

MURRUMBATEMAN TENNIS CLUB

CONSTITUTION

1. Name of club. The name of the club is Murrumbateman Tennis Club.

2. Objects of the club. The objects of the club are to promote, encourage and advance the game of tennis.

3. Membership. A person may be a member of the club by being approved by the management committee and by payment of the annual subscription as set down at the Annual General Meeting.

4. Register of Members. A register of the names and addresses of current members will be drawn up by the Secretary and will be available for inspection by a member on request.

5. Liabilities of members. The liability of a member of the club to contribute towards the payment of debts and liabilities of the club, or the costs, charges and expenses of the winding up of the club, is limited to the amount if any, unpaid by the member in respect of membership of the club.

6. Subscription Fees. Membership fees for the ensuing year shall be determined by the committee holding office in the preceding year. Such fees will be paid in advance and if not paid on or before the start of the new financial year continuation of membership shall be at the discretion of the executive committee.

7. Disciplining of Members. The management committee may expel or otherwise deal with any member whose conduct is deemed to be injurious to the interests of the club. The decision of the management committee will be final unless revoked or varied by a special general meeting called for the purpose, and held within one month after notice of such decision has been delivered.

8. Committees. The officers of the club will be elected at the Annual General Meeting for a period of one year. They will be the President, Secretary and Treasurer. These office bearers will be the Executive Committee. The Management Committee will be the members of the executive committee plus two player representatives elected at the Annual General Meeting. The Management Committee will be responsible for the general management and control of the affairs of the club, and will have the power to appoint sub-committees and to co-opt any other member to act upon such a sub-committee. The President, Secretary and Treasurer will be ex-officio members of all committees.

9. Terms of Office. President. At any general or committee meeting the president shall preside. In the event of the President not being present those present shall elect a member to be Chairman for the meeting. The Chairman shall have a deliberative and also a casting vote at any general or committee meeting.

The President will present an annual report of the club's activities at the A.G.M.

Secretary. The Secretary shall maintain the following permanent records

- a) Minutes of all meetings
- b) The attendance of members at meetings
- c) A full list of members
- d) The constitution.

The Secretary shall make arrangements for all meetings and give at least seven days notice in writing of general meetings to members specifying date, time and location of meetings.

Treasurer. It is the duty of the Treasurer to ensure that

- a) Money due to the club is received and all payments authorised by the club are made.
- b) correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club.
- c) deposit as soon as practicable to the credit of the club's bank account, all monies received by the club.
- d) prepare and submit, at the A.G.M., an annual report of the financial state of the club.

10. Casual Vacancies. The office of a member may become vacant for one or more of the following reasons

- a) resignation of the member
- b) absence of the member from all meetings during a period of six months
- c) the member becomes unfinancial

The vacancy created may be filled by a member nominated by the management committee to hold office until the next Annual General Meeting.

11. Quorum and meeting procedure.

a) Annual general meeting. - will be held as soon as possible after the close of the club's financial year. At least 14 days notice is to be given in via the local press.

b) Committee meetings - will be held when necessary and will be open to all members of the club. Special committee meetings may be convened at any time by the President or Secretary or any three committee members by giving notice to the Secretary who will call a meeting within seven days of receipt thereof.

c) Extraordinary general meetings - will be called by the Secretary whenever directed by the management committee or on a written requisition signed by not less than one fourth of the adult club members.

d) General meetings - will be advertised at least seven days prior to the meeting.

e) The order of business at the Annual General Meeting.

- i) Minutes of previous Annual General Meeting.
- ii) Consideration of adoption of various committee reports and of the President's annual report and the Treasurers report
- iii) Election of office bearers.
- iv) Election of various committees
- v) General business of which due notice has been given.

f) Quorum. A quorum of an Annual General Meeting shall be five financial adult members. A quorum of a General Meeting shall be three financial adult members.

12. Funds The funds of the club will be derived from annual subscriptions, court fees and the hire of the club's facilities. The funds of the club will be used in the pursuance of the objects of the club in such a manner as determined by the Management Committee.
All cheques must be signed by two authorised members of the Executive Committee.

13. Alteration of Objects, manner of altering or rescinding Rules, and making additional Rules. The objects of the club and these rules may be altered, rescinded or added to only by a special resolution of the club.

14. Custody of books. Except as otherwise provided by these rules, the Secretary will keep in his or her control all records, books and documents relating to the club.

15. Inspection of books. The records, books and documents of the club will be open to inspection, free of charge, by a member of the club at any reasonable time.