

PARK ORCHARDS TENNIS CLUB CONSTITUTION
RULES OF THE PARK ORCHARDS TENNIS CLUB INCORPORATED
(Including amendments to June 21, 2007)

1. The Association shall be known as "The Park Orchards Tennis Club Incorporated".
2. The Office Bearers shall consist of:-
 - President
 - One Vice President
 - Honorary Treasurer
 - Honorary Secretary
3. General Management Committee
In addition to the Office Bearers there shall be elected at each Annual General Meeting, seven (7) financial members over the age of eighteen to form the Committee. One member will be appointed as Senior Convenor and one member as Junior Convenor. One position on the Committee shall be reserved for a member nominated by the Mid-Week Ladies Group and one position shall be reserved for a member nominated by the Mens Twilight Group. These members, together with the office bearers shall constitute the General Management Committee and shall have the general management and control of the affairs of the Association, and power to borrow funds in the course of the Association's business, subject to the approval of a duly constituted General Meeting of the Association. The General Management Committee shall have power to appoint Sub-Committees, and to co-opt any other member to act upon such Sub-Committees.
4. General Meetings may be called either by –
 - (a) The General Management Committee, or
 - (b) 20% of financial Members of the Association by submitting their request in writing to the General Management Committee through the Secretary. Such request shall be dealt with forthwith and meeting shall be called within twenty-eight (28) days. Notices to be sent fourteen days (14) prior to Meeting.
5. The General Management Committee is empowered to draw up By-Laws as and when necessary to enable the proper functioning of the Association.
6. Meetings

The Annual General Meeting shall be held within two months after the close of the financial year giving at least fourteen (14) days notice in writing to members. Fifteen (15) members shall form a quorum for Annual or General Meetings.
7. (a) General Management Committee meetings shall be held at least monthly giving seven (7) days clear notice. Other committees shall meet as necessary or as directed by General Management Committee and seven (7) days clear notice shall be given.
 - (b) If an Office Bearer resigns or ceases to be a member of the Association the office held by such member shall be declared vacant.
 - (c) If a member of the General Management Committee be absent from three consecutive General Management Committee meetings without prior leave of absence the General Management Committee will have power to declare vacant the office held by such member. The General Management Committee shall have power to fill any such vacancy, by election, at the next committee meeting.

8. Special Committee meetings may be convened at any time by the President, Honorary Secretary, or three members thereof, by giving Notice in writing, such Notice to be forwarded to the Honorary Secretary, who shall call a meeting within fourteen (14) days of receipt thereof. Seven (7) Members shall form a quorum at all General Management Committee meetings.

9. The General Committee shall have full power to suspend or terminate the Membership of a Member for any of the following reasons:-

- Taking any course of action or line of conduct liable to bring the Association into disrepute.
- Willful infringement of any rules of the Association.
- Refusing to abide by any decision of the General Management Committee.

10. Until otherwise determined by the Association in General Meeting there shall be no entrance fee payable by any applicant for membership. The amount of yearly subscription shall be determined at each Annual General Meeting. At the last General Management Committee meeting in the financial year, the General Management Committee will suggest that amount of subscription advisable and submit this amount to the Annual General Meeting as the General Management Committee's recommendation. The General Management Committee is empowered to accept yearly subscriptions on a pro-rata basis.

11. Any member who has not paid his or her fees within two (2) months of the date of Notification shall be deemed unfinancial. Such members forfeit all rights and privileges of membership.

12. The numerical Membership of the Association shall be determined by the General Management Committee from time to time.

13. (a) Membership shall be open to all persons living within the Park Orchards postcode area. Present members not resident within this area may retain their membership and other persons not resident within this area may be accepted as members at the discretion of the General Management Committee. Membership applications shall be in writing. The General Management Committee shall have the power to elect or exclude applicants, however, if a resident of the Park Orchards post-code area is excluded from membership, he or she shall be advised accordingly in writing and given the reasons for exclusion.

