

RULES OF H.E. PARKER RESERVE TENNIS CLUB INCORPORATED A0005994A

In these Rules, "the Act" means the Associations Incorporation Act 1981.

The Statement of Purpose and these Rules shall not be altered except in accordance with the Act.

1. Name

The name of the Club shall be H.E. Parker Reserve Tennis Club Incorporated (hereinafter called "the Club").

2. Colours

The Club colours shall be royal blue and gold.

3. Mission Statement

The mission of the Club shall be to provide for, and promote, social and competitive tennis and to foster a spirit of friendship and good sportsmanship amongst its members.

3.1 Objectives

The objectives of the Club shall be:

3.1.1 To maintain the courts and surrounds at the highest possible level

3.1.2 To maintain a healthy excess of revenue over expenditure

3.1.3 To develop a strong Club with:

- a. a good mix of age groups
- b. a membership of over 400 people
- c. optimal court utilisation
- d. optimal participation in competition tennis

3.1.4 To provide a path for juniors to progress to senior competition tennis

3.1.5 To organise social activities to foster a spirit of friendship.

4. Powers

For the purpose of achieving and furthering these objectives, the Club shall have power to:

4.1 purchase, sell, hold, lease or rent real or personal property and to enter into any necessary arrangements with any government or local government authority

- 4.2 borrow, raise or secure the payment of money, to secure the repayment or performance of any debt or liability, contract or guarantee
- 4.3 invest the money of the Club
- 4.4 amalgamate, associate or affiliate with any other tennis club or sporting association
- 4.5 do all such other things as are incidental or conducive to the objectives of the Club.

5. Income and Property

The income and property of the Club shall be applied solely towards the promotion of the objectives of the Club, and no portion thereof shall be paid, transferred or distributed directly or indirectly to the members of the Club.

6. Membership

6.1 Qualification for Membership

A person who is nominated and approved for membership is eligible to be a member of the Club on payment of the joining fee and annual subscription, as specified in these Rules.

Corporate membership may be offered to a Company or Firm on such conditions as are determined by the Management Committee.

6.2 Classification

Membership is classified as follows:

Senior members

Junior members (under 18 years of age at 1 July)

Full-time student members (between 18 and 21 years of age at 1 July) Non-playing members

Couples

Families (parents and student children under 21 years of age at 1 July) Life and honorary members (hereinafter classed as financial members of the Club)

6.3 Membership Conditions and Privileges

The number of members in each classification and the conditions and privileges pertaining thereto, shall be determined by the Management Committee.

6.4 Register of Members

The Secretary is responsible for the maintenance of a register of members in which shall be entered the name, address, membership category and any other information deemed necessary by the Management Committee for the proper and efficient administration of the Club.

6.5 New Members

Candidates for membership shall be nominated at Management Committee meetings, where the Management Committee shall have the power to accept or reject the application.

6.6 Joining Fees and Annual Subscriptions

6.6.1 Joining fees and annual subscriptions for the next financial year shall be determined by the Management Committee holding office in the current financial year (see 10.2).

6.6.2 Such fees shall be payable in advance, and if not paid on or before 30 September in the current year, continuance of membership shall be at the discretion of the Management Committee.

6.7 Disciplinary Actions

6.7.1 The Management Committee may expel, fine or otherwise deal with any member whose conduct, in its opinion, is injurious to the interests of the Club. Before taking any such action, the Management Committee shall give the member notice of the matter alleged and allow the member a reasonable opportunity to provide an explanation in writing or in person as appropriate.

6.7.2 The decision of the Management Committee shall be final, unless revoked or varied by a special general meeting called for the purpose which is held within one month after notice of such decision has been delivered.

