

*Lara Tennis Club Incorporated  
Constitution*

*1999 - 2000*

## **Name**

The name of the Incorporated Club shall be the Lara Tennis Club Incorporated – herein after called the Club.

## **Objectives**

1. (a) to promote the game of tennis and it's traditions; and  
(b) to promote social activities among the bona fide members of the Club and other tennis clubs.

## **Fees and Registration**

2. To join the Club a person shall pay to the Treasurer yearly fees which shall be determined by the Committee, these fees may include Club fees, playing fees, registration and family affiliation fees.

## **Membership**

3. The Club shall comprise:
  - (a) Registered financial members,
  - (b) Life Members of the Club,
  - (c) Such other persons as may be approved by the Executive, but these persons shall have no right to vote at meetings.

## **Rights**

4. Rights, privileges and obligations of the members of the Club are:
  - (a) not transferable to other people – except in the matter of voting which is laid out in article 20 (d),
  - (b) terminated by death or resignation by letter to the Club Secretary.

## **Office Bearers**

5. The office-bearers of the Club shall be:
  - (a) President
  - (b) Secretary
  - (c) Treasurer
  - (d) Senior Vice President
  - (e) Junior Vice President

## **Executive**

6. The executive shall consist of the office-bearers of the Club.

## **Committee**

7. The committee shall consist of the office-bearers and two committee members, as decided at the Annual General Meeting.

## **Powers of the Committee**

8. The committee shall be empowered to:
- (a) fix fees as required,
  - (b) arrange competitions,
  - (c) call upon any members of the Club to attend meetings of the committees to answer any questions in relation to the operation of the Club,
  - (d) delegate any of its powers to sub-committees, and
  - (e) control all funds and assets of the club.

## **Resignation of Committee Members**

9. Resignation of committee members is to be in writing and addressed to the Secretary.

## **Sub-Committees**

10. (a) Any sub-committee elected by the Committee shall consist of no less than three members,  
(b) All sub-committees are responsible to and may be overruled by the committee.

## **Duties of Officers**

### ***President***

11. The duties of the President shall be:
- (a) To preside at all meetings,
  - (b) To regulate and keep order in all proceedings,
  - (c) To carry into effect the rules and by-laws of the Club.

## **Secretary**

- 12.
- (a) Record the logs in a book for that purpose,
  - (b) Tend to all correspondence for the Club,
  - (c) Expect as otherwise provided in these rules – keep in custody or under control all books and documents of the Club,
  - (d) The Secretary shall keep and maintain a register of members which shall be entered in full name, address and state of birth of each member and the register shall be available for inspection by members at the address of the Public Officer,
  - (e) Prepare for the committee, reports on the activities of the Club during the year, for submission at the Annual General Meeting,
  - (f) Carry out any other duties usually associated with the office of the Secretary,

## ***Treasurer***

13. The duties of the Treasurer shall be to;
- (a) Receive all monies of the Club and within reasonable time – seven days – deposit such monies with the Clubs bankers (or arrange a member of the Executive to do the banking),
  - (b) Pay all accounts and keep accurate books showing the financial affairs of the Club with full details of all receipts and expenditure. These accounts and books shall be available for inspection by members,
  - (c) Prepare and submit financial statements at each Annual General Meeting,
  - (d) Provide a statement showing the financial position of the Club, including a bank balance at each meeting,

## ***Delegates***

14. A delgate should be eleted and be responsible for;
- (a) Referring to any problems to the Geelong Coastal Tennis Association, the Geelong Lawn Tennis Association and the Geelong Churches Tennis Association,
  - (b) Representing the Club at meetings held by,
    - i) Geelong Coastal Tennis Association,
    - ii) Geelong Lawn Tennis Association,
    - iii) Geelong Churches Tennis Association,
    - iv) Other bodies, sporting or otherwise, which may influence the operation of the club
  - (c) Making recommendations on matters affecting any team within the sphere of operation
  - (d) Discussing, resolving and passing on any match regulations, rules and by-laws enacted by the above-mentioned associations.

## **Meetings**

15. Club meetings shall be as follows:

(a) Annual General Meeting

The Club shall in each calendar year convene an Annual General Meeting of its members

The Annual General Meeting shall be held on such a day as the Committee determines.

The Annual General Meeting shall be specified as such in the notice convening it.

The ordinary business of the Annual General Meeting shall be:

- a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting,
- b) To receive from the Committee reports upon the transactions of the Club during the last preceding financial year,
- c) To elect officers of the Club and the ordinary members of the Committee, and
- d) To received and consider the statement submitted by the Club in accordance with section 30(3) of the Act.

The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.