(b) Categories of membership shall consist of:-

- (1) Senior Membership
- (2) Student Membership (over 16 years and under 26 years at the 1st May and engaged in full time education)
- (3) Junior Membership (16 years and under at the 1st May)
- (4) Social Membership (non-playing Association members)

14. President, Honorary Secretary and Honorary Treasurer shall be Ex-Officio members of all Sub-Committees.

15. The Officers of the Association and Members of the General Management Committee shall be indemnified out of the Funds of the Association against all losses and expenses incurred personally on behalf of the Association, and it shall be the duty of the General Management Committee out of the funds of the Association to pay all losses, damages and expenses, costs and charges which they shall respectively incur or be put to in the execution of their respective offices or by reason or on account of any Contract, act, deed, matter or thing which shall be made, done, permitted, entered into or executed by them respectively on behalf of or bona-fide in the interest of or with the view of benefiting the Association and any such Officer or Member of the General Management Committee shall be chargeable only for so much money as he or she shall actually receive and they respectively shall not be answerable for the acts, receipts, neglects or defaults of each other, but each of them for his own acts, receipts,

neglects or default only, nor shall they respectively be answerable for any Banker, Broker, Collector or other persons appointed by the General Management Committee with whom or into whose hands any property or monies of the Association may be deposited or come nor the insufficiency of any title of the estate or property which from time to time be purchased by order of the committees nor for any loss or damage which may happen in the execution of their respective offices unless the same happens through their own respective willful neglect or default.

16. The Secretary shall keep all Minutes of Meetings, receive and answer correspondence, keep a list of names of Members of the Association and post such names up in Clubhouse.

17. The funds of the Association shall be under the absolute control of the General Management Committee and all accounts shall be passed by such Committee for payment.

18. (a) The Treasurer shall receive all monies and pay all accounts and will work under guidance of the General Management Committee. The Balance Sheet showing the financial position of the Association shall be prepared by the Treasurer and submitted to the Annual General Meeting or to the General Management Committee at any such time that the Secretary or Treasurer shall resign or is retired from office. Prior to presentation, the Balance Sheet shall be audited and certified to by the Auditor.

(b) All books, documents and securities of the Association shall be retained by the Treasurer but shall be available at any reasonable time to any member for inspection but no member shall be entitled to remove same without the consent of the Secretary or Treasurer.

19. The accounts of the Association shall be audited at the end of every financial year by an Honorary Auditor who shall not be a signatory of the Association.

20. All monies shall be banked to the credit of the Association at any bank the General Management Committee desires.

Signatories of all cheques shall be any two of the following:-

President
Secretary
Treasurer

21. The financial year of the Association shall begin on 1st May and end on the subsequent 30th April in each year.

22. The order of business at Annual General Meetings shall be:-

- (a) Minutes
- (b) Correspondence
- (c) Consideration and adoption of the various Committees' reports, consideration of the Annual Reports, Honorary Treasurer's statement duly audited.
- (d) Changes to the Constitution
- (e) Election of Office-Bearers
- (f) Election of various Committees
- (g) Election of Honorary Auditor
- (h) General Business

23. The Statement of Purposes or the Rules of the Association may be amended at any General Meeting provided that four (4) week's notice in writing be given to the Secretary of the proposed amendment(s). The proposed amendment(s) shall be posted to all Members at least fourteen (14) days before Meetings. The requirements for passing of the proposed amendment(s) shall be a two-thirds majority of Members present at the Meetings.

24. (a) All nominations for the positions of President, Vice-President, Honorary Secretary, Honorary Treasurer, seven members of the General Management Committee, Honorary Auditor, must be lodged with the Honorary Secretary prior to the

commencement of the Annual General Meeting. As nominations are received the Secretary shall display these on the Association notice board. Nominations close at the commencement of the Annual General Meeting. If in the event of insufficient nominations, those already nominated shall be declared, elected, and the Chairman shall call for further nominations from the floor to fill the remaining vacancies.

