



# RULES

*First adopted at AGM 26 October 2019  
Accepted by ACT Government 14 November 2019  
Amended 23 October 2021  
Accepted by ACT Government 22 November 2022*

## *Rules of the club in accordance with:*

- *Associations Incorporation Act 1991 (ACT)*
- *Legislation Act 2001 (ACT)*
- *Associations Incorporation Regulation 2023*
- *Electronic Transactions Act 2001*

Insofar as there is inconsistency between these Rules, in whole or in part, and the above legislation, that legislation shall apply to the extent of that inconsistency.

## *Privacy Policy*

- 1) All documents and information, however described, developed or created by and for the use of the Club are copyright. Any requests for use of such documents and information shall be made to the Committee.
- 2) The Club acknowledges its obligations under the Privacy Act. It will take reasonable precautions to protect members' personal information from misuse, interference, loss and unauthorized access, modification or disclosure. A Member may request access to, or correct, that Member's own personal information held by the Club or make a privacy complaint, by contacting the Membership Secretary.

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## 1. Name

The name of the incorporated association is Southlands Tennis Club Incorporated (in these Rules called "the Club").

## 2. Definitions

In these Rules, unless the contrary intention appears:

"Act" means the Acts above and includes any regulations made under those Acts

"Committee" means the Committee of management of the Club.

"financial year" means the year ending on 30 June.

"general meeting" means a general meeting of members convened in accordance with Rule 23

"member" means a financial member or honorary life member of the Club

"ordinary member of the Committee" means a member of the Committee who is not an office holder of the Club under Rule 7

"Regulations" means regulations under any of the relevant Acts

"relevant documents" has the same meaning as in the Acts

"Sub-rules" means any sub-rules made pursuant to the provision of these Rules.

"Secretary of a Club" is a reference to:

- a) if a person holds office under these Rules as Secretary of the Club, to that person
- b) in any other case, to the Public Officer of the Club.

## 3. Alteration of the Rules

These Rules may only be amended by a special resolution at either a special general meeting or an annual general meeting of the Club.

Such amendment must be passed by 75 percent of the members present and entitled to vote at the meeting.

## 4. Objectives

- 1) To promote and encourage the playing of tennis in a social atmosphere.
- 2) To provide tennis tuition and competition opportunities for Club members and members of the public who have paid for use of the Club's facilities, balanced with the need for social tennis.
- 3) To provide and maintain from the funds of the Club, facilities and amenities necessary for members and paying members of the public.

## 5. Income and Property

- 1) The income and property of the Club, however derived, shall be applied solely towards the purposes of the Club and no portion thereof shall be paid or transferred directly or indirectly, by dividend, bonus or otherwise however described, to any member of the Club.
- 2) The Club shall not pay to any person any remuneration or other benefit in money or kind other than the repayment of out-of-pocket expenses for services rendered to the Club.
- 3) Nothing in the above prevents the payment in good faith to a person or member of the Club of remuneration in return for services rendered to the Club by the person or member in the ordinary course of business, or for money lent, interest at the current bank overdraft or as otherwise agreed.

## 6. Committee of Management

- 1) The affairs of the Club shall be managed by the Committee of management.
- 2) The Committee:
  - a) shall control and manage the business and affairs of the Club and its decisions shall be binding on all members
  - b) may, subject to these Rules, and the relevant legislation, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Club
  - c) subject to these Rules and the relevant legislation, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Club
  - d) shall have the power to borrow money in order to provide funds for the general running of the Club or for capital works
  - e) may appoint sub-committees, consisting of any members of the Club, with such powers as they deem expedient for carrying out the objectives of the Club
  - f) have jurisdiction over all sub-committees of the Club
  - g) have the power to frame sub-rules consistent with these Rules of the Club, for the general management of the Club and the conduct of its members, and to alter, amend or rescind such sub-rules.
- 3) A member is eligible to be elected or appointed as a Committee member if the member is 18 years or over and is entitled to vote at a general meeting.
- 4) The Committee shall consist of:
  - a) the officers of the Club as per Clause 7; and
  - b) up to three ordinary Committee members who shall be elected at the annual general meeting of the Club in each year.

