

GEILSTON BAY TENNIS CLUB

BY LAWS

Contents

1. Fees & Charges	3
2. Sub Committees	4
3. Membership Categories	5
4. Life Members.....	6
5. Payment To Members For Services	7
6. Committee Code Of Conduct	8
7. Greivance Procedures	9
8. Accounting Procedures	10

[CSR Constitutions](#)

[GBTC Documents](#)

Updated: Saturday, July 15, 2023

Version Control

Version 1.0	15/08/2021	Initial implementation post Constitution upgrade
Version 1.1	20/06/2022	Fees and Charges updated, Life Members updated
Version 1.2	23/09/2022	Accounting Procedures draft added.
Version 1.3	02/05/2023	Accounting & Life Member By Laws updated / added
Version 1.4	23/06/2023	Fees & Charges updated for 23/24

1. Fees & Charges

Constitution Reference: 8.0

Date Created: December 12, 2020

Date Updated: Friday June 23, 2023

Review Cycle: Annually

Purpose: To identify the Fees & Charges that the Committee will be responsible for maintaining.

Membership Fees

Adult Member	\$165.00	By the month \$15.00
Junior Member	\$ 55.00	By the month \$5.00
Full Time Student Member	\$ 85.00	By the month \$8.00
Non Playing Member	\$ 25.00	
ACE Member	\$ 10.00 per term	
Monthly Member	\$ 20.00 per month	

Pro Rata rates of the monthly rates above will apply to members joining after July 01st where that amount doesn't exceed the annual subscription for the relevant membership category.

Visitors Fees

\$5:00 per person per visit applied at the discretion of any Committee member	
Pre Paid Visitor Card (10 Visits including Playing Fee)	\$70.00

Light Fees

\$5:00 per court per hour
Mixed AYC Teams: \$25.00 per home match
X Format AYC Teams: \$20.00 per home match
Wednesday Night Pennant: \$60.00 per pennant plus \$5.00 per player for finals

Playing Fees

Club Pennant (Night): \$5.00 per player per match
Club Pennant (Day): \$2.00 per person per match
Social Tennis (Day): \$2.00 per person per session
Social Tennis (Night): \$5.00 per person per session

Book A Court

Per court hour: \$15.00

Ball Sales

\$13.00 per four ball tin

Clubhouse Hire

\$100.00 for members on the basis that members are present.

2. Sub Committees

Constitution Reference: 19.0

Date Created: December 12, 2020

Date Updated: Tuesday, August 24th, 2021

Review Cycle: As required.

Purpose: To identify the normal Sub Committees that will be delegated to act for the Committee and to set out the membership, responsibilities and limitations of the Sub Committees.

Tournament Committee

Membership: The Tournament Committee shall consist of the Club Captain who shall act as Convenor of the Sub Committee and a maximum of 7 Members, all to be elected for an annual term at the AGM. The Tournament Committee has the power to co-opt specialist expertise as and when required.

Responsibilities: Organisation of such events as the Committee may determine are required, the selection of teams in accordance with the Selection Policy and the grading of players as required. The Convenor, or their proxy, shall represent the Club on external bodies looking to involve the Club in broader inter Club or Regional events.

Junior Committee

Membership: The Junior Committee shall consist of the Junior Convenor and a maximum of 5 Members, all to be elected for an annual term at the AGM. The Junior Committee has the power to co-opt specialist expertise as and when required.

Responsibilities: Organisation of such junior events as the Committee may determine are required, the organisation of social tennis for juniors, the selection of teams for Junior events, the development of pathways to adult tennis and the grading of players as required. The Convenor, or their proxy, shall represent the Club on external bodies looking to involve the Club in broader inter Club or Regional Junior events.

Social Committee

Membership: The Social Committee shall consist of a Social Convenor and a maximum of 5 Members, all to be elected for an annual term at the AGM.

Responsibilities: Organisation of such social events as the Committee may determine are required, the operation of canteens and the provision of catering service for Club and inter Club events. The Convenor shall represent the Club on external bodies looking to involve the Club in broader inter Club or Regional events that require a Social component.

3. Membership Categories

Constitution Reference: 5.1

Date Created: December 12, 2020

Date Updated: Monday, July 5, 2021

Purpose: To identify the current Membership categories available to Club members and the benefits and privileges of each category.

Review Cycle: As required.

Adult Member

Full playing rights to all or any of the Clubs events except where age or gender restrictions may apply.

Provision of the access code.

Voting rights at Annual or Special General Meetings

The capacity to stand for election to any position at the AGM

Junior Member

Playing rights to junior events and the right to participate, upon invitation, in adult events.

Full Time Student Member

As per Adult Member

ACE Member (Coaching Member)

Member of an ACE Tennis Coaching group

As per Junior Member

TJL Member

Term by Term junior member to qualify for Tassie Junior League entry.

As per Junior Member

Monthly Member

Full playing rights to all or any of the Clubs events while monthly fees are in place except where age or gender restrictions may apply.