(b) All financial members over 18 years of age except social members shall be empowered to vote personally or by proxy, except for the Selection Committee for senior teams when voting will be restricted to all senior members and student members over 18 years of age. The President may cast a deliberative vote, and in addition a casting vote if necessary.

(c) Each member entitled to vote may appoint another member as his proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed. The Notice appointing the proxy shall be in the form set out in Appendix 2.

25. In the event of winding up or the cancellation of the Incorporation of the Association, all assets are to be realised forthwith. Creditors shall be paid and net funds plus all accumulated profits to be paid to the Park Orchards Primary School.

26 (a) Any General Meeting of the Association may bestow Life Membership on any member of the Association or past member of the Association, in recognition of outstanding services to the Association. Life Members shall have full privileges and rights of Full Membership.

(b) Honorary membership may be bestowed, by the General Management Committee, on a person it considers deserving of recognition by the Association. Such membership does not give voting rights or allow the playing of competitive tennis

27. (a) The Common Seal of the Association shall be kept in the custody of the Secretary.

(b) The Common Seal shall not be affixed to any instrument except by the authority of the General Management Committee and the affixing of the Common Seal shall be attested by the signatures either of two members of the General Management Committee or one member of the Committee and of the Public Officer of the Association.

28 Junior or Senior players in Park Orchards Tennis Club Teams in any competition including Night tennis and Twilight Competition must be paid-up members of Park Orchards Tennis Club.

Appendix 1

Application for Membership of
(Name of the Association)

I,
(Full name of applicant)

of
(Address)

..... desire to become a
(Occupation)

..... member of
(Category of membership) (Name of the Association)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

.....
Signature of Applicant

Date

I,, a member of the Association, nominate
(Name)

the Applicant, who is personally known to me, for membership of the
Association

.....
Signature of Proposer

Date

I,, a member of the Association, second
(Name)

the Applicant, who is personally known to me, for membership of the
Association

.....
Signature of Seconder

Date

Appendix 2

FORM OF APPOINTMENT OF PROXY

I of

being a member of

(Name of Incorporated Association)

hereby appointof

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the day of 20 .. and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

Signed

The day of 20

PARK ORCHARDS TENNIS ASSOCIATION
ASSOCIATION BY-LAWS

BY-LAW 2 ASSOCIATION COLOURS

Association colours are green and gold.

BY-LAW 3 ETIQUETTE AND USE OF COURTS AND BALLS

- (a) (i) All persons playing on courts to wear approved tennis attire;
 - (ii) Courts must be bagged and watered from fence to fence before and after each set;
 - (iii) Children are not permitted on courts.
- (b) (i) No court shall be monopolised by two players when four handed games are possible and desired by any members present and four players shall not occupy a court for more than a maximum of twenty-five (25) minutes or first to eight games;
 - (ii) Times for junior tennis: See By-Law 6.
- (c) The courts shall be open to play daily subject to the permits granted by the General Management Committee
- (d) The use of balls shall be determined by the General Management Committee. Balls shall be issued by an officer appointed by the General Management Committee.
- (e) Grievances by any member should be directed to the President for consideration by the General Management
- (f) When teams entered by the Association in official competitions are using the courts or tournaments are being conducted by the Association, the following shall apply:-
 - (i) All courts shall be available for such use from the official starting time of such events until play has been concluded;
 - (ii) At the conclusion of such play the courts will be available for general play.
 - (iii) If circumstances arise at any other time the General Management Committee members present may restrict the use of the courts by general members whenever they deem it essential in the best interests of the Association.

BY-LAW 4 COURT AND VISITORS FEES

Each visitor must pay a court fee of \$2.00

BY-LAW 5 ASSOCIATION CHAMPIONSHIPS AND TOURNAMENTS

Events to be organised at the discretion of the General Management committee.

BY-LAW 6 COURTS - SATURDAY MORNINGS

Juniors playing in competition on Saturday mornings have precedence -over seniors from 8.15am until matches are completed.