## 7. Office holders

- 1) The officers of the Club shall be:
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Secretary (also called Public Officer under the Act)
  - e) Membership Secretary.
- 2) Each officer of the Club shall hold office until the annual general meeting next following the member's election, and is eligible for re-election.
- 3) In the event of a casual vacancy in any office referred to in sub-rule (1) above or in Rule 10, the Committee may appoint one of its Committee members or any other eligible member of the Club to the vacant office and the member appointed shall hold office until the annual general meeting next following the date of the appointment.
- 4) The Committee has the power to appoint Club members including officers to other positions as determined by the Committee, and those holding those positions shall report to the Committee as required.

## 8. Ordinary Members of the Committee

- 1) Each ordinary member of the Committee shall hold office until the annual general meeting next following the member's election, and is eligible for re-election.
- 2) In the event of a casual vacancy occurring in the office of any member of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the annual general meeting next following the date of the appointment.

## 9. Election of Officers and Ordinary Committee Members

- 1) Nominations of candidates for election as officers of the Club or as ordinary members of the Committee may be:
  - a) made in writing and delivered to the Secretary of the Club prior to the time for the holding of the annual

- general meeting, or
- b) received at the time of the annual general meeting.

- 2) A candidate may only be nominated for one office, or as an ordinary member of the Committee, prior to the annual general meeting.
- 3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the time of the annual general meeting.
- 4) If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.
- 5) If the number of nominations exceeds the number of vacancies to be filled a ballot must be held.
- 6) The ballot for the election of officers and ordinary members of the Committee must be conducted by ballot at the annual general meeting in such manner as the Committee may direct. The Returning Officer must not be a member nominated for a position that is the subject of the vote.
- 7) Each Committee member must:
  - a) become familiar with these Rules,
  - b) exercise their powers and discharge their duties in good faith in the best interests of the Club and for a proper purpose,
  - c) not make improper use of their position or information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to the Club. This also applies to past Committee members.

## 10. Committee Vacancies

The office of an officer of the Club, or of an ordinary member of the Committee, becomes vacant if the officer or member:

- a) ceases to be a member of the Club, or
- b) resigns from office by notice in writing given to the Secretary, or
- c) fails to attend three consecutive Committee meetings unless leave of absence has been granted by the Committee.

## 11. Meetings and Quorum of the Committee

- 1) The Committee must meet at least three times in each year at a place and time as the Committee may determine.
- 2) Notice of each Committee meeting must be given to each member of the Committee at least seven days before the date of the meeting.
- 3) Any three members of the Committee constitute a quorum for the conduct of the business of a meeting of the Committee.
- 4) No business may be conducted unless a quorum is present.
- 5) If within half an hour of the time appointed for the meeting, a quorum is not present the meeting shall stand adjourned to a place and time determined by the Committee.
- 6) The Committee may act notwithstanding any vacancy on the Committee.

## 12. Conduct of Committee Meetings

- 1) At meetings of the Committee:
  - a) the President or, in the President's absence, the Vice-President presides as Chairperson, or
  - b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.
- 2) Questions arising at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee, shall be determined on a show of hands or on the voices or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

- 3) Each member present at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

## 13. Removal of Committee Member

- 1) The Club in general meeting may, by resolution, remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- 2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.
- 3) The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting.

## 14. The Secretary and Minutes of Meetings

- 1) The Secretary must keep in their custody or under their control all records, books and other documents relating to the Club.
- 2) The Committee must ensure that minutes are taken and kept of each Committee meeting and each general meeting. The minutes must record the following:
  - a) the names of the members in attendance at the meeting
  - b) the business considered at the meeting
  - c) any resolution on which a vote is taken and the result of the vote
  - d) any material personal interest disclosed.
- 3) The Secretary must perform any duty or function required under the relevant legislation to be performed by the secretary of an incorporated association.
- 4) The Secretary must:
  - a) ensure that the register of members is maintained by the Membership Secretary and includes all information required in sub-rule 19(1)
  - b) ensure that the Treasurer maintains all the financial books and records as per Rule 31
  - c) keep custody of the common seal of the Club, if applicable, and, except for the items referred to in (a) and (b), keep custody of all other books, documents and securities of the Club
  - d) ensure that members have access to documents and records in accordance with Rule 33.

