

# TEWANTIN TENNIS CLUB INC.

## BY-LAWS

1/3/2018

### **1 BY-LAWS**

- 1.1 DEFINITION** - A resolution at a general meeting or management committee meeting which complements the Rules of the club (the Constitution) to determine the responsibilities and authority of Officers or the privileges and/or responsibilities of members becomes a BY-LAW of the club if:-
- a) *It is a decision routinely reviewed at an annual general meeting (e.g. fees) and,*
  - b) *Breaches of it could be cause for expulsion of a member under Rule 10(3)(d) and,*
  - c) *It is defined as a "By-Law" when made.*
- 1.2 DISPLAY** - A copy of the up-to-date list of By-Laws will be kept available to members in the clubhouse together with a copy of the constitution.
- 1.3 INTRODUCTION** – Each addition, amendment or deletion to the list of By-Laws takes effect from its inclusion in the list and announcement to members on the club noticeboard – which announcement must be repeated in the next club newsletter.
- 1.4 CANCELLATION** – A By-Law made by the committee automatically cancels and supersedes any for the same purpose made previously by the committee and not endorsed by members at a general meeting.
- 1.5 APPLICATION** – By-Laws apply equally to members and “visitors”. “Visitor” for the purpose of these By-Laws means a person invited by an Ordinary member to play tennis in the club in the company of that member. “Company” means at the club at the same time”.
- Note: By-Law 4.1 – Behaviour is the only By-Law to apply also to “non-playing” visitors.*

### **2 MEMBERSHIP, ORGANISATION & AUTHORITY**

- 2.1 RULES – MEMBERSHIP** – In all Rules 15 – 43 use of the term “member” is interpreted as “ordinary member”.
- 2.2 MEMBERSHIP CLASS** – The classes of club membership listed in Rule 5(1) of the Constitution are defined as:
- ORDINARY MEMBER** – is a “full” member with all rights conferred by the Rules (as interpreted in the By-Laws) and the right to:
- a) *Participate in all organised club activities (tennis or otherwise) for which the member is eligible under the By-Laws*
  - b) *Private use of the club courts and other club facilities when available under the By-Laws and on payment of any applicable fee listed in the Schedule of Fees (By-Law 3.1)*
  - c) *Nominate for selection to represent the club*
  - d) *Invite guests (including “visitors” for tennis).*

**JUNIOR MEMBER**– is one who is aged 18 years or under. This class is unlimited in number.

A junior member is not an ordinary member, may not vote at general meetings, may not invite “visitors” and may play tennis only under the personal supervision of an ordinary member, associate member, accredited club coach or parent/guardian. Exceptionally, junior members aged 15 years and over may play tennis unsupervised, may invite “visitors” (usual visitor fees apply) and may hold a club key (subject to payment of current deposit fee).

**PARENT OF A JUNIOR MEMBER**– is an ordinary member who is the legal guardian of a Junior Member. This class is unlimited in number.

**ASSOCIATE MEMBER** – is one with the rights of an ordinary member **EXCEPT** that an associate member:

- a) *May play tennis only as a “non-member” (see By-Law 2.4)*
- b) *May not vote at general meetings unless previously an ordinary member for a minimum of five (5)*

- c) *consecutive years*  
*May not invite "visitors" for tennis.*

**LIFE MEMBER** - is an ordinary member who has been recommended by the Management Committee for life membership and approved at a general meeting and is no longer liable for annual membership fees.

**HONORARY MEMBER** – is an “ordinary member” who is appointed by the committee for any finite period set by the committee which does not extend past the last day of the current club financial year. An honorary member is not liable for membership fees. An honorary member may not vote at general meetings. The club coach as an honorary member is entitled to compete in Club Championships.

**2.3 TRANSFER** – a financial member may transfer to another class of membership for which the member is eligible on written request to the Secretary and settlement of any scheduled fees applicable under By-Law 3.6.

**2.4 NON-MEMBER** – A non member may play tennis at the club only:

- a) *As a member of a visiting team in a recognised fixture. No fee applies.*
- b) *As a contestant in a recognised "open" event staged at the club. No fee applies*
- c) *As a visitor (guest of member). Scheduled fees apply.*
- d) *By renting one or more courts.*

**2.5 RULES AND BY-LAWS FOR COMMITTEE** – All nominated candidates for committee will be supplied with a copy of the Rules and By-Laws. Those elected will retain them during their time on the committee.

