

ALVERSTOKE LAWN TENNIS, SQUASH AND BADMINTON CLUB

Club Rule Book

1 NAME

The Club, established in 1880, is called Alverstokey Lawn Tennis, Squash and Badminton Club (“the Club”).

2 DEFINITIONS.

2.1 The following words have the following meanings:

“the Chairman” means the person elected from time to time to be the chairman of the Club in accordance with Rule 9;

“the HLTA” means Hampshire Lawn Tennis Association;

“the Honorary Secretary” means the person elected from time to time to be the honorary secretary of the Club in accordance with Rule 9;

“the Honorary Treasurer” means the person elected from time to time to be the honorary treasurer of the Club in accordance with Rule 9;

“the L T A “ means The Lawn Tennis Association (the governing body of lawn tennis within Great Britain, the Channel Islands and Isle of Man) of the Queen’s Club, West Kensington, London W14 9EG;

“the Officers” means the Chairman, the Honorary Secretary and the Honorary Treasurer

“the Management Committee” means the committee appointed under Rule 9 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 5;

“the President” means the person elected from time to time to be the president of the Club in accordance with Rule 9;

“the Trustees” means the persons appointed from time to time to be the trustees of the Club in accordance with Rule 10.6.

2.2 Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender;

3 OBJECTS

3.1 The objects of the Club are:

- 3.1.1 to provide tennis, squash, badminton, racketball, social and other activities for its Members and generally to encourage and facilitate the playing of racket sports
- 3.1.2 to provide and maintain Club premises at Green Lane, Anglesey Road, Gosport or at such other place as the Club shall decide
- 3.1.3 to promote, improve, develop and support the interests of tennis, squash, badminton and racketball;
- 3.1.4 to affiliate to relevant sports associations, in particular the HLTA (and by doing so affiliate to the LTA) and to comply with and uphold the Rules and Regulations of the HLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated;
- 3.1.5 to acquire, establish, own, operate and turn to account in any way the court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- 3.1.6 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;
- 3.1.7 to discipline the Members where permitted by its Rules/Regulations and to refer its Members to be disciplined by the LTA or the HLTA (as appropriate) where so required by the Rules and Regulations of the LTA or the HLTA (as the case may be);
- 3.1.8 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 objects stated in this Rule 3.

4 APPLICATION OF SURPLUS FUNDS

The Club is a non-profit-making organisation. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objects. No surplus will be distributed other than to the Members on winding-up or dissolution of the Club.

5 MEMBERSHIP

5.1 Eligibility for membership

- 5.1.1 Persons of either sex are eligible for full membership provided they are at least 18 years old. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, sex, occupation, religion or political persuasion.
- 5.1.2 Persons below the age of 18 may be elected as Junior Members without the right to hold office or vote at general meetings.

5.2 Admission of Members

- 5.2.1 Every candidate for membership must be proposed by *one Member*, not closely related to the applicant on a form to be provided for the purpose.
- 5.2.2 The candidate's full name and address and occupation and the names of the proposer must be communicated in writing to the Honorary Secretary, who must prominently exhibit these particulars on the Club's notice board for a period of at least two days before the candidate's application is considered by the Management Committee.
- 5.2.3 Until a candidate is elected as a Member, he is not entitled to any privileges of the Club.
- 5.2.4 Candidates for membership shall be considered by the Management Committee which may, by simple majority, elect a candidate to membership.

