or CSRA; or
  - (d) he is requested to resign by not less than two-thirds of the other Management Committee members acting together.
- 6.2 Regulations, Bye-Laws & Standing Orders**
- 6.2.1 The Management Committee shall have power to make, repeal and amend such regulations, bye-laws and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such

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regulations, bye-laws and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee. Bye-laws shall be posted on the club notice board

### **6.3 Proceedings of the Management Committee**

- 6.3.1 Management Committee meetings shall be held as often as the Management Committee thinks fit provided that there shall not be less than 6 meetings each year. The quorum of such meetings shall be 5. The Chairman and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Management Committee not less than 7 days' notice of a meeting.
- 6.3.2 The Chairman shall preside at every meeting of the Management Committee at which he is present. If he is not present within five minutes after the time appointed for the meeting, the Vice-Chairman shall preside. If there is no Vice-Chairman, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.
- 6.3.3 Decisions of the Management Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 6.3.4 The Management Committee may from time to time appoint from among its number such Subcommittees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine. All Subcommittees shall periodically report their proceedings to the Management Committee and shall conduct their business in

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accordance with the relevant bye-law and directions of the Management Committee.

- 6.3.5 The Management Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of persons providing services to the Club. Committee members shall have power to enter into contracts for the purposes of the Club but, except in an emergency, for work involving costs of more than £300 a minimum of three estimates are first to be submitted to the Committee for consideration.
- 6.3.6 The Management Committee shall appoint a Bank or professional firm to act as Trustees on behalf of the committee, and may agree a fee for the purpose.
- 6.3.7 The Trustees shall hold office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a general meeting. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or the Committee in good faith be conclusive evidence of the fact so stated. The number of Trustees shall be not more than 4 or less than 2.
- 6.3.8 The members of the Management Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.



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- 6.3.9 The Management Committee may invite the club President and the club Independent Examiner to attend meetings of the Management Committee but they shall not be entitled to vote or count towards a quorum.
- 6.3.10 The secretary or in his absence a member of the management committee shall take minutes.

### **6.4 Annual General Meeting**

- 6.4.1 The annual general meeting of the Club shall be held each year within 90 days of the Financial Year end to transact the following business:
  - (a) to approve the minutes of the previous AGM
  - (b) to receive the Chairman's report of the activities of the Club during the previous year;
  - (c) to receive and consider the accounts of the Club for the previous year, the Independent Examiner's report on the accounts and the Treasurer's report as to the financial position of the Club;
  - (d) to ratify the subscriptions fees and supplements recommended by the management committee for the coming year (see para 4.5.1)
  - (e) to confirm the Independent Examiner remains in office or elect a new Independent Examiner;
  - (f) to elect the members of the Management Committee;
  - (g) to decide on any resolution which may be duly submitted in accordance with Rule 6.4.3 below;
  - (h) to deal with any special matters which the Management Committee desires to bring before the membership.

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- 6.4.2 Notice of the date and proposed agenda for a forthcoming annual general meeting shall be posted on the club notice board and be made available by written notice to each member at least 45 days before the meeting.
- 6.4.3 Any other business which is required to be transacted at the annual general meeting shall hereafter be given in writing to the Secretary not less than 30 days before the meeting.

### **6.5 Extraordinary General Meetings**

- 6.5.1. An extraordinary general meeting may be called at any time by the Management Committee or shall be called within 21 days of receipt by the Secretary of a requisition in writing signed by not less than 10 Members stating the purposes for which the meeting is required and the resolutions proposed.
- 6.5.2 Notice of the proposed Agenda for the EGM shall be posted on the club notice board 14 days before the meeting.

### **6.6 Special General Meetings**

- 6.6.1 A Special General meeting may be called by the Management Committee at any time by written notice to Members and displayed on the Club General notice board at least 14 days before the meeting.

### **6.7 Procedures at the Annual, Special and Extraordinary General Meetings**

- 6.7.1 The quorum for these meetings shall be 18 Members entitled to vote.
  - 6.7.1.1 The Chairman shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the Members present may choose one of the other members of the Management Committee present to preside. If no other member of the Management Committee is present or willing to preside the

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Members present may choose one of their number to be chairman of the meeting.

- 6.7.2 Each Member present and qualified to vote shall have one vote and resolutions shall be passed by a simple majority unless specified elsewhere. The chairman of the meeting shall have an additional casting vote.
- 6.7.3 Voting may be postal and/or proxy as decided by the committee.
- 6.7.4 The Secretary, or in his absence a member of the Management Committee, shall take minutes at the annual, special and extraordinary general meetings and, when approved by the chairman display these minutes on the club notice board.
- 6.7.5 Resolutions carried at an EGM or Special meeting shall have the same effect as a resolution at an AGM.

### **6.8 Dissolution**

- 6.8.1 A resolution to dissolve the Club shall only be proposed at an extraordinary general meeting and shall only be passed if carried by a majority of at least three-quarters of the Members present and voting
- 6.8.2 The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 6.8.3 Any assets remaining after the discharge of the debts and liabilities of the Club shall be reinvested in approved sporting or charitable purposes to comply with the legislation of the Community Amateur Sports Club Scheme.