## 15. Membership

The members shall be divided into the following categories:

- a) Adult members - must be persons over the age of 18 years
- b) Junior members - must be persons under the age of 18 years at the beginning of the membership year for which the membership fee has been paid or be full-time students under 25 years. Junior members under the age of 18 years are not entitled to vote.
- c) Family membership - includes two adults and dependent children under the age of 18 years or full-time students under 25 years
- d) Special Members - upon recommendation of the Committee any person who has rendered outstanding service to the Club may be elected an Honorary Life Member at any Annual General Meeting of the Club. A majority of 75 per cent of those present is required to elect a Life Member.

## 16. Proposal for Membership

- 1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the annual membership fee payable under these Rules.
- 2) An application for membership of the Club must be made in a manner authorised by the Committee and accompanied by the required fee(s).

- 3) The Membership Secretary must, within 28 days after receipt of the application form and the amounts referred to in sub-rule (2) enter the applicant's name in the register of members.
- 4) An applicant for membership becomes a member and is entitled to exercise the rights of membership when the application form and all fees have been received. Rights of membership include admission to the Clubhouse and use of the Club's courts and receipt of notices of General Meetings and proposed resolutions and to attend and vote at all General meetings of the Club, in accordance with the sub-rules determined by the Committee.
- 5) The Committee may reject an application for membership. The Membership Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.

## 17. Ceasing Membership

- 1) Any member may resign their membership at any time by notification in writing to the Membership Secretary, and thereupon shall cease to be a member of the Club.
- 2) A right, privilege or obligation of a person by reason of membership of the Club is not transferable to another person and terminates on cessation of membership.
- 3) The membership of a person ceases on resignation, expulsion or death. The Membership Secretary must as soon as practicable enter the date the person ceased to be a member in the register of members.
- 4) A member is taken to have resigned if the member's annual membership fee is more than three months in arrears after the start of the new membership year.

## 18. Fees

- 1) The annual membership fees and rates for court use by casual players shall be such sums as determined by the Committee from time to time and available on the Club's website.
- 2) Annual membership fees shall be due and payable one day after the expiry of a membership.
- 3) Any member whose membership fee is in arrears, after receiving one month's notice, will be deemed to be unfinancial until the same has been paid, and may be excluded by the Committee from the privileges of membership, or membership may be cancelled.

## 19. Register of members

- 1) The Membership Secretary must keep and maintain a register of members containing:
  - a) the name, postal address, email address and phone number of each member
  - b) class of membership
  - c) financial status.
- 2) The Club may serve a notice or letter on a member by post or email to the respective member's address as shown in the register of members.
- 3) Members' personal information shall be dealt with in accordance with the Club's privacy policy.

## 20. Conduct of Members

- 1) Subject to these Rules, if the Committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the Committee may by resolution:
  - a) reprimand, or
  - b) suspend that member from membership of the Club for a specified period, or
  - c) expel that member from the Club.
- 2) A resolution of the Committee under sub-rule (1) does not take effect unless:
  - a) at a meeting held in accordance with sub-rule (3), the Committee confirms the resolution, and
  - b) if the member exercises a right of appeal to the Committee under this rule, the Club confirms the resolution in accordance with this rule.

- 3) A meeting of the Committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).
- 4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice:
  - a) setting out the resolution of the Committee and the grounds on which it is based
  - b) stating that the member, or his or her representative, may address the Committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member
  - c) stating the date, place and time of that meeting
  - d) informing the member that he or she may do one or both of the following:
    - i. attend that meeting
    - ii. give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution
  - e) informing the member that, if at that meeting, the Committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- 5) At a meeting of the Committee to confirm or revoke a resolution passed under sub-rule (1), the Committee must:
  - a) give the member, or his or her representative, an opportunity to be heard
  - b) give due consideration to any written statement submitted by the member
  - c) determine by resolution whether to confirm or to revoke the resolution.
- 6) If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- 7) If the Secretary receives a notice under sub-rule (5), he or she must notify the Committee and the Committee must convene a general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
- 8) At a general meeting of the Club convened under sub-rule (6):
  - a) no business other than the question of the appeal may be conducted
  - b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution
  - c) the member, or his or her representative, must be given an opportunity to be heard
  - d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## 21. Disputes and Mediation