5.3 Classes of Members

- 5.3.1 There shall be the following classes of membership for the Club:
- (a) **Full Member** - a person who has paid a subscription to the Club entitling the member to use the sporting and social facilities at the Club whether or not such rights are restricted in any way
 - (b) **Social Member** - a person who has paid a subscription to the Club entitling the member to use only the social facilities at the Club
 - (c) **Junior Member** - a person who is aged less than 18 years at the membership renewal date who has paid a subscription to the Club entitling the member to use the sporting and social facilities at the Club whether or not such rights are restricted in any way plus any person who is aged less than 21 years at the membership renewal date and who is in full time education and was a member of the Club prior to his or her 18th birthday
 - (d) **Honorary Member** - a person who has been invited by the Management Committee or the Club in recognition of their services to the Club or to Gosport to be a member of the Club without liability for a subscription and having the rights to use all sporting and social facilities at the Club
- 5.3.2 Differing types of Full and Junior Members may be designated by the Management Committee pursuant to Rule 10.6.2.
- 5.3.3 All Members (other than Social and Junior Members) shall be entitled to receive notice of, attend and vote at general meetings.
- 5.4.1 The entrance fee and annual subscription for each type of Member shall be determined from time to time by the Management Committee.

- 5.4.2 The Members shall pay any entrance fee and annual subscription fees set by the Management Committee.
- 5.4.3 No candidate who has been elected a Member shall be entitled to the privileges of membership until he has paid the entrance fee (if any) and his first annual subscription.
- 5.4.4 A member of staff of the Club or a coach of the Club shall be entitled to be a member of the Club on paying the appropriate subscription and Rules 5.2.1 and 5.2.2 shall not apply to such person. Such person shall not be entitled whilst being employed by the Club to be a chairman of a sub-committee or to be elected onto the Management Committee. Such person may be co-opted onto the Management Committee whereupon Rule 9.6 shall apply
- 5.4.5 Any Member whose entrance fee or subscription is more than one month in arrears may at the discretion of the Management Committee be deemed to have resigned his membership of the Club.

6 RESIGNATION

A Member may withdraw from membership of the Club on giving notice to the Club. 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.

7 EXPULSION

- 7.1 The Management Committee shall have power to expel a Member when, in its opinion, it would not be in the interests of the Club for him to remain a Member.
- 7.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Management Committee at which his expulsion shall be considered and written details of the complaint made against him.
- 7.3 The Member shall be given an opportunity to make written representations and/or to appear before the Management Committee and at any such meeting to answer complaints made against him and to cross-examine any witnesses and must not be expelled unless at least two-thirds of the Management Committee then present vote in favour of his expulsion.
- 7.4 If the two-thirds majority of the Management Committee do not consider that the circumstances outlined in the above notice warrant the expulsion of the member concerned they may by the above majority vote to suspend the member from membership for a period not exceeding 6 months. Any member suspended pursuant to this rule shall be notified in writing by the Honorary Secretary of the Club of his suspension within 5 days of the relevant meeting of the Management Committee and the suspension shall take effect 7 days after such meeting. Any letter or other communication sent to the member may be sent to his/her address as shown on the Club Register and shall be deemed to have been received 2 days after posting by first class post.

7.5 The Management Committee may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making his representations.

8 EFFECT OF RESIGNATION, SUSPENSION OR EXPULSION

Any person ceasing to be a Member or suspended from membership 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. The Management Committee may refund an appropriate part of a resigning Member's subscription if it considers it appropriate taking account of all the circumstances.

9 THE MANAGEMENT COMMITTEE

9.1 The Club shall be managed by a Management Committee consisting of such of the following as may be elected annually at the annual general meeting:

- (a) the President;
- (b) the Chairman;
- (c) the Vice-Chairman;
- (d) the Honorary Secretary;
- (e) the Honorary Treasurer;
- (f) the Tennis Chairman
- (g) the Squash Chairman
- (h) the Badminton Chairman
- (i) the *Grounds Secretary*
- (j) the Bar Sub Committee Chairman
- (k) the Social Sub Committee Chairman
- (l) two other members

9.2 The Honorary Secretary shall send to the Members each year a nomination form for the election of members of the Management Committee in the place of those retiring. Those persons proposed to be nominated as members of the Management Committee to fill any vacancies that have arisen must be proposed and seconded by any two Full Members on the form prescribed by the Management Committee which must be submitted to the Honorary Secretary by such date as the Management Committee shall prescribe each year and must be signed by both the Proposer and Secunder. No Member may nominate more than one candidate for any one vacancy.

