



# **Constitution**

**Picton Tennis Club Incorporated**

**ABN: 20 634 127 077**

**November 2016**

# CONSTITUTION OF PICTON TENNIS CLUB INCORPORATED

## CONTENTS

.....	1
Constitution.....	1
Picton Tennis Club Incorporated.....	1
ABN: 20 634 127 077 .....	1
CONSTITUTION.....	3
OF.....	3
PICTON TENNIS CLUB INCORPORATED.....	3
Part 1 – Preliminary.....	4
1.Name.....	4
2.Definitions.....	4
.....	5
3. Objects.....	5
Part 2 – Membership.....	6
4. Membership generally.....	7
5. Membership categories:.....	7
6. Nomination for membership.....	8
7. Cessation of membership.....	9
8. Membership entitlements not transferable.....	9
9. Resignation of membership.....	9
10. Register of members.....	10
11. Fees and renewal fees.....	10
12. Members' liabilities.....	10
13. Resolution of disputes.....	11
14. Disciplining of members.....	11
15. Right of appeal of disciplined member.....	11
Part 3 - The committee.....	12
16. Powers of the committee.....	12
17. Composition and membership of committee.....	12
18. Election of committee members.....	13
19. President.....	14
20. Vice President .....	14
21. Secretary.....	14
22. Treasurer.....	15
23. Public Officer and authorised signatories.....	15
24. Casual vacancies.....	16
25. Removal of committee members.....	17
26. Committee meetings and quorum.....	17
27. Delegation by committee to sub-committee.....	18
28. Voting and decisions.....	18
29. Disclosure of interests.....	18

30. By-Laws.....	19
Part 4 - General meetings.....	20
31. Annual general meetings - holding of.....	20
32. Annual general meetings - calling of and business at.....	20
33. Special general meetings - calling of.....	20
34. Notice.....	21
35. Quorum for general meetings.....	21
36. Presiding member.....	22
37. Adjournment.....	22
38. Making of decisions.....	22
39. Special resolutions.....	22
40. Voting.....	23
41. Proxy votes not permitted.....	23
42. Postal ballots.....	23
Part 5 – Miscellaneous.....	24
43. Insurance.....	24
44. Funds - source.....	24
45. Funds - management.....	24
46. Change of name, objects and constitution.....	24
47. Custody of books etc.....	24
48. Inspection of books etc.....	24
49. Service of notices.....	25
50. Financial year.....	25
51. Acceptance of the Rules.....	25
52. Ignorance of Rules.....	26
53. Alteration of Objects and Rules.....	26
Appendix 1 Application for membership of association.....	27

## Part 1 – Preliminary

### 1. Name

The name of the Club shall be the Picton Tennis Club Incorporated.

### 2. Definitions

(1) In this constitution:

**Director-General** means the Director-General of the Department of Services, Technology and Administration.

**ordinary committee member** means a member of the committee who is not an office-bearer of the association.

**secretary** means:

(a) the person holding office under this constitution as secretary of the association, or

(b) if no such person holds that office - the public officer of the association.

**special general meeting** means a general meeting of the association other than an annual general meeting.

**the Act** means the Associations Incorporation Act 2009.

**the Regulation** means the Associations Incorporation Regulation 2010.

(2) In this constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

### **3. Objects**

- (1) The objects of the Club are:
- (a) To sponsor, promote and control tennis competitions and tournaments and tennis in general particularly in the district of Picton and to encourage and promote goodwill in tennis.
  - (b) To co-operate with other bodies for the purpose of furthering the interest in the game of tennis
  - (c) To purchase, take on lease, exchange, hire or otherwise acquire, and to lease, sell exchange or otherwise deal with land, freehold and/or leasehold.
  - (d) To construct tennis courts and/or buildings and to lease or purchase or otherwise deal with tennis courts, grounds buildings and accessories thereto.
  - (e) To form any club in connection with the club for the purpose of furthering the social or private comfort of the membership.
  - (f) To borrow, raise and lend money on security or without security in the interest of the club.
  - (g) To settle questions or disputes or matters relating to tennis which may be submitted for its adjudication.
  - (h) To affiliate with or accept affiliation from other bodies as may, from time-to-time, be decided upon in the interest of tennis.
  - (i) To carry on other games, pastimes or sports.