- 1) The grievance procedure set out in this rule applies to disputes under these Rules between:
  - a) a member and another member.
  - b) a member and the Club.
- 2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of the parties.
- 3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 4) The mediator must be:
  - a) a person chosen by agreement between the parties, or
  - b) in the absence of agreement:
    - i. in the case of a dispute between a member and another member, a person appointed by the Committee of the Club
    - ii. in the case of a dispute between a member and the Club, a person who is a mediator qualified in the Australian Capital Territory.
- 5) A member of the Club can be a mediator.



- 6) The mediator cannot be a member who is a party to the dispute.
- 7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8) The mediator, in conducting the mediation, must:
  - a) give the parties to the mediation process every opportunity to be heard
  - b) allow due consideration by all parties of any written statement submitted by any party
  - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 9) The mediator must not determine the dispute.
- 10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the relevant legislation or otherwise at law.

## **22. Annual General Meetings**

- 1) The Club must hold an annual general meeting after the end of the financial year, but no later than 30 November each year.
- 2) Notice of the annual general meeting shall be given at least 14 days before the date of the annual general meeting.
- 3) The ordinary business of the annual general meeting shall be:
  - a) to confirm minutes of the previous annual general meeting and of any general meeting held since that meeting.
  - b) to receive and consider Committee reports upon the transactions of the Club during the last preceding financial year.
  - c) to elect officers of the Club and the ordinary members of the Committee and appoint an honorary Auditor.
  - d) to receive and consider the annual financial statements of the Club for the preceding financial year submitted by the Treasurer in accordance with Part 7 of the Act.
- 4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.
- 5) Minutes must be kept of the annual general meeting in accordance with sub-rule 14(2).

## **23. Special General Meetings**

- 1) In addition to the annual general meeting, other general meetings may be held in the same year.
- 2) All general meetings other than the annual general meeting are special general meetings.
- 3) The Committee may, whenever it thinks fit, convene a special general meeting of the Club.
- 4) If, but for this sub-rule, more than 15 months would elapse between annual general meetings, the Committee must convene a special general meeting before the expiration of that period.
- 5) The Committee must, on the request in writing of members representing not less than five per cent of the total number of voting members, convene a special general meeting of the Club.
- 6) The request for a special general meeting must:
  - a) state the objects of the meeting
  - b) be signed by the members requesting the meeting
  - c) be sent to the Club's address.
- 7) If the Committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the Club's address, the members making the request, or any of them, may convene a special general meeting to be held not later than three months after that date.
- 8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee.

## 24. Notice of General Meetings

- 1) The Secretary of the Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Club, must cause to be sent to each member of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- 2) Any notice that is required to be given to a member or a Committee member by on behalf of the Club, under these Rules may be given by:
  - a) handing the notice to the member personally
  - b) sending it by prepaid post addressed to the member at that member's address shown in the register of members, or
  - c) email or electronic transmission if the member has such transmission readily available.
- 3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- 4) A member intending to bring any business before a meeting may notify the Secretary in writing or by electronic transmission the detail of that business, who then must include that business in the notice calling the next general meeting.

## 25. Quorum at General Meetings

- 1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- 2) Nine members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- 3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:
  - a) in the case of a meeting convened upon the request of members, the meeting must be dissolved.
  - b) in any other case, the meeting shall stand adjourned to a place and time specified by the Chairperson at the time of the adjournment.
- 4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than five) shall be a quorum.