9.3 Any person nominated as a member of the Management Committee must be a Full Member.

- 9.4 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. In the event of a tie, the candidate to be elected shall (unless the candidates otherwise agree) be determined by lot.
- 9.5 The Management Committee members shall be proposed, seconded and elected each year at the annual general meeting. If there is more than one nominee for a position, a closed ballot will take place.
- 9.6 In addition to the members elected or appointed in accordance with this Rule 9, the Management Committee may co-opt up to five further Members who shall serve until the next annual general meeting. Co-opted members shall be entitled to vote at the meetings of the Management Committee. The Management Committee shall also be entitled to co-opt members of staff and Club coaches but such persons shall not be entitled to vote at meetings of the Management Committee whether or not a member
- 9.7 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.
- 9.8 A member of the Management Committee shall be deemed to have vacated office if:
- 9.8.1 he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
 - 9.8.2 he is, or may be, suffering from mental disorder; or
 - 9.8.3 he resigns his office by notice to the Club; or
 - 9.8.4 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
 - 9.8.5 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 HLTA or the LTA, or other Association to which the Club is affiliated.
 - 9.8.6 he is requested to resign by not less than two-thirds of the other Management Committee members acting together.

10 PROCEEDINGS OF THE MANAGEMENT COMMITTEE

- 10.1 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. Unless extraordinary circumstances dictate meetings shall be held at the Club. The quorum for such meetings shall be five. No business shall be conducted unless a quorum is present. The Chairman and the Honorary 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 Honorary Secretary shall give all the members of the Management Committee not less than

seven days' notice of a meeting save in the case of an emergency meeting when not less than twenty-four hours notice shall be given.

- 10.2 The Chairman shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairman shall preside at every meeting of the Management Committee at which he is present. But if there is no person holding that office, or if the Chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice- Chairman shall preside. If there is no Vice-Chairman or if he is unwilling to preside, or if he is not present within five minutes after the time appointed for the meeting, the members of the Management Committee present may appoint one of their number to be chairman of the meeting.
- 10.3 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.
- 10.4 There shall be a basis of 6 sub-committees to whom the Management Committee shall delegate such of its powers and duties as it deems necessary. The sub-Committees shall be:-
- (a) The Finance Sub-Committee consisting of the Honorary Treasurer, who shall be Chairman, two other Management Committee members and two club members.
 - (b) The Tennis Sub-Committee consisting of the Chairman, the Grounds Secretary, the Match Secretary, the Men's Captain, the Ladies' Captain, the Tournaments Chairman, Junior Organiser and Competitions Organiser.
 - (c) The Squash Sub-Committee consisting of the Chairman, the Court Secretary, the Match Secretary, the Men's Captain and the Ladies Captain.
 - (d) The Badminton Sub-Committee consisting of the Chairman and three other members.
 - (e) The Bar Sub-Committee consisting of the *Bar Chairman*, two members who shall be elected at the Annual General meeting and the Social Chairman.
 - (f) The Social Sub-Committee consisting of the *Social Chairman*, the Bar Chairman and two other members, who shall be elected at the Annual General meeting. This sub-committee shall have the power to co-opt additional members if and when required.
- 10.5 All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee. Any decision of a Sub-Committee shall be subject to the ratification of the Management Committee.