## **Part 2 – Membership**

### ***4. Membership generally***

- (1) A person is eligible to be a member of the association if:
  - (a) the person is a natural person, and
  - (b) the person has been nominated and approved for membership of the association in accordance with clause 6.
- (2) A person is taken to be a member of the association if:
  - (a) the person is a natural person, and
  - (b) the person was:
    - (i) in the case of an unincorporated body that is registered as the association - a member of that unincorporated body immediately before the registration of the association, or
    - (ii) in the case of an association that is amalgamated to form the relevant association - a member of that other association immediately before the amalgamation, or
    - (iii) in the case of a registrable corporation that is registered as an association - a member of the registrable corporation immediately before that entity was registered as an association.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

## **5. Membership categories:**

(1) Membership of the association shall consist of the following categories:

- (a) Life member
- (b) General member
- (c) Associate member
- (d) Junior member

(2) The conditions and privileges of each class member are as follows:

(a) **Life member**

- (i) Not more than one member may be elected as a Life member at an Annual General Meeting.
  
- (ii) Nominations for life members, together with supporting evidence documenting the qualifications of the person so nominated shall be forwarded in writing and signed by two members, to reach the Secretary in time for announcement at the last meeting of the committee prior to the Annual General Meeting.
- (iii) A Life member shall enjoy the full rights, privileges and responsibilities of a member but will be exempt from paying the club component of their membership fee. They shall also have free access to all social events organised directly by the club.

(b) **General member**

Any person who is 18 years and over who is a financial member of the club, is entitled to have full voting rights and hold any office, and enjoy the privileges of the club.

(c) **Associate member**

An associate member is a person who has paid their membership fee to a different club and is therefore already insured through Tennis NSW. This person is required to only pay 50% of the club's membership fee. This type of member is not eligible to hold any position on the committee and has no voting rights.

(d) **Junior member**

Any person under the age of 18 years upon joining the Club and whilst under the age of 18 years. This member does not have any voting rights and is not able to hold a position on the committee whilst under the age of 18 years. This person pays a junior membership fee as set by the committee.

## **6. *Nomination for membership***

- (1) A nomination of a person for membership of the association:
  - (a) must be made by two members of the association in writing in the form set out in Appendix 1 to this constitution, and
  - (b) must be lodged with the membership officer of the association.
- (2) As soon as practicable after receiving a nomination for membership, the membership officer must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.
- (3) As soon as practicable after the committee makes that determination, the membership officer must:
  - (a) notify the nominee, that the committee approved or rejected the nomination (whichever is applicable), and
  - (b) if the committee approved the nomination, request the nominee to pay (within the period of 28 days after receipt by the nominee of the notification) the sum payable under this constitution by a member as entrance membership fee and annual membership renewal fee.
- (4) The membership officer must, on payment by the nominee of the amounts referred to in subclause (3) (b) within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

## **7. *Cessation of membership***

A person ceases to be a member of the association if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the association, or
- (d) fails to pay the annual membership fee under clause 11 (2) before 1 July in each calendar year.

## **8. *Membership entitlements not transferable***

A right, privilege or obligation which a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.



## **9. Resignation of membership**

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

## **10. Register of members**

- (1) The public officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the association, or
  - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

## **11. Fees and renewal fees**

- (1) A member of the association must, on admission to membership, pay to the association a membership joining fee of \$2 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association an annual renewal membership fee of \$1 or, if some other amount is determined by the committee, that other amount:
  - (a) except as provided by paragraph (b), before 1 July in each calendar year, or
  - (b) if the member becomes a member on or after 1 July in any calendar year - on becoming a member and before 1 July in each succeeding calendar year.

## **12. Members' liabilities**

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 11.

## **13. Resolution of disputes**

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the Community Justice Centres Act 1983.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

## **14. Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the association:
  - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and

- (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 15.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 15, whichever is the later.

### ***15. Right of appeal of disciplined member***

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 14, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

## **Part 3 - The committee**

### **16. Powers of the committee**

Subject to the Act, the Regulation and this constitution and to any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### **17. Composition and membership of committee**

- (1) The committee is to consist of:
  - (a) the office-bearers of the association, and
  - (b) at least 1 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 18.
- (2) The minimum number of committee members is to be 5 with a maximum of 9.
- (3) The office-bearers of the association are as follows:
  - (a) the president,
  - (b) the vice-president,
  - (c) the treasurer,
  - (d) the secretary,
- (4) A committee member may hold up to 2 offices (other than both the president and vice-president offices).
- (5) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (6) A maximum of two immediate family members may be on the committee at any given time. No more than one immediate family member may be on the executive committee or be signatories at any given time.
- (7) Any persons who receives any direct financial gain from the club or holds a contract with the club, and their immediate family, are not eligible to be on the committee.

## **18. Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
  - (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
  - (b) must be delivered to the secretary of the association at least 14 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association for a period of one year, minimum.

## **19. President**

- (1) It shall be the duty of the president to act as the chairperson at all meetings of the club. The president shall be responsible to uphold the Rules of the Club at all times and to ensure that all bona fide decisions of properly constituted meetings are implemented. It shall also be the responsibility of the president to represent the Club at all meetings and functions which he or she may, from time to time, be directed to attend.

