

RULES of Lara Tennis Club Inc

(as amended by Committee August 12, 2009)

1. Name and Objectives

- 1.1 The name of the incorporated club shall be the Lara Tennis Club Incorporated.
- 1.2 The Club objectives are:
 - 1.2.1 to promote the game of tennis and its traditions, and
 - 1.2.2 to promote social activities among members of the Club and other tennis clubs

2. Definitions

In these Rules, unless stated otherwise:

“The **Act**” refers to the Associations Incorporation Act 1981

“The **Club**” refers to Lara Tennis Club Inc, also known as Lara Tennis Club

“**Committee**” means the committee of management of the Lara Tennis Club

“**financial year**” means the year ending 30 June

“**general meeting**” means a general meeting of members convened in accordance with rule 12

“**member**” means a financial or Life member of the Lara Tennis Club

“**ordinary member of the Committee**” means a member of the Committee who is not an office holder of Lara Tennis Club under rule 21

3. Alteration of the Rules

- 3.1 Members desiring to move amendments to the Club Rules or Club Objectives must notify the Secretary in writing no later than twenty-one (21) days before the AGM.
- 3.2 By-Laws (see 20.5) shall be recorded by the Club Secretary, be available for the inspection of Club members, and be submitted at the next Annual General Meeting for ratification.

4. Membership, Entry Fees and Subscription

- 4.1 To become a financial member of the Club, a person shall pay to the Treasurer yearly fees as determined by the Committee and submit a membership application form.
- 4.2 Fees may include the Club annual membership fee for individuals (junior or senior) or families, playing fees, and registration fees.
- 4.3 The Committee retains the right to reject any membership application.
- 4.4 Payment of fees to the Club shall be deemed as being acceptance of Club Rules and also the match rules of relevant associations to which the Club is affiliated.
- 4.5 A player is entitled to pay junior membership fees and compete in the next season’s junior competitions provided they are under the age of eighteen (18) years on October 1 (Tennis Geelong Summer Season) or on May 1 (Tennis Geelong Winter Season).

5. Register of Members

- 5.1 The Club shall comprise:
 - 5.1.1 financial members
 - 5.1.2 life members of the Club
 - 5.1.3 such other persons approved by the Executive, but these persons shall have no voting rights at meetings
- 5.2 The Club shall keep an up-to-date register of its members and their contact details
- 5.3 Rights, privileges and obligations of the members of the Club are:
 - 5.3.1 not transferable to other people, except in voting as laid out in 19.1
 - 5.3.2 voided by expiration of their financial status

6. Ceasing Membership

- 6.1 A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- 6.2 After the expiry of the period referred to in 6.1
 - 6.2.1 the member ceases to be a member; and
 - 6.2.2 the Secretary must record in the register of members the date on which the member ceased to be a member.

7. Discipline, Suspension and Expulsion of Members

- 7.1 The Committee retains the right to:
 - 7.1.1 resolve to refuse entry to any person to participate in any Club activity
 - 7.1.2 resolve to suspend or expel any member from Club activities if his /her actions are considered to bring the Club into disrepute.
- 7.2 The member may appeal the resolution, in which case:
 - 7.2.1 the Secretary shall, as soon as practicable, give written notice of the grounds for the resolution, and invite the appellant to give grounds for the appeal (either personally or in writing) for consideration by the Committee at a special Committee meeting to be held between two (2) and four (4) weeks after notice. This notice will also advise the member's right to take the matter further to a general meeting of members should the special Committee meeting uphold the original resolution. See also 16.5

8. Disputes, Grievances and Mediation

- 8.1 Any grievance by a Club member about Committee action or inaction, or against another member, must initially be forwarded in writing to the Committee via the Secretary.
- 8.2 The Committee shall convene a meeting between the parties in dispute within fourteen (14) days seeking resolution.
- 8.3 Failing resolution, such grievance shall be the subject of a Special General Meeting.

9. Annual General Meetings (AGM)

- 9.1 The Committee shall convene the Annual General Meeting in August /September each year, giving members at least twenty-one (21) days notice.
- 9.2 The ordinary business of the AGM shall be:
 - 9.2.1 confirmation of minutes of the previous AGM,
 - 9.2.2 the receipt of audited financial reports for the preceding financial year,
 - 9.2.3 the receipt of reports on Club activities,
 - 9.2.4 the determination of any new Life Members, and
 - 9.2.5 the election of Office holders, ordinary Committee members, and auditors for the next year.
 - 9.2.6 any other business provided at least twenty-one (21) days notice has been given.
- 9.3 All senior financial members and Life Members shall be entitled to attend and shall have one (1) vote each.
- 9.4 All junior financial members are entitled to attend and may participate in discussion but may not vote.
- 9.5 Nominations for Committee positions may be either submitted in writing to the Secretary before the meeting, or made verbally during the AGM.
- 9.6 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.

