



St. Peter's Parish Tennis Club
East Keilor



Constitution

1. NAME

The Club shall be called "St. Peter's Parish Tennis Club, East Keilor" and hereinafter be referred to as 'the Club'.

2. OBJECTS

The objects of the Club shall be to —

- (a) foster, advance and control the game of tennis in the parish;
- (b) arrange and manage championships, competitions, matches, tournaments and all things that relate there to; and
- (c) promote, arrange and conduct social functions and other activities.

3. MEMBERSHIP

- (1) Membership shall consist of —
 - (a) honorary members, such as members of the clergy, admitted from time to time;
 - (b) financial members, who shall include —
 - (i) senior members;
 - (ii) student members (dependent members 16 years & over);
 - (iii) junior members (under 16 years);
- (2) The limitation of members at any time shall be decided by the General Committee.
- (3) Resigning members forfeit all fees and subscription monies.
- (4) Absentee members can, on written notice, defer.

4. ANNUAL SUBSCRIPTIONS & LEVIES

- (1) The financial year shall end on the 30th of June each year.
- (2) The Committee shall decide the annual subscriptions and other levies payable by members each year and shall have the power to vary the amount payable where more than one member of the same family applies for membership of the Club or where payment of the full amount due might cause hardship.
- (3) Any member neglecting or refusing to pay the annual subscription and/or levy before the 30th day of November in each year shall be deemed to be unfinancial and, unless the Committee otherwise decides, shall be deemed to have ceased to be a member.
- (4) Any person admitted to the Club from the 1st day of March in any year shall be required to pay such lesser amount of the annual subscription as may be determined by the Committee.

5. MANAGEMENT

- (1) The Committee shall consist of a President, Vice-President, Secretary, Treasurer and eight other committee members.
- (2) All members of the Committee shall be elected at the Annual General Meeting and shall hold office until the Annual General Meeting following.
- (3) Six members of the Committee shall constitute a quorum.
- (4) In the event of equal voting the Chairman shall have a casting vote.

6. DUTIES OF THE COMMITTEE

In addition to the duties specified in the Constitution and the Rules of the Club, each member of the Committee shall —

- (a) report the details of any activities undertaken in connection with the office held and, where applicable, on the activities of any sub-committee under the control of such officer, at each meeting of the Committee;
- (b) perform such other duties as may be prescribed by a General Meeting or by the Committee.

PRESIDENT

The President shall —

- (a) preside at all meetings of the Club and the Committee;
- (b) superintend all of the officers of the Committee in their respective duties.

In the event of absence of the President, a Chairman, who shall be any member of the Committee other than the Secretary or the Treasurer, shall be appointed by the members present at the meeting.

SECRETARY

The Secretary shall —

- (a) record in detail the minutes of all General and Committee meetings;
- (b) attend to all correspondence and prepare regular circulars to members;
- (c) keep all records of the club other than those held by the Treasurer or the Membership Secretary, and produce such records when so requested by the Committee;
- (d) produce the minutes of the previous meeting at each meeting;
- (e) prepare an annual report on the operations of the club since the last Annual General Meeting and present such report to the Annual General Meeting.

In the event of absence of the Secretary, a member of the Committee, other than the President or the Treasurer, shall be appointed by the members present at the meeting to record in detail the minutes of the meeting.

TREASURER

The Treasurer shall —

- (a) receive all monies and issue receipts therefore;
- (b) pay any monies received into the club's bank account within fourteen days of the receipt thereof;

- (c) maintain proper books of account and produce these at all meetings. The form of records to be maintained shall be determined from time to time by the President, Secretary and Treasurer in conjunction with the Honorary Auditor;
- (d) present at each meeting of the Committee a financial statement of all monies received and disbursed;
- (e) on demand by the Committee, hand over the financial books and records of the club to any person the Committee shall nominate;
- (f) prepare the annual statement of receipts and expenditure immediately after the close of the financial year and make available such statement, together with the financial books and records of the Club to the Honorary Auditor;
- (g) present the audited statement of receipts and expenditure for the preceding year at the Annual General Meeting.

7. POWERS OF THE COMMITTEE

The Committee shall carry out the directions of a General Meeting and shall have the power to —