6.7.3 Any member expelled from the Club shall still be liable for any debts that member owes the Club.

7. Office Bearers

All Office Bearers of the Club must be financial members of the Club. The Office Bearers of the Club shall be elected at the Annual General Meeting and shall consist of the following:

President
Vice-president
Secretary
Treasurer

8. Management Committee

8.1 Composition

8.1.1 The Management Committee shall comprise:

- the Office Bearers of the Club
- any persons who hold the positions set out below and who have been elected to the position or appointed by the Management Committee to be members of the Management Committee

Assistant Treasurer

Maintenance Convenor

Social Secretary

Junior Convenor

Representative of mid-week ladies competition players

Representative of mid-week ladies social players

Representative of night players

Representative of pennant players

Representative of Saturday competition players

Representative of Saturday social players

All Management Committee members must be financial members of the Club.

8.2 Election of Management Committee

8.2.1 Written nominations of candidates for all Management Committee positions shall be accompanied by the written consent of the nominee and received by the Secretary prior to the Annual General Meeting.

8.2.2 Nominations of candidates for election as Management Committee members may be made from the floor of the Annual General Meeting with the verbal consent of the nominee.

8.2.3 If more than one nomination for a vacancy is received, a ballot shall be held.

8.2.4 Ballots shall be held in such a manner as the Chairperson may direct. 8.3 Terms

of Office

Each Management Committee member shall hold office until the next Annual General Meeting, at which all positions shall be declared vacant.

8.4 Powers

The Management Committee shall be responsible for the general management and control of the affairs of the Club, and shall have power to appoint sub-committees and to co-opt any other member to act on such sub-committees. The President, Secretary and Treasurer shall be ex-officio members of all sub-committees.

8.5 Proceedings

- 8.5.1 Meetings of the Management Committee shall be held when necessary, with at least eight meetings being held in every financial year.
- 8.5.2 Meetings may be attended by any financial member of the Club, although voting shall be restricted to Management Committee members only.
- 8.5.3 The President shall chair the meeting. In the absence of the President, the meeting shall be chaired by the Vice-president. In the absence of both, the meeting shall be chaired by a member elected by those present.
- 8.5.4 Voting shall be held in such a manner as the Chairperson may direct.
- 8.5.5 In the case of equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 8.5.6 A quorum at Management Committee meetings shall be four members of the Management Committee, one of whom must be an office bearer.
- 8.5.7 A record of the proceedings of all meetings shall be maintained by the Secretary and shall be distributed to all members of the Management Committee as referenced in section 8.1 of these Rules. The master copy of the minutes is to be held by the Secretary, and signed by the Chairperson as a true and correct record of the proceedings of that meeting.

8.6 Vacancies

- 8.6.1 A position on the Management Committee will become vacant if the Management Committee member:
- a) ceases to be a member of the Club
 - b) tenders a written resignation to the Secretary.
- 8.6.2 In the event of a casual vacancy among the Management Committee, the Management Committee may appoint a member of the Club to fill the vacancy until the Annual General Meeting following the date of the appointment.

9. General Meetings

The Secretary shall give not less than 21 days notice of general meetings in writing to all members. The Secretary will also post details of all general meetings on the Club noticeboard. Such notice shall set out the business to be transacted at the meeting, and discussion shall be restricted to the matters set out in the notice of meeting.

9.1 Annual General Meetings

- 9.1.1 The Annual General Meeting shall be held as soon as possible after the close of the financial year and before 31 July of each year.

9.1.2 The ordinary business of the Annual General Meeting shall be to:

- a. confirm the minutes of the previous Annual General Meeting and of any General Meeting held since that meeting
- b. consider and adopt various committee reports, including the President's Annual Report and the Treasurer's Financial Statements
- c. elect Management Committee members for the following financial year
- d. elect various selection and sub-committees as deemed necessary for the proper and efficient functioning of the Club
- e. appoint an Auditor for the following financial year
- f. transact any general business of which due notice has been given

9.2 Extraordinary General Meetings

9.2.1 An Extraordinary General Meeting shall be called by the Secretary as directed by the Management Committee, or on receipt of a requisition signed by at least eight financial members who are 15 years of age, or over.