Non Playing Member

4. Life Members

Constitution Reference: 5.4

Date Created: Sunday, December 18, 2022

Date Updated: Saturday, July 15, 2023

Purpose: To identify the current Life Members, detail the criteria and process to be met for new Life Members and the benefits and privileges of Life Members.

Life Membership is the highest honour that can be bestowed upon a member of our Club and recognises significant service and contribution to the aims and objectives of the Club.

Any two members entitled to vote at a General Meeting of the Club can nominate another member for Life membership by providing a submission detailing the tangible contribution of the nominee and how their contribution meets the Criteria for Life membership as set out below.

Review Cycle: As required.

Current Life Members

Mrs Nan Jakins (Dec)	Mr Donald Ronald	Mrs Dawn Johnson (Dec)
Mr Albert Johnson (Dec)	Mr Peter Norton (Dec)	Mrs Sue Bidgood
Mr Robert Gane (Dec)	Mr Campbell Palfrey	Mr Michael Hodge

Life Membership Criteria

Minimum of ten (10) years continuous Adult Membership

Considerable contribution to the Club in two of the key areas of Club operations or alternatively significant contribution in one of the areas below, recognised as having made a positive difference to the aims and objectives of the Club, as defined in Clause 2.1 of the Constitution.

Governance & Admin – carrying out those formal activities required by our Constitution and Incorporated status leading to improved efficiency and effectiveness.

Facilities and Maintenance – those activities that develop, renew, maintain and upgrade our facilities to better support and attract participation.

Programs & Activities – support and promotion of our playing and related activities leading to successes or improved participation.

Marketing & Development – those activities that promote the Club in a manner that leads to increases participation.

The support of all but one of the entire Committee, by secret ballot, for the Nomination

Benefits Of Life Membership

Life Members will be entitled to the same rights as Adult Members without the requirement to pay the annual subsection fee.

5. Payment To Members For Services

Constitution Reference: 12.3

Date Created: Saturday, July 10, 2021

Date Updated: Sunday, July 25, 2021

Review Cycle: Annually

Purpose: To define the hourly rate which will be paid to members for the provision of services to the Club. This would usually apply to those tasks that are not suitable to be carried out by working bees or one of volunteer arrangements.

Where the right to charge for the service has been previously approved by the Committee, and upon the receipt of a sufficiently detailed invoice, a rate of \$20.00 per hour will be paid. This amount is clear of the cost of any plant or materials required for the service.

The Committee retains the right to determine an alternate rate where the nature of the work and the specific skills required may require it.

6. Committee Code Of Conduct

Constitution Reference: 15.4

Date Created: Monday, July 26, 2021

Date Updated: Monday, July 26, 2021

Purpose: To define the manner in which Committee members are expected to undertake their roles.

As an Office Bearer, Committee Member or Sub Committee Member of the Geilston Bay Tennis Club I will formally acknowledge my responsibility to ensure that I abide by the requirements of the Code Of Conduct.

As an Office Bearer or Committee Member of the Geilston Bay Tennis Club I will;

- Abide by the requirements of the Tennis Australia Member Protection Policy

- Respect the views and contributions of other members of the Committee.

- Be positive and constructive when contributing to discussion

- Refrain from criticism of other Committee members.

- Keep abreast of current issues relevant to the Club and it's members.

- Be responsive to the needs of the Committee.

- Accept any penalty that the Committee may decide upon for breaches of the Code Of Conduct.

7. Greivance Procedures

Constitution Reference: 7.2

Date Created:

Date Updated:

Purpose:

To be developed

8. Accounting Procedures

Constitution Reference: 22.0

Date Created: Thursday, September 22, 2022

Date Updated: Saturday, July 15, 2023

Review Cycle: Annually

Purpose: To define the procedures and controls that apply to the operation of our bank accounts and conducting our financial transactions

Bank Accounts

The Club will maintain bank accounts and conduct financial transactions as necessary for the efficient running of the Club.

The Club will maintain two bank accounts, a Primary account and a Secondary account.

The purpose of the Primary Account is to be main store of Club funds and the main source of funds for payments relating to the running of the Club. Details of the Primary Account will be available to members for transfers.

The purpose of the Secondary Account is to enable Debit Card transactions where it is more practical for the Club to pay directly rather than rely on members to pay and be refunded, and also for those other transactions where there is no alternative to card-based transactions. The Secondary account will be maintained at a balance not exceeding \$5,000. Two cards will be issued for this account, one to be held by the Treasurer and the other by the Committee member authorised to endorse payments.

Payments

All payments are to be approved by the Committee prior to payment, either as an item listed on Schedule 1, as a previously approved expense item or as a one-off decision noted in the subsequent minutes.

Where possible payments are to be made from the Primary Account which will require the approval of the Treasurer and one other Committee members nominated for this purpose.

Where a Card payment is required the holder of the Card is approved to make the payment.

Schedule 1

Aurora Account

Tennis Tas Affiliation

Council Rates

Council Lease

Maintenance to \$150.00

Tennis Balls to \$400.00

Cleaning Costs

Igloo Home Lock

Tas Water