

**CONSTITUTION OF THE**  
**QUEANBEYAN PARK TENNIS CLUB Inc**  
**(AT 10 NOVEMBER 2020)**

**1. NAME**

The Club shall be called the QUEANBEYAN PARK TENNIS CLUB.

**2. DEFINITIONS:**

a. In this constitution:

"Member" shall mean a person who is a financial member of the Club.

"The Club" shall mean the Queanbeyan Park Tennis Club Incorporated.

"The rules" shall mean the rules promulgated for the conduct of the Club.

"The Committee" shall mean the Executive Committee of the Club and elected non Office Bearers.

"The Executive Committee" shall mean the Office Bearers elected at the AGM.

**3. OBJECTS**

a. The objects of the Club are:

- i. To promote, conduct and administer tennis throughout the local Queanbeyan area for the benefit of members.
- ii. To sponsor tennis competition in accordance with the requirements of members, within the limits of available facilities.
- iii. To provide and maintain tennis courts, Clubhouse, and other facilities and amenities for members.
- iv. To acquire any fully paid shares, bonds or invest the Club's funds from time to time, as decided upon by the Committee.
- v. Have regard to the public interest in its operation.
- vi. To do all such things as are conducive to the attainment of the abovementioned objects.

**4. MEMBERSHIP:**

- a. Members acknowledge that this Constitution forms a contract between them and the Club and that they are bound by the Constitution and associated By-Laws.
- b. A membership application must be:
  - i. Either in writing on the form prescribed by the Committee and

lodged with the Club or electronically via the Club's website; and

- ii. Accompanied by the appropriate fee.
- c. The Club shall withhold membership from any person who is determined by a majority of the Committee to be undesirable.
- d. Members of the Club shall consist of:
  - i. Life Members who, subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings;
  - ii. Individual Members, 18 years or older, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and
  - iii. Junior Members, up to age 18 years, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, but are unable to vote at General Meetings.
- e. Membership may be revoked for actions detrimental to the Club, or its property, by a Special or General Meeting of the Club. The vote to revoke must be by the majority of the Committee members present.

## **5. LIFE MEMBERS**

The Committee may recommend to the Annual General Meeting (AGM) that any person, who has rendered distinguished service to the Club, be appointed as a Life Member. Each person's Life Membership must be recorded on the Club's Register, see 9 below.

## **6. CEASED MEMBERSHIP**

- a. A person ceases to be a member of the Club upon:
  - i. Resigning.
  - ii. Failing to meet his/her financial obligations to the Club.
  - iii. Having his/her membership revoked by the Committee.

## **7. SUBSCRIPTION AND FEES**

- a. The annual membership subscription and any fees payable by members of the Club will be determined by the Committee.
- b. Subscriptions will be current for one calendar year, including the date of payment.

## **8. GRIEVANCE PROCEDURE**

- a. Any serious written complaint or grievance received by the Club shall be investigated. All available relevant information relating to the complaint or grievance will be obtained and considered by at least two members

of the Executive Committee.

- b. The decision will be provided as a written response to the relevant parties within two weeks of receiving all relevant information, and a copy will be retained as an official record.
- c. Depending on the outcome of the decision, the Executive Committee may impose a penalty, including revoking membership, against a member who has allegedly:
  - i. Breached, failed, refused or neglected to comply with the provisions of this Constitution; or
  - ii. Acted in a manner unbecoming of a member or brought the Club into disrepute.

## **9. REGISTER OF MEMBERS**

- a. The Club shall keep and maintain a Register in which the following information is recorded:
  - i. The full name, address and other relevant contact information and date of membership of each member.
  - ii. The termination date where applicable, of each member.

## **10. USE OF REGISTER**

Subject to Privacy Act and confidentiality considerations, the Register shall be used to further the objects of the Club in such manner as the Committee may consider appropriate.

## **11. THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall comprise of:
  - i. A President - responsible for chairing the AGM and all meetings of the Committee. The President is also an Ex officio member of each and every sub-Committee within the Club.
  - ii. A Vice President - responsible for chairing the AGM and all meetings of the Committee, in the absence of the President. The Vice President shall also be an Ex officio member of each and every sub-Committee in the Club.
  - iii. A Secretary – responsible for keeping a full and correct record of all business transacted at all general meetings of the Club or Committee. These records will be verified by the Committee at the next meeting of the Club or Committee. The Secretary shall also keep a full record of correspondence in and out of the Club, to be tabled at regular Committee meetings.
  - iv. A Treasurer - responsible for reconciling all monies received and shall keep a true and correct record of all financial transactions of the Club. All money received by the Treasurer shall be lodged in the bank or financial institution nominated by the Committee.

- v. An Assistant Secretary/Treasurer - responsible for assisting the Secretary and Treasurer as required.
- b. The management and administration of the Club shall be vested in the Executive Committee. The General Committee shall also include up to nine additional Committee members. The Committee shall be elected at the AGM.
- c. The Committee shall meet at least six times each year, or at such other times as determined by the President subject to 11d below.
- d. At meetings of the Committee, a minimum of 50% plus one member including a minimum of two Office Bearers, shall be a quorum.
- e. A casual vacancy occurring in an office of the Committee may be filled by the Committee, for the remainder of that term of office.
- f. Club members may attend meetings.