## **20. Vice President**

- (1) The vice president shall assist the president and in the president's absence shall deputise and assume responsibility for the president.

## **21. Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the committee, and

- (b) the names of members of the committee present at a committee meeting or a general meeting, and
- (c) all proceedings at committee meetings and general meetings.

## **22. Treasurer**

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
- (c) to submit a treasurers report at each committee meeting held.

## **23. Public Officer and authorised signatories**

- (1) The association's committee must appoint a Public Officer.
- (2) The Public Officer must be a person who is 18 years or more and is ordinarily resident in New South Wales.
- (3) The position of public officer may, but need not be, held by a committee member.
- (4) The public officer's acts are valid despite any defect in his or her appointment.
- (5) The first public officer is the person nominated as public officer in the application for registration of the association.
- (6) Within 28 days after taking office as an association's public officer (other than its first public officer), a person must notify the Director-General, in the approved form, of:
  - (a) the person's full name and date of birth, and
  - (b) the person's address for service of notices, being either the person's residential address or some other address at which the person can generally be found, and
  - (c) the fact that the person has taken office as public officer.
- (7) If there is any change in the address of the public officer of the association, the public officer must notify the Director-General in the approved form, of the new address within 28 days after the change occurs.
- (8) The association's public officer vacates office in the following circumstances:
  - (a) if he or she dies,
  - (b) if he or she resigns the office in writing addressed to the association's committee.
  - (c) if he or she is removed from office by resolution of a general meeting of the association.
  - (d) if he or she becomes bankrupt, applies to take the benefit or any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit,

- (e) if he or she becomes a mentally incapacitated person,
  - (f) if he or she ceases to ordinarily reside in New South Wales,
  - (g) in such other circumstances as the constitution of the association may provide.
- (9) Within 14 days after vacating office, a former public officer of an association must ensure that all documents in his or her possession that belong to the association are delivered to a committee member of the association.
- (10) An association's committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises.
- (11) An association's public officer is, by virtue of that office, an authorised signatory for the association.
- (12) An association's committee may from time to time appoint additional authorised signatories from among such of its members as are ordinarily resident in Australia, and may at any time revoke any such appointment.
- (13) A person (other than the association's public officer) vacates office as an association's authorised signatory if:
- (a) his or her appointment as an authorised signatory is revoked, or
  - (b) he or she ceases to be a committee member, or
  - (c) he or she ceases to be ordinarily resident in Australia.

## **24. Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies, or
  - (b) ceases to be a member of the association, or
  - (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 25, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

## **25. Removal of committee members**

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **26. Committee meetings and quorum**

- (1) The committee must meet at least 3 times in each period of 12 months at such place and time as the committee may determine. The committee may hold meetings using any technology that gives each of the committee members a reasonable opportunity to participate.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any 5 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president or, in the president's absence, the vice-president is to preside, or
  - (b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.



## ***27. Delegation by committee to sub-committee***

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the association as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

## ***28. Voting and decisions***

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **29. Disclosure of interests**

- (1) If:
  - (a) a committee member has a direct or indirect interest in a matter being considered or about to be considered at a committee meeting, and
  - (b) the interest appears to raise a conflict with the proper performance of the committee member's duties in relation to the consideration of the matter,  
the committee member must, as soon as possible after the relevant facts have come to the committee member's knowledge, disclose the nature of the interest at a committee meeting.
- (2) A disclosure by a committee member at a committee meeting that the committee member:
  - (a) is a member, or is in the employment, of a specified company or other body,  
or
  - (b) is a partner, or is in the employment, of a specified person, or
  - (c) has some other specified interest relating to a specified company or other body or to a specified person,  
is a sufficient disclosure of the nature of the interest in any matter relating to that company or other body or to that person that may arise after the date of the disclosure and that is required to be disclosed under subclause (1).
- (3) Particulars of any disclosure made under this section must be recorded by the committee in a book kept for that purpose and that book must be open at all reasonable hours to inspection by any member of the association, free of charge.
- (4) A member of the association may obtain a copy of any of the document referred to in subclause (3) on payment of a fee of not more than \$1 for each page copied.
- (5) The book must be kept at the same address as the register of committee members.
- (6) After a committee member has disclosed the nature of an interest in any matter, the committee member must not, unless the committee otherwise determines;
  - (a) be present during any deliberation of the committee with respect to the matter,  
or
  - (b) take part in any decision of the committee with respect to the matter.
- (7) For the purpose of the making of a determination by the committee under subclause (5), a committee member who has a direct or indirect interest in a matter to which the disclosure relates must not:
  - (a) Be present during any deliberation of the committee for the purpose of making the determination, or
  - (b) take part in the making of the determination.