10. Special General Meetings (SGM)

- 10.1 A Special General Meeting shall be convened by the Secretary within fourteen (14) days of a written request by at least ten (10) financial members, or after a majority vote of the Committee.
- 10.2 Members shall be given at least fourteen (14) days notice of such a meeting
- 10.3 Only resolutions indicated in the notice to members about the SGM may be determined at this meeting.
- 10.4 All senior financial members and Life Members shall be entitled to attend and shall have one vote each.
- 10.5 All junior financial members are entitled to attend and may participate in discussion but may not vote.
- 10.6 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.

11. Special Business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. Notice of General Meetings

- 12.1 The Secretary of the Club shall advise members of a proposed general meeting:
 - 12.1.1 within a timeframe consistent with those mentioned in 9.1 and 10.1
 - 12.1.2 by email to those members who have given their email addresses and approved email contact as a means of communication, or
 - 12.1.3 by pre-paid post to the address shown in the Register of Members, or
 - 12.1.4 by personal communication
- 12.2 Other notice devices may be used additionally to those above, but may not replace the obligation to communicate as above.

13. Quorum at General Meetings

A quorum of at least twelve (12) members is required for any general meeting. If a quorum is not achieved, the meeting should be postponed for up to fourteen (14) days.

14. Presiding at General Meetings

All meetings shall be chaired by the President or, in his/her absence, by the Vice President.

15. Adjournment of Meetings

The chairperson may, with the consent of a majority of members present, adjourn a meeting to another time and /or place.

16. Voting at General Meetings

- 16.1 All senior members and Life Members have one vote
- 16.2 Junior members can participate in discussion but must refrain from voting
- 16.3 Matters shall be resolved by a show of hands except as in 16.5
- 16.4 The chairperson shall abstain from voting, but retains the right to exercise a casting vote
- 16.5 At any general meeting convened to discuss an appeal against the disciplining of a member, any vote on the Committee's resolution shall be by secret ballot and, to be confirmed, requires a two-thirds majority of members present or represented by proxy.

17. Poll at General Meetings

- 17.1 If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 17.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. Manner of Determining whether a Resolution is Carried

The minutes of the meeting shall indicate whether a matter raised at a general meeting was agreed.

19. Proxies

- 19.1 Should he /she be unable to attend a general meeting, each senior member or Life Member is entitled to appoint another senior member as a proxy
- 19.2 Proxies must be advised to the Secretary prior to the meeting in writing on the official proxy form
- 19.3 Proxies only apply for general meetings of the Club

20. Committee of Management

- 20.1 Committee meetings shall be held at least bi-monthly
- 20.2 If a Committee member fails to attend three (3) consecutive Committee meetings, his/her position may be declared vacant by resolution unless sufficient reason is given
- 20.3 The Committee may establish working sub-Committees. These sub-Committees:
 - 20.3.1 may be short-lived or ongoing
 - 20.3.2 shall consist of at least two (2) members of the Club
 - 20.3.3 shall have their terms of reference set by the Committee
- 20.4 Delegates may be nominated by the Committee to represent the Club at meetings of the tennis association(s) within which Lara teams play. Delegates will represent the views of the Committee and report back to the Committee.
- 20.5 The Committee shall have power to make By-Laws not inconsistent with the Club Rules to enable the efficient running of the Club, and to amend or rescind these By-Laws as appropriate.
- 20.6 The interpretation of all rules and regulations of the Club is the responsibility of the Committee

21. Office Holders and their Duties

The Executive of the Club shall comprise the office holders of the Club, namely:

- 21.1 President
 - 21.1.1 to preside at all meetings
 - 21.1.2 to regulate and keep order in all proceedings
 - 21.1.3 to carry into effect the rules and by-laws of the Club
- 21.2 Secretary
 - 21.2.1 to keep minutes of Club meetings and a record of those in attendance
 - 21.2.2 to tend to all correspondence for the Club
 - 21.2.3 to maintain and store Club records
 - 21.2.4 to maintain a register of members which shall be available to members.
 - 21.2.5 to prepare reports on Club activities as required