## **12. SUB-COMMITTEES**

- a. The Club shall have the following sub Committees, each of which will be chaired by a member of the General Committee:
  - i. MAINTENANCE - responsible for the upkeep of all courts, and the complex, and shall advise the Executive Committee of all and any materials required. This sub Committee has the capacity to call working bees as required.
  - ii. COMPETITION - responsible for the grading of teams and to enforce the rules for competitions. In the event of disputes they shall first be considered in a meeting of the sub Committee, and then, if unresolved, be brought to the notice of the Executive Committee for a decision. This sub Committee is also responsible for the selection of all inter-Club and challenge matches, other than Williams and Southwell Cups, and shall appoint captains for such teams.
  - iii. COMMUNICATIONS - responsible for all media promotions concerning the Club. All advertising is the responsibility of this sub Committee, as is also the production of result forms, entry forms, nomination, and membership forms etc.
  - iv. MEMBERSHIP - responsible for maintaining the register of members (see section 9 above) and sending membership renewal reminders.
- b. A sub Committee shall exercise such authority as is vested in it by the Executive Committee.

## **13. PUBLIC OFFICER**

A public officer is the official point of contact from the incorporated club with the NSW Department of Fair Trading. The official address must be a physical address in NSW where the public officer can be contacted. It can be premises where the association is located, or where the public officer resides, is employed or carries on his or her business. The Committee must fill the position within 28 days of it becoming vacant

and notify the Department of Fair Trading within 28 days of the appointment.

#### **14. MEETINGS**

- a. The AGM shall be held in November each year.
- b. A general meeting may be called:
  - i. By the Executive Committee, or,
  - ii. By notice in writing given to the Secretary by not less than 10% of the members.
  - iii. At least fourteen days' notice of the date, place and business of general meetings shall be given by promulgation in the Clubhouse and advised to members.
- c. At General Meetings 10% of the senior members form a quorum, except that in the event of a quorum not being present thirty minutes after the time scheduled for the commencement of that meeting, the business arising shall be brought to the attention of an Executive Committee meeting.
- d. Only senior members are entitled to vote.

#### **15. FINANCE**

- a. The financial year of the Club shall be from July 1 to June 30.
- b. All cash or cheque payments received by a person on behalf of the Club shall be handed to the Treasurer or Assistant Treasurer, who will deposit them, together with any monies held directly by them, with such bank or financial institution as the Committee approves, within 14 days of the monies being received.
- c. Payments by the Club shall be by cheque drawn on the Club's bankers, or by electronic funds transfer and signed or electronically approved by any two of the Treasurer, President and Secretary.
- d. The income of the Club shall be derived from fees paid by members, charges made for facilities and services provided, gifts and the proceeds of other activities, directed by the Committee.
- e. Club funds shall be expended for the purposes that further the objects of the Club, and only on the authority of the Committee.
- f. Membership fees shall be fixed at a Committee meeting.

#### **16. AFFILIATION**

The Club shall be affiliated with the ACT Tennis Association.

#### **17. AUDITORS**

- a. A person, not being a member of the Committee, shall be elected at each AGM as auditor to the Club.
- b. The auditor shall conduct an audit of the books and accounts of the Club, in respect of each financial year, and report to the next AGM.

## **18. DISSOLUTION**

In the event of the dissolution of the Club, the assets on hand at that time shall, after payment of expenses and liabilities, be dispersed to such organisations or institutions as is decided by a majority of the senior members present at the meeting dissolving the Club.

## **19. AMENDMENTS TO THE CONSTITUTION**

The constitution may be amended only at a General Meeting on a motion passed by at least three quarters of the votes cast by senior members present. The motion to amend the Constitution shall be made no later than 21 days before the date on which the meeting is held and shall be given by promulgation in the Clubhouse.

## **20. AMENDMENTS TO THE BY-LAWS**

Amendments may be made by the Executive Committee at their meeting and ratified by the General Committee, or notice may be given to the Secretary, should Club members wish to ask a general meeting to discuss any relevant points.

## BY-LAWS - QUEANBEYAN PARK TENNIS CLUB INC

1. Court bookings for members and non-members are made through the Online Booking System: <https://play.tennis.com.au/queanbeyanparktennisclub/> . Non-members are required to pay a court fee. Both members and non-members are required to pay for lights for night use.
2. Subject to operating hours, members are entitled to play at any time, provided that the courts are not reserved for competition play, reserved for use by schools or social court -hirers, or have not been closed by the Committee.
3. Members and social court hirers are required to ensure that they maintain the security of the complex. The maximum time allowed for each session of social usage or hire is two hours.
4. No animals are permitted within the club complexes unless prior permission has been granted by the Committee or Executive Committee.
5. Courts are to be bagged on completion of play.
6. Players aged under 15 years of age must be accompanied by an adult.
7. Sports shoes must be worn on the courts at all times.
8. No children are permitted within the court complex without adult supervision.
9. Professional coaching is available through the Club's contracted coach. Coaching cannot be provided by persons other than the contracted coach with the exception of members coaching their family members.
10. The number of balls on court should be limited to the amount reasonably required, (up to 6) to play a game.
11. Glass bottles and alcohol are prohibited from the court area due to Work Health and Safety requirements.
12. The Committee may impose a penalty on members who fail to comply with the provisions of the Queanbeyan Park Tennis Club Constitution and By-laws. Penalties may include cancellation of Club membership or a ban from using the courts.