

Gardens Tennis Club (GTC) Committee Standing Orders

Introduction

1. The purpose of these Standing Orders is to assist the GTC Committee to operate efficiently and effectively within the framework of the Constitution of the GTC (<http://gardenstennis.com.au/wp-content/uploads/2018/08/Gardens-Tennis-Club-Inc-Constitution.pdf>) and the legal requirements of the Associations Act of the Northern Territory (http://www.austlii.edu.au/au/legis/nt/consol_act/aa153/Councils).

GTC Committee Code of Conduct

2. The Gardens Tennis Club is an incorporated Association and members of the Committee must abide by the Directors' Code of Conduct.
3. The code of conduct requires Committee members to:
 - a. act with honesty and integrity (be truthful, open and clear about their motives and declare any conflict of interest should it arise)
 - b. act in good faith in the best interests of the GTC (work cooperatively with other Committee, be reasonable, and make all decisions with the best interests of the GTC and its members foremost in their minds)
 - c. act fairly and impartially (consider all sides of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest)
 - d. act in a way that is consistent with the Constitution of the GTC
 - e. use information appropriately (respect confidentiality and use information for the purpose for which it was made available)
 - f. use their position appropriately (not use their position as a Committee member to gain an advantage)
 - g. act in a financially responsible manner (observe all the above principles when making financial decisions)
 - h. exercise due care, diligence and skill (accept responsibility for decisions and do what is best for the GTC and its members)
 - i. comply with relevant legislation (know what legislation is relevant for which decisions and obey the law)
 - j. demonstrate leadership and stewardship (set a good example, exercise care and responsibility to keep the GTC strong and sustainable).

Principles for the operation of the GTC Committee

4. The GTC Committee will operate according to the following principles:
 - a. Respectful interactions
 - b. Clear and honest two-way communication
 - c. Transparent processes

- d. Democratic, informed decision-making
- e. Personal and professional integrity.
- f. Adopt “cabinet solidarity” and respect the confidentiality of Committee discussions and decisions when required by Committee

Meeting Etiquette

- 5. In the conduct of Committee meetings, the following etiquette will be observed by members:
 - a. Only one person talks at a time.
 - b. All requests to speak are directed to the Chairperson.
 - c. All speakers are listened to in respectful silence.
 - d. No ‘side conversations’ are held.
 - e. Members shall listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered.
 - f. When the Chairperson indicates that the topic of discussion is closed, no further comments are made.
 - g. Members shall not use jargon.
 - h. Members will ensure that all electronic devices (such as mobile phones) are silenced and no calls are taken during the meeting.
 - i. Members shall stay calm regardless of how difficult or challenging the topic.

Committee decisions

- 6. Decisions are always the decisions of the whole Committee and will be made, ideally, by consensus through rigorous discussion and the provision of suitable information.
- 7. In the event that Committee is unable to reach unanimous agreement on a matter a vote is taken
- 8. If a vote is taken, Committee members need to ensure their vote is based solely on the best interests of the GTC and its members
- 9. Decisions made by vote will be by a majority of those eligible to vote.
- 10. Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.
- 11. When a vote is tied (i.e. an even number of people are for and against a decision), the Chairperson has a second or casting vote as specified in clause 4.1.3 of the Constitution

Conflict of interest

- 12. If a Committee member or a member of his or her immediate family has any direct conflict of interest (including a financial interest) in a subject or matter under discussion at a GTC Committee meeting, that member:

- a. must declare the conflict of interest
- b. must not be present during the discussion unless invited to do so by the person presiding at the meeting
- c. must not be present when a vote is taken on the matter
- d. may be included in the quorum for that meeting.

Agenda

13. The Chairperson and Secretary will prepare for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers, normally no less than three days before the meeting.

Open and closed meetings

14. Persons other than Committee members may be present at a meeting or part of a meeting. at the discretion of the Committee and speak by invitation of the Chairperson

Minutes

15. The Chairperson and Secretary will ensure a record of each Committee meeting is kept and draft minutes are prepared after each Committee meeting and distributed to Committee members prior to the next meeting.
16. When GTC minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised.
17. Once confirmed a copy of the confirmed minutes will be signed by the President and loaded into the electronic minutes book on the Club's google drive.
18. A summary of GTC minutes for publication on the GTC website will be prepared and considered for approval by Committee members
19. Business arising from the minutes is dealt with after the minutes and minutes summary have been confirmed.

Membership of the GTC Committee

20. As specified in Clause 4.1 of the GTC Constitution

Functions and Powers of the GTC Committee

21. As specified in Clauses 4.4, 4.5 and 4.6 of the GTC Constitution

Committee Executive

22. Committee has established an Executive Group currently comprising the President, Vice-President, Treasurer and Secretary.
23. The Executive is empowered to make decisions on behalf of the whole Committee in situations when it is not possible or practical for Committee as a whole to determine a matter. In such circumstances Executive is required to report back to the Committee on decisions made as soon as possible.

24. Activities of the Executive are to be reported as a standing item at Committee meetings
25. The Executive is currently identified through the contractual agreement with the Service Provider to GTC as the communication channel between the Committee and the Service Provider.
26. The Executive in discussion with the Service Provider has responsibility for setting fees and charges for GTC

Approved at GTC Committee Meeting 7th February 2019