- 21.3 Treasurer
 - 21.3.1 to oversee procedures which ensure documentation of all payments made to or by the Club
 - 21.3.2 to pay all accounts after Committee endorsement
 - 21.3.3 to maintain accurate records of all receipts and expenditure of the Club
 - 21.3.4 to provide a statement showing the financial position of the Club, including bank balances of all accounts and performance against an annual budget, for each Committee meeting, or as otherwise required
 - 21.3.5 to arrange the audit of Club finances after June 30 and in time for presentation to the scheduled AGM
 - 21.3.6 to prepare and submit financial statements to each Annual General Meeting
- 21.4 Vice President
 - 21.4.1 to chair meetings in the absence of the President
 - 21.4.2 to disseminate information to members as required
 - 21.4.3 to oversee the Club notice-boards and website, and ensure these contain current and accurate information

22. Ordinary Members of the Committee

- 22.1 Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- 22.2 In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23. Election of Officers, Ordinary Members of the Committee, and Life Members

- 23.1 Elected Committee members shall:
 - 23.1.1 retire each year
 - 23.1.2 be eligible for re-election
- 23.2 The Committee shall comprise:
 - 23.2.1 an Executive of its office holders as elected at the AGM
 - 23.2.2 up to three (3) ordinary committee members as elected at the AGM
 - 23.2.3 up to two (2) additional persons coopted at the discretion of the elected Committee.
- 23.3 All except the seconded persons must be financial members or Life Members of the Club. All Committee members, elected or seconded, have full voting rights.
- 23.4 Nominations for Committee positions may be submitted in writing to the Secretary before the AGM commences, or may be given verbally during the AGM.
- 23.5 Office holders may be elected to serve in two (2) positions concurrently
- 23.6 Any person who shall have rendered long and outstanding service to the Club may be elected as a Life Member of the Club after nomination by the Committee and endorsement at an AGM. A Life Member shall have the full privileges of membership, but is not expected to pay annual fees

24. Vacancies

- 24.1 The resignation of any Committee member is to be in writing and addressed to the Club Secretary. The Committee may replace Committee members who resign or die.
- 24.2 Any Committee vacancy occurring during the year may be:
 - 24.2.1 filled by co-option with full voting rights at the discretion of the Committee
 - 24.2.2 left vacant if sufficient numbers remain

25. Meetings of the Committee

- 25.1 The Committee is empowered to:
 - 25.1.1 manage Club finances
 - 25.1.2 convene meetings as required
 - 25.1.3 set terms of reference and establish sub-committees as required
 - 25.1.4 oversee maintenance of facility and assets.
- 25.2 Any financial member of the Club is welcome to attend the Committee meetings by pre-arrangement with the Secretary, but they do not have voting rights.

26. Notice of Committee Meetings

- 26.1 Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- 26.2 Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27. Quorum for Committee Meetings

The quorum for a Committee meeting shall be 5 members, elected or coopted.

28. Presiding at Committee Meetings

At meetings of the committee-

- 28.1 the President or, in the President's absence, the Vice-President presides; or
- 28.2 if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29. Voting at Committee or Executive Meetings

- 29.1 The chairperson shall abstain from voting
- 29.2 Matters raised at the Committee meeting shall usually be determined by consensus. If clarification is needed, the chairperson may call for a show of hands.
- 29.3 The chairperson may exercise a casting vote if required

30. Removal of a Committee Member

The Committee may remove any member of the Committee before the end of his /her term if that person is considered to have engaged in practices which have brought the Club into disrepute

31. Minutes of Meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32. Funds

- 32.1 Club funding shall be derived from fees, donations, gifts, sponsorships and fundraising
- 32.2 Monetary transactions made by cheque shall require the signatures of two Office holders elected at the AGM for that purpose

33. Seal

- 33.1 The common seal of the Association must be kept in the custody of the Secretary.
- 33.2 The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

34. Notice to Members

Any notice that is required to be given to a member from the Club may be given:

- 34.1 by email to those members who have given their email addresses and approved email contact as a means of communication, or
- 34.2 by pre-paid post to the address shown in the Register of Members, or
- 34.3 by personal communication

See 12.1 for additional constraints for general meetings.

35. Winding Up

In the event of the winding up of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

36. Custody and Inspection of Books and Records

- 36.1 Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- 36.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.
- 36.3 A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.