### **30. By-Laws**

The management committee may create, rescind or amend By-Laws to deal with matters covered by these Rules

## **Part 4 - General meetings**

### ***31. Annual general meetings - holding of***

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
  - (a) within 2 month after the close of the association's financial year, or
  - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

### ***32. Annual general meetings - calling of and business at***

- (1) The annual general meeting of the association is, subject to the Act and to clause 31, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
  - (c) to elect office-bearers of the association and ordinary committee members,
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.
- (4) The annual general meeting is to be advertised to all members 28 days prior and notified of nomination requirements.

### ***33. Special general meetings - calling of***

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

- (4) If the committee fails to convene a special general meeting to be held within one month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

### **34. Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 32 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### **35. Quorum for general meetings**

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Ten members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
  - (a) if convened on the requisition of members, is to be dissolved, and
  - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

### **36. Presiding member**

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of the members to preside as chairperson at the meeting.

### **37. Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **38. Making of decisions**

- (1) A question arising at a general meeting of the association is to be determined by either:
  - (a) a show of hands, or
  - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot - a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

### **39. Special resolutions**

A special resolution may only be passed by the association in accordance with section 39 of the Act.

### **40. Voting**

- (1) On any question arising at a general meeting of the association a member has one vote only.

- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

#### ***41. Proxy votes not permitted***

Proxy voting must not be undertaken at or in respect of a general meeting.

#### ***42. Postal ballots***

- (1) The association may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 15 and for an annual general meeting).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

## **Part 5 – Miscellaneous**

### **43. Insurance**

The association may effect and maintain insurance.

### **44. Funds - source**

- (1) The funds of the association are to be derived from entrance membership fees and annual renewal membership fees of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### **45. Funds - management**

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used in pursuance of the objects of the association in such manner as the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee authorised to do so by the committee.

### **46. Change of name, objects and constitution**

An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

### **47. Custody of books etc**

Except as otherwise provided by this constitution, the public officer must keep in his or her custody, or under his or her control all records, books and other documents relating to the association.

### **48. Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
  - (a) records, books and other financial documents of the association,
  - (b) this constitution,
  - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.



## **49. Service of notices**

- 1) For the purpose of this constitution, a notice may be served on or given to a person:
  - (a) by delivering it to the person personally, or
  - (b) by sending it by pre-paid post to the address of the person, or
  - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
  - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
  - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

## **50. Financial year**

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 SEPTEMBER and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 OCTOBER and ending on the following 30 SEPTEMBER.

## **51. Acceptance of the Rules**

The payment of the prescribed fees shall be deemed to be an acceptance of these Rules and any other By-Laws adopted from time to time by the Club.

## **52. Ignorance of Rules**

A plea of ignorance of the Rules shall not be accepted.

## **53. Alteration of Objects and Rules**

The statement of Objects and these Rules may be altered, rescinded or added to only by a special resolution of the Club.

# Appendix 1 Application for membership of association

(Clause 6.(1)(a))

Membership Form2012.pdf - Adobe Reader  
File Edit View Document Tools Window Help

1 / 1 103% Find

**PICTON TENNIS CLUB INC.**  
admin@pictontennis.com.au

**MEMBERSHIP APPLICATION FORM**

NEW   
RENEWAL

*\* compulsory*

Surname\* \_\_\_\_\_ First name(s)\* \_\_\_\_\_  
Postal address\* \_\_\_\_\_ Suburb\* \_\_\_\_\_  
Postcode\* \_\_\_\_\_ Male  Female  Date of birth\* \_\_\_\_\_  
Home number\* \_\_\_\_\_ Mobile for wet weather\* \_\_\_\_\_  
Email for enewsletter \_\_\_\_\_  
Tennis NSW Player Reg. No. \_\_\_\_\_ Assoc/Club paid through \_\_\_\_\_  
Membership Type    Adult \$45     Under 18 \$28     Associate     For Family discount see below.  
Under 18 only: Mothers Name \_\_\_\_\_ Fathers Name \_\_\_\_\_  
**Family Discount:** If 3 or more family members join you will receive a \$5 reduction on each membership fee.  
(Offer excludes Associate members).  
Family membership names: \_\_\_\_\_

**Photo Permission**  
I give the Picton Tennis Association permission to use photos of myself and my child/ren for the purposes of praising, achievement & advertising/marketing the club. I am aware that photo/s will be published on the website, newspaper publicity, brochures &/or e-newsletters. I do/do not give permission for my child's first name to be printed along side the photograph. I am also aware that I have the right to revoke permission for use at any time.  
Signature \_\_\_\_\_

**Contact details Permission**  
The records, books and any other documents of the Club shall be open to inspection, free of charge, by a member of the Club at any reasonable hour.  
I do not wish my contact details to be available.   
Signature \_\_\_\_\_

**Advertising permission**  
I wish to receive direct marketing from;  
 Tennis Australia     TNSW     Picton Tennis Club