- 10.6 The Management Committee shall be responsible for the entire management and control of the Club and may do any act or thing which in their bona fide opinion is in the best interests of the Club and in particular but without prejudice to the generality of the foregoing they may:-
- 10.6.1 enter into contracts for the purposes of the Club on behalf of the Members
 - 10.6.2 designate different types of Full and Junior Members
 - 10.6.3 grant different playing rights and different subscription fees to different types of membership
 - 10.6.4 employ and determine the employment of any person and determine the terms and conditions of such employment
 - 10.6.5 appoint and determine the appointment of any coaching staff whether such persons are employed by the Club or are contracted to provide their coaching skills to members of the Club on a contract basis
 - 10.6.6 grant members of staff (and their spouses or partners and children) the right to use the sporting and social facilities at the Club subject to such persons paying the same court or lighting fees as members of the Club
- 10.7 The Management Committee shall have power to make, repeal and amend such regulations and standing orders as it may from time to time consider necessary for the wellbeing of the Club. Such regulations and standing orders and any repeals or amendments to them shall have effect until set aside by the Management Committee.
- 10.8 Every member of the Management Committee, employee or agent of the Club shall be indemnified by the Club and the Club shall pay all costs, losses and expenses which any member of the Management Committee, employee or agent may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith as such member of the Management Committee, employee or agent provided that such act or thing done was in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of his duties or was subsequently ratified by the Management Committee or the Club. The Management Committee may give to any member of the Management Committee, employee or agent of the Club who has incurred or may be about to incur any liability at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.
- 10.9 Any member of the Management Committee may participate in a meeting of the Management Committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

11 CLUB TRUSTEES

- 11.1 The Trustees of the Club shall be appointed from time to time as necessary by the Management Committee or by the Club in general meeting from among the Members or *former* members who are willing to be so appointed. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the Management Committee or until a resolution removing him from office shall be passed at a general meeting by a majority comprising two-thirds of the Members present and voting.
- 11.2 All property of the Club including land and investments, shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Management Committee shall take steps to procure the appointment by the Club in general meeting of a new Trustee in his place; and shall as soon as possible thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after the said appointment. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions. But no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 11.3 The Trustees shall be indemnified against any expense out of the Club's property
- 11.4 The number of Trustees shall not be more than four or less than two.

12 ANNUAL GENERAL MEETING

- 12.1 The annual general meeting of the Club shall be held at such time as the Management Committee shall decide each year to transact the following business:
- 12.1.1 to receive the Chairman's report of the activities of the Club during the previous year;
 - 12.1.2 to receive and consider the accounts of the Club for the previous year, and the Honorary Treasurer's report as to the financial position of the Club;
 - 12.1.3 to remove and elect the accountant or confirm that he remain in office;
 - 12.1.4 to elect the Officers and other members of the Management Committee;
 - 12.1.5 to decide on any resolution which may be duly submitted in accordance with Rule 12.2 below;
 - 12.1.6 to deal with any special matters which the Management Committee desires to bring before the membership.
- 12.2 Notice of any resolution proposed by a member to be moved at the annual general meeting shall be given in writing to the Honorary Secretary not less than 28 days before the meeting. The Management Committee shall have the discretion as to whether such resolution is included in the notice convening the meeting

- 12.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

13 EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 21 days of receipt by the Honorary Secretary of a requisition in writing signed by not less than 15 Members stating the purposes for which the meeting is required and the resolutions proposed.

14 PROCEDURES AT THE ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- 14.1 The Honorary Secretary shall send to each Member written notice of the date of the general meeting together with the resolutions to be proposed at least 14 days before the meeting.
- 14.2 *The quorum for the annual and extraordinary general meetings shall be 10% of the voting members at the date of the meeting.*
- 14.3 The Chairman or in his absence the Vice-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 and if no other member of the Management Committee is present or willing to preside the Members present may choose one of their number to be chairman of the meeting.
- 14.4 Each Member present shall have one vote and resolutions save in the case of Rule 20.1 shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote
- 14.5 The Honorary Secretary, or in his absence a member of the Management Committee, shall take minutes at annual and extraordinary general meetings.
- 14.6 Members who are unable to attend a general meeting of the Club will be entitled to vote by proxy. Such votes which must be cast in a form decided by the Management Committee should be registered with the Honorary Secretary no less than 3 days before the meeting.
- 14.7 Business not referred to in the notice convening the meeting may not be voted on at the meeting without the prior approval of at least 75% of the paid up voting members present and provided that such business is in the Chairman's opinion closely related to the business proposed in the notice convening the meeting