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## 7. Liquor

### 7.1 Commission

7.1.1 No one may at any time receive at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the club.

7.1.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to Members or guests, apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

### 7.2 Operation

7.2.1 Purchase for the Club and supply by the Club of intoxicating liquor must be in the absolute discretion of a member of the Management Committee appointed for that purpose, and elected to the Management Committee by the annual general meeting.

7.2.2 If the member for any reason ceases to be a member of the Management Committee, he automatically ceases to be responsible for the purchase and supply by the club of intoxicating liquor. Another member of the Management Committee must be appointed in his place, or a member co-opted on to the Committee for the purpose.

7.2.3 The responsible member must not in any way be restricted in freedom of purchase.

7.2.4 The responsible member shall ensure that a nominated member is present whilst the bar is open.

### 7.3 Licensing

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The sale of alcohol shall be subject to the provisions of the Club Registration Certificate granted to the Club and all statutory regulations and requirements which shall be displayed within the bar area.

## **7.4 Sale of intoxicating liquor to Non-Members**

People, other than Members and their guests, who attend Club Open Events (up to 4 per year) may be admitted to the Club's registered premises. Subject to any conditions attached to the registration certificate for the Club premises, intoxicating liquor may be sold to those persons by or on behalf of the Club for consumption on the premises and not elsewhere. (note 4.2.2)

## **8. Finance**

### **8.1 Financial Year**

8.1.1 The Club financial year shall be from 1<sup>st</sup> March to the last day of February.

### **8.2 Operation**

- 8.2.1 All moneys payable to the Club shall be received by the person authorised by the Management Committee to receive such moneys and shall be deposited in a bank account in the name of the Club. No sum in excess of £300 shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. In special circumstances the Management Committee may assign signing powers to other members for specific purposes such as Tournament organisation. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 8.2.2 Subject to Rule 6.7, the income and property of the Club shall be applied only in furtherance of the objectives of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any

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Member.

- 8.2.3 The Management Committee shall have power to authorise the payment of remuneration and expenses to any member of the Management Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club. No one may at any time receive at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of goods and services by the club.
- 8.2.4 The financial transactions of the Club shall be recorded in such manner as the Management Committee thinks fit by the Treasurer and Membership Secretary.

## **8.3 Accounts**

- 8.3.1 Full accounts of the financial affairs of the Club shall be prepared each year and duly reviewed by the Independent Examiner. The accounts shall be displayed on the club notice board for at least 14 days prior to the Annual General Meeting and shall be made available to every Member on request. Copies shall also be available at the AGM.

## **8.4 Borrowing**

- 8.4.1 The Management Committee may borrow a maximum total amount of £5000 on behalf of the Club for the purposes of the Club at its own discretion and, with the sanction of a general meeting, any further money above that sum.
- 8.4.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is

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to be secured, (in particular by mortgage of or charge upon or by the issue of debentures charged upon all or any part of the property of the Club) the grant of such security must be approved by the Club at a general meeting.

- 8.4.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.
- 8.4.4 The Trustees appointed under rule 6.3.6, shall make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Management Committee may deem proper for giving security for such moneys and the interest payable thereon.
- 8.4.5 The Trustees are empowered to borrow money for the purposes of the Club in such amounts and upon such terms as to interest, security and otherwise as the Trustees may from time to time determine, with the approval of a general meeting

### **8.5. Application of Profit**

- 8.5.1 The Club is a non-profit-making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objectives

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## 9. Club Property

- 9.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees on behalf of the members. The Trustees shall deal with the property as directed by resolution of the Management Committee within the terms of the rules and entry in the minute book shall be conclusive evidence of such a resolution.

## 10. Club Premises

### 10.1 Hiring/ Renting

The Management Committee shall be empowered to hire and/or rent out Club premises on terms and conditions to be determined by them.

### 10.2 Security

10.2.1 Security measures required shall be determined by the Management Committee

10.2.2 All members shall be vigilant and, when last to leave, check that the premises are secure.

### 10.3 Dogs

10.3.1 Dogs are not permitted anywhere on Club property

10.3.2 Members arriving at the Club, accompanied by a dog(s), must leave the dog(s) secured within their vehicle.

## 11. Data Protection

- 11.1 The club qualifies for exemption from the Data Protection Act 1998 under exemptions 7 & 8. Any names, addresses and other personal details held by members are not to be released to any third



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parties without the prior approval of the individual concerned

## **12. Alteration of the rules**

- 12.1 These Rules may be altered, subject to LTA approval if an LTA loan is outstanding, by resolution at an Annual, Special or Extraordinary General meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members present and voting.
- 12.2 As soon as possible (and in any case within 28 days) after the making of any alteration or addition to rules relating to liquor, the Secretary must give written notice of the alteration or addition to the chief officer of the police, and to the proper officer of the local authority of the district in which the Club is situated.