## 26. Presiding at General Meetings

- 1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Club.
- 2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

## 27. Adjournment of General Meetings

- 1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- 2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 24.
- 4) Except as provided in sub-rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

## 28. Voting at General Meetings

- 1) Upon any question arising at a general meeting of the Club, a member (excluding members under the age of 18 years) has one vote only.
- 2) All votes must be given personally or by proxy but no member may hold more than three proxies.
- 3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Club have been paid.

## **29. Manner of determining whether resolution carried**

If a question arising at a general meeting of the Club is determined on a show of hands or on the voices:

- a) a declaration by the Chairperson that a resolution has been:
  - i. carried, or
  - ii. carried unanimously, or
  - iii. carried by a particular majority, or
  - iv. lost.
- b) an entry to that effect in the minute book of the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

## **30. Proxies**

- 1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 2) The notice appointing the proxy must be in the form set out in Appendix 1.

## **31. Funds**

- 1) The Club must have a bank account with a recognised financial institution into which all Club revenue is deposited and from which all Club expenditure is paid.
- 2) The Club must retain all the financial records for seven years after the end of each year.
- 3) The Treasurer of the Club must:
  - a) account for all money received and due to the Club and make all payments authorised by the Committee, subject to any restrictions imposed by a general meeting of the Club.
  - b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- 4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the Committee, or such other persons as the Committee may appoint for the purpose.
- 5) The Committee may authorise the Treasurer to expend funds on behalf of the Club (including by electronic transfer) up to a specified limit without requiring prior approval from the Committee for each item on which funds are expended.
- 6) The funds of the Club shall be derived from joining fees, annual membership fees, donations and such other sources as the Committee determines.
- 7) Every member shall pay any levy which may be made, provided by a resolution to that effect shall have been carried at an Annual General Meeting or a Special General Meeting convened for that purpose.
- 8) The financial year shall commence on the 1 July and the Treasurer shall prepare and submit financial statements for each year ending on 30 June for the Club as required by the Act and for the approval by the Committee. Such Statements shall be audited by an Honorary Auditor and then submitted for adoption at the Annual General Meeting of members. The audited and adopted financial statements must be certified by the Committee and lodged with the Registrar together with accompanying reports, certificates, statements and fee.

## **32. Winding up of Club and Restrictions on Distribution**

- 1) The Club may be wound up voluntarily by special resolution at a special or annual general meeting.
- 2) The Club may not make any distribution whether in property, money or otherwise to its members.
- 3) Subject to the the relevant legislation and any court order, the Club must pass a special resolution nominating another Club or charitable institution in which it is to vest its surplus property.
- 4) The liability of a member to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of winding up of the Club is limited to the amount of any Club membership fees unpaid by the member.

## **33. Custody Books and Records**

- 1) Except as otherwise provided in these Rules, the Secretary must keep in custody or control all books, documents and securities of the Club. In accordance with these Rules the Treasurer has custody of all the financial records and the Membership Secretary has custody of the membership records.
- 2) All accounts, books, securities, general meeting and Committee minutes and any other relevant documents of the Club must be available for inspection free of charge by any member upon request but this is subject to (4) below. If the Membership records are in electronic format, then the member can only have access, in accordance with the Club's privacy policy, to their own membership record which may be provided in hard copy format.
- 3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Club but this is subject to (4) below. The Club may charge a reasonable fee for providing a copy of any record or document. No fee may be charged for a copy of these Rules which will be included on the Club's website.
- 4) The Committee may, in accordance with the Club's privacy policy, refuse to permit a member to inspect or copy records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.

## **34. Interpretation**

Should any questions arise as to the interpretation of these Rules, it shall be decided by the Committee.

# APPENDIX #1

Form of Appointment of Proxy (Southlands Tennis Club Inc.)

I,  
.....

*(name)*

of  
.....

*(address)*

being a member of  
.....

*(Southlands Tennis Club Inc.)*

appoint  
.....

...  
*(name of proxy holder)*

of  
.....

*(address of proxy holder)*

being a member of that Incorporated Club, as my proxy to vote for me on my behalf at the annual/special\*  
general meeting of the Club to be held on

.....  
...

*(date of meeting)*

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\*(delete as appropriate) the following resolution (insert details of resolution).

.....  
...

Signed

Date  
.....

...  
.