- (a) make rules and regulations consistent with the Constitution and rules adopted at a General Meeting;
- (b) determine the Club joining fees and decide the annual subscriptions and other levies payable by members;
- (c) determine the maximum number of financial members;
- (d) accept, defer or reject the application for membership of any person;
- (e) open and operate bank accounts in the name of the Club; the signatories of the accounts being any two of the President, Vice-President, Secretary or Treasurer;
- (f) borrow monies from a bank in the name of the Club;
- (g) authorise expenditure and receive monies for and on behalf of the Club;
- (h) arrange, conduct and supervise championships, competitions, matches, tournaments, coaching, social functions and other activities;
- (i) appoint any member to the Committee in order to fill any vacancy occurring on the Committee, or allow the position to remain vacant until the next General Meeting;
- (j) remove from office, on sufficient cause being shown, any officer of the Club who shall neglect or refuse to do anything required by the Constitution or the Rules of the Club, or by reason of absence be unable to do the same;
- (k) appoint or disband sub-committees as considered necessary other than those specified in the Constitution, and from time to time to determine the duties to be undertaken by each sub-committee;
- (l) appoint any member to a sub-committee or rescind such appointment;
- (m) appoint delegates for all purposes or rescind such appointments;
- (n) settle, where possible, all disputes and complaints;
- (o) reprimand, fine, suspend, accept the resignation of, or expel any member who shall infringe any rules, or whose actions or conduct it may deem detrimental to the Club. Such suspension or expulsion shall take place only with the concurrence of a two-thirds majority of the Committee members present at the meeting at which such action is proposed. Every suspension or expulsion shall be advised in writing and shall take immediate effect. Any members so suspended or expelled shall forfeit all rights and privileges of the Club, but shall have the right to appeal to a General Meeting;

- (p) make rules concerning the use and care of the Club's courts and premises, and the conduct of persons using or hiring them, and to determine and vary as necessary the fees for the use or hire of the Club's courts and premises;
- (q) employ and/or dismiss labour in connection with the Club's courts and premises and to pay the wages thereof;
- (r) authorise improvements to the property or premises of the Club, or to promote or join in any scheme which may enhance the social or financial position of the Club;
- (s) conduct and superintend the business of the Club, and to administer the Club in all matters set out in the Constitution and the Rules of the Club.

8. GENERAL MEETINGS

- (1) The Annual General Meeting shall be held prior to the 15th day of October each year.
- (2) Any special resolutions or alterations to the Constitution to be proposed at a General Meeting shall be in writing and lodged with the Secretary at least fourteen days before the date of such meeting.
- (3) The agenda paper of the General Meeting incorporating any special resolutions and/or proposed alterations to the Constitution, a copy of the minutes of the preceding General Meeting, and in the case of the Annual General Meeting, a copy of the audited financial report of the Club, shall be available to all members.
- (4) Twenty senior members shall constitute a quorum at any General Meeting.
- (5) Voting at all General Meetings shall be decided by simple majority.
- (6) Any ballot taken at a meeting of the Club or the committees thereof in which there are more than two candidates shall be conducted according to the inverse proportional system of voting.
- (7) The standing orders of the Annual General Meeting shall be to —
 - (a) deal with the minutes of the preceding Annual General Meeting and of any intermediate Special General Meetings;
 - (b) deal with correspondence;
 - (c) receive and consider —
 - (i) the annual report of the Secretary;
 - (ii) the audited statement of accounts of the Treasurer;
 - (iii) any other relevant reports;
 - (d) dispose of any general business which, consistent with the Constitution, may be introduced at such meetings;
 - (e) declare all of the positions on the Committee vacant;
 - (f) appoint a Chairman for the remainder of the meeting;
 - (g) declare the names of persons nominated for all positions on the Committee;
 - (h) conduct elections for all positions;
 - (i) declare the names of persons elected to the Committee.

9. SPECIAL GENERAL MEETINGS

- (1) A Special General Meeting of members —
 - (a) may be called at any time by the President or the Secretary;
 - (b) shall be called within twenty-eight days after receipt by the Secretary of a written request for such meeting, signed by at least fifteen senior members as

at the date of such request, setting out exactly the reason for which the meeting is required.

- (2) The standing orders of any Special General Meeting shall be to —
 - (a) deal with the minutes of any related General Meeting;
 - (b) deal with correspondence relating to the Special General Meeting;
 - (c) receive and consider any relevant reports;
 - (d) dispose of only any business relating to the Special General Meeting.

10. LIFE MEMBERS

- (1) The Club may, on the recommendation of the Committee, elect persons who have rendered distinguished service to the Club over a long period whether as a player, official or representative, as honorary life members of the Club. Life members shall subsequently be exempt from payment of annual subscription fees.
- (2) Life membership may be conferred on any member who —
 - (a) is recognised by the Committee as having contributed substantial services to the Club; and
 - (b) has been an active member of the Club for more than 10 years continuously.
- (3) Not more than two (2) life members shall be appointed in any one year.
- (4) A nomination for life membership shall be proposed at the Annual General Meeting of the Club and that life member shall be elected if approved by a majority of the members present and voting.

11. WINDING UP OF THE CLUB

- (1) A Special General Meeting of members must be held not more than sixty days after the passage of a resolution by the Committee recommending the winding up of the Club.
- (2) All members shall be given at least fourteen days notice of the Special General Meeting.
- (3) The winding up of the Club must be approved by a majority of financial members present at the Special General Meeting.
- (4) Upon the winding up of the Club, any assets that remain following the satisfaction of all the Club's debts and liabilities shall be paid or transferred to a Club or organisation which has objects similar to those of the Club and chosen by the members present at the Special General Meeting.