15 PURCHASE AND SUPPLY OF LIQUOR

- 15.1 Purchase for the Club and supply by the Club of intoxicating liquor must be in the absolute discretion of a sub-committee of not less than four members being members of the Management Committee appointed for that purpose (at least two-thirds of whom have been elected to the Management Committee by the annual general meeting).
- 15.2 If any member of the sub-committee for any reason ceases to be a member of the Management Committee, he automatically ceases to be a member of the sub-committee, and another member of the Management Committee must be appointed in his place.

15.3 The sub-committee must not in any way be restricted in freedom of purchase.

16 COMMISSION

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

16.2 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.

17 SALE OF INTOXICATING LIQUOR TO NON-MEMBERS

People, other than Members and their guests, that have been signed in under the terms of Clause 17 may be admitted to the Club's registered premises and, 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.

18 GUESTS

18.1 Any Member may introduce guests to the Club, provided that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a guest.

18.2 The Member introducing a guest must enter the name and address of the guest together with his own name in a book which must be kept on the Club's premises.

18.3 No one may be admitted as a sport-playing guest on more than seven occasions in any calendar year.

19 PERMITTED HOURS

The hours during which the club is permitted to serve intoxicating liquor shall be on Monday to Saturday inclusive those ordered by the Licensing Justices and on Sundays those fixed under section 60 of the Licensing Act of 1964. Notwithstanding the above provisions the hours during which intoxicating liquor may be served shall be at the discretion of the Bar Sub-Committee, provided that such hours shall be within those permitted for the district. Alcoholic liquors shall not be served to or consumed by any person under the age of eighteen years nor shall any such person bring alcoholic liquor onto the premises.

20 OPENING OF CLUB PREMISES

The Club is normally open between 9am and 11pm on each day or at such other times or for such other periods as the Management Committee shall decide.

21 ALTERATION OF THE RULES

These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the paid-up voting Members present and voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

22 FINANCE

22.1 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 shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Honorary Secretary and Honorary Treasurer. Any moneys not required for immediate use may be invested as the Management Committee in its discretion thinks fit.

22.2 Subject to Rule 24.3, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

22.3 The financial transactions of the Club shall be recorded by the Honorary Treasurer in such manner as the Management Committee thinks fit.

22.4 Full accounts of the financial affairs of the Club shall be prepared each year. A report on these accounts shall be prepared by an auditor or Chartered Accountant for approval at the annual general meeting of the Club.

23 BORROWING

23.1 The Management Committee may borrow a maximum total amount of £100,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

23.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and 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.

23.3 The Management Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.

23.4 The Trustees shall, at the direction of the Management Committee, 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.

24 PROPERTY

- 24.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees. They shall deal with the property as directed by the Management Committee and entry in the minute book shall be conclusive evidence of such direction.
- 24.2 The Trustees shall be indemnified by the Club and the Club shall pay all costs, losses and expenses which any such Trustee may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith as such Trustee in accordance with the instructions of the Management Committee or of a general meeting of the Club or otherwise in the discharge of his or their duties. The Club may give to any Trustee, who has incurred or may be about to incur any liability, at the request of or for the benefit of the Club such security by way of indemnity as may seem expedient.

25 DISSOLUTION

- 25.1 A resolution to dissolve the Club shall be proposed only at an extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the paid-up voting Members present and voting.
- 25.2 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.
- 25.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be paid to or distributed among the paid-up voting Members in proportion to their subscription in the year of dissolution

26 NOTICE

Notice to a member shall be in writing and shall be posted by first class post to the last known home address of such members may be delivered by hand to such address or if such member so elects may be sent to him by e-mail to such address as he or she may elect. If a joint member or family member so elects notice shall be validly served on all such joint members by sending the notice by e-mail to the address or addresses elected by such member