- (b) A Special General Meeting shall be convened by the Secretary within fourteen (14) days receipt of a request signed by a minimum of ten (10) registered members or of a majority vote of the Committee, and seven (7) days notice must be given,
- (c) Executive or Committee Meetings shall be held at least bi-monthly.

## **Chairman at Meetings**

16. The President shall act as Chairman for all Club meetings. In the absence of the President, either Vice-President shall take the chair. In the absence of both, the Secretary shall take the chair. In the absence of the President, Secretary and Vice-Presidents, the meeting shall lapse but must be called again within one (1) week. If, on the second occasion all four are absent, the meeting shall nevertheless continue.

## **Attendance at Meetings**

17.
  - (a) At Annual General Meetings and Special General Meetings, all financial members shall be entitled to attend,
  - (b) Executive Committee Meetings – to be attended by Executive and Committee. Any financial members may attend.
18. In the event of a Committee member of the Club failing to attend three (3) consecutive committee meetings his/her position may be declared vacant by resolution, unless sufficient reason is given.

## **Voting**

19.
  - (a) At Club meetings the members shall decide the method of voting,
  - (b) The Chairman shall abstain from voting, unless a casting vote is required,
  - (c) At the Annual General Meeting or Special General Meeting, all members shall have one (1) vote,
  - (d) Each member is entitled to nominate another member as his/her proxy by notice given to the Secretary before the meeting commences and on the official proxy form correctly filled in and signed.

## **Nominations**

30. Written nominations for committee positions may be submitted to the Club Secretary before the Annual General Meeting begins.
30. Verbal nominations may be accepted during the Annual General Meeting if agreed by the Club Secretary.

## **Elections**

30. Office Bearers and Committee members:
  - (a) shall retire each year,
  - (b) shall be eligible for re-election,
  - (c) shall be elected at the Annual General Meeting, and
  - (d) dual positions may be held by any officer of the Executive.
30. Any Committee vacancy occurring during the year may be:
  - (a) filled at the discretion of the Committee,
  - (b) left vacant if sufficient numbers remain.
30. The Club, at a General Meeting may remove any member of the Committee before the end of his/her term.
30. Auditors will be elected at the Annual General Meeting to enable them to audit, and report on the Clubs finances at the next Annual General Meeting.
30. Any person/s who shall have rendered long and outstanding service to the Club may be elected as a "Life Member" of the Club, by the Committee. A life member shall have full members' privileges without payment of subscription.

## **Quorum**

30. A quorum shall consist of:
  - (a) At a General Meeting not less than one-third of the members
  - (b) At a committee meeting not less than 50% of the Committee.

## **Funding**

30. The sources of funding for the Club shall derive from:
  - (a) fees,
  - (b) donations,
  - (c) gifts,
  - (d) sponsorships,
  - (e) social functions

## **Amendments to Constitution and Alterations to Statement of Purposes**

29.
  - (a) Members desiring to move amendments to the constitution must notify the Secretary in writing no later than fourteen (14) days before the Annual General Meeting.

## **By Laws**

30. The Committee shall have power to make by-laws not inconsistent with the constitution, for the efficient running of the Club and to alter, amend or rescind these by-laws as the association may require.
31. All by-laws shall be:
- (a) entered by the Club Secretary in a book to be kept for the purpose,
  - (b) available for inspection by Club members,
  - (c) submitted at the next Annual General Meeting for ratification.

## **Interpretation of Rules and Regulations**

38. The interpretation of all rules and regulations of the Club shall be made by the Committee.
38. Payment of fees to the Club shall be deemed as being acceptance of this constitution and the match rules and regulations as stipulated by the Geelong Coastal Tennis Association, Geelong Lawn Tennis Association and the Geelong Churches Tennis Association.

## **End of Year**

38. The financial year will end four weeks before the Annual General Meeting to allow an audit of the books.

## **Restrictions**

38. The Committee retain the right to refuse entry to any person to participate in any function conducted by the club.

## **Assets**

38. Monetary transaction made by cheque will require the signature of the Treasurer and any one of two executives elected at Annual General Meeting for that purpose.

## **Seal**

- 37.
- (a) The common seal of the Club shall be kept in the custody of the Secretary
  - (b) The common seal shall not be affixed to any instrument except by authority of the committee and the affixing of the common seal shall be attested by the signatures of two members of the committee.

## **Notices**

38. A notice may be served by, or on behalf of, the Club upon any member either personally or by sending it by post to the member at his address as shown in the Register of Members.

## **Winding up or Cancellation**

39. In the event of the winding up or cancellation of the Club, the assets of the Club shall be disposed of in accordance with the provisions of the Act (see part VIII of the Act – called “Winding Up or Cancellation”).