9.2.2 If the Management Committee does not convene an extraordinary general meeting within two calendar months of receipt of the requisition by the Secretary, the members making the requisition may convene an extraordinary general meeting to be held not later than four calendar months after receipt of the requisition by the Secretary.

9.2.3 An Extraordinary General Meeting as convened by section 9.2.2 of these Rules shall be conducted as nearly as possible to the general rules of conducting meetings.

9.2.4 Prior authorisation must be obtained from the Treasurer before reasonable expenses incurred in convening a requisitioned meeting can be refunded by the Club to the persons incurring the expenses.

9.3 Proceedings

9.3.1 All general meetings called by the Club shall be chaired by the President. In the absence of the President, the meeting shall be chaired by the Vice-president. In the absence of both, the meeting shall be chaired by a member elected by those present.

9.3.2 A quorum for all general meetings shall be twelve financial members who are 15 years of age, or over.

9.3.3 If a quorum is not present within half an hour of the appointed meeting time, the meeting, if called by the Club, shall be adjourned to the same day, time and place in the following week, unless written notice is given to all members present advising otherwise.

9.3.4 If the extraordinary general meeting was called by a requisition of members, and a quorum is not present within half an hour of the appointed meeting time, the meeting shall be dissolved.

9.3.5 A record of the proceedings of all general meetings shall be taken and kept by the Secretary and signed by the Chairperson as a true and correct record of the meeting.

9.4 Adjournment

9.4.1 The Chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to another time and place, but only business left unfinished at the adjourned meeting may be transacted at the following meeting.

9.4.2 Where a meeting is adjourned for 21 days or more, a written notice of the following meeting shall be given to all those present at the adjourned meeting.

9.5 Voting

9.5.1 Every financial member who is present at a general meeting and who is 15 years of age, or over, shall have one vote.

9.5.2 Ballots shall be held in such a manner as the Chairperson may direct.

9.5.3 At all meetings, except a meeting to change the Rules of the Club, a resolution put to the vote shall be decided by a simple majority (ie. 51% of members present). The result of the voting shall be recorded in the Minute Book.

9.5.4 At a meeting to change the Rules of the Club, a 75% majority of all financial members of the Club must be attained. The result of the voting shall be recorded in the Minute Book.

9.5.5 In the case of equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

9.5.6 Voting by proxy is permitted for changes to the Rules of the Club. A proxy must be given in writing and must state that a member is appointed to vote on behalf of another member at a particular meeting. Proxy forms must be delivered to the Secretary prior to the meeting.

10. Finance

10.1 Sources of Funds

The funds of the Club shall be derived from joining fees, annual subscriptions, donations and such other sources as the Management Committee determines.

10.2 Financial Year

The financial year of the Club shall commence on the first day of July in each year and close on the 30 June the following year.

10.3 Negotiable Instruments

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer and countersigned by either the President or the Secretary.

10.4 Treasurer

10.4.1 The Treasurer shall collect and receive all monies due to the Club and make all payments authorised by the Management Committee.

10.4.2 The Treasurer shall keep correct accounts and books showing the financial affairs of the Club, with full details of all receipts and expenditure connected with the activities of the Club.

10.5 Auditor

The Balance Sheet shall be audited at the end of each financial year by the Auditor, who shall not be a member of the Management Committee.

11. Common Seal

11.1 Custody

The Common Seal shall be held by the Secretary.

11.2 Use

The Common Seal shall only be affixed to a document under the authority of the Management Committee and shall be attested by the signature of either two members of the Management Committee or of one member of the Management Committee and the Public Officer of the Club.

12. Books and Other

Documents

12.1 Custody

Except where otherwise provided in these Rules, the Secretary shall retain custody of all books and documents pertaining to the Club.

12.2 Inspection by Members

All books and documents pertaining to the Club shall be available for inspection by the members.

13. Dissolution

In the event of the winding up or the cancellation of the incorporation of the Club,
the net assets of the Club shall be donated to the Community Fund of Maroondah City Council.