**2.6 AUTHORITY OF OFFICERS** – Rule 27 (1) of the constitution is interpreted as allowing assignment of management committee authorities to officers and, (unless specifically determined otherwise by the committee) the standing authority assigned by this By-Law to the respective officers from the close of one committee meeting till commencement of the next includes:

**PRESIDENT -**

- a) *To represent the club to the community at large*
- b) *To interpret the club rules and By-Laws and to determine overall club policy*
- c) *To waive or vary the club's court hire fees (only if a footnote to this effect is included in the schedule of fees. By-Law 3.1).*
- d) *With the agreement of a majority of the officers of the club, be permitted to commit the club to urgent new financial obligations.*
- e) *Under rule 21(1) to appoint an acting Vice President, Club Captain, Secretary or Treasurer.*
- f) *To assign any of these authorities to the Vice President (or other) for any occasion or period.*

**VICE PRESIDENT -**

- a) *To assume the authority of the President when deputising for the President.*

**CLUB CAPTAIN -**

- a) *To determine the conditions and organisation for the playing of all tennis in the club.*
- b) *To organise and direct all club tennis.*
- c) *To arrange for an adequate supply of tennis balls*
- d) *To control the participation of club members representing the club in outside tennis events and fixtures*
- e) *To chair an advisory Tennis Sub-Committee*
- f) *To represent the club at tennis-body meetings (other than meetings of club presidents)*
- g) *To waive or vary the club's court hire fees (only if a footnote to this effect is included in the schedule of fees – By-Law 3.1)*
- h) *To interpret By-Law 4.2 (dress)*
- i) *To assign any of these to other members for any occasion or period*

**SECRETARY -**

- a) *To create and maintain the club records*
- b) *To communicate with members, other tennis bodies and the community at large as directed by the members at general meetings, or the committee.*

**TREASURER -**

- a) *To make club financial transactions as directed by the members at general meeting or the committee*

- b) To monitor and advise the committee and/or the president on the club's financial status and viability as requested.

### **3 FINANCIAL**

**3.1 CLUB FEES** – The committee will present to each Annual General Meeting a schedule for the ensuing membership year of:

- a) Annual membership fees applicable to each class of membership (including transfers)
- b) Any additional fees payable by members and non-members under certain circumstances.
- c) Court rental rates for members and non-members (and the waiving and/or varying thereof).

This committee recommendation will be supported by a budget forecast of income and expenditure for (and financial status at the end of) the ensuing financial year on the recommended schedule of fees and including capital expenditure recommended during the period.

The endorsed Schedule of Fees (including authority to waive or vary rental rates) will be displayed on the outside club noticeboard.

**3.2 RULES – FEES** – Under Rule 8 (1) the committee may remit or discount the membership fees or additional fees payable by members and non-members under certain circumstances.

#### **3.3 DUE DATE**

– for membership fees means 1 January each year (plus other dates agreed upon by the committee for payment by instalments).

#### **3.4 NOT USED**

**3.5 UNFINANCIAL** – means all or part of a member's due membership fee remains unpaid past "Due Date".

**3.6 RULES – MEMBERS IN ARREARS** – Under Rule 10 (3) the committee will instruct the Secretary:

After 31 January to inform in writing any member "in arrears" that all the member's privileges of membership (including playing tennis and the right to vote at the forthcoming annual general meeting) are suspended until the amount in arrears is paid in full, and if not paid by 28 February the member will be struck off the register of members.

After 28 February, to inform in writing any member still in arrears that they have been struck off the register of members.

**3.7 JOINING FEE** –Not Applicable

**3.8 OTHER CHARGES** - The Management Committee is authorised to set other charges as shown here under:

- i) Home and Away Matches
- ii) Night Competition
- iii) Other charges relating to special events
- iv) Court charges (i.e. social tennis)

**3.9 TRANSFER** – before a transfer to another class of membership is allowed under By-Law 2.3 a member must:-

- a) Pay any applicable joining fee not already paid,
- b) Pay, or receive credit for, the net balance of the pro-rata current annual membership fees involved.

Members are not entitled to any cash refunds.

**3.10 VISITOR'S FEES** – Members are personally responsible for payment to the Treasurer of the scheduled visitor's fee for visitors they invite.

Visitor's fees are due and payable **BEFORE** taking the court.

**3.11 VISITOR'S BOOK** – A book will be kept in the clubhouse to allow members to record any casual financial commitment they make to the club which cannot be paid in cash at the time.

This book may be used for any personal financial commitments whatsoever – not just visitor’s fees but ball fees, phone calls, etc.

Outstanding amounts must be settled with the Treasurer within one (1) week.

## **4. BEHAVIOUR**

**4.1 VISITORS** – Members are personally responsible to ensure that their visitors conduct themselves according to standard applying to members.

**4.2 DRESS** – Members are required to wear neat and tidy tennis dress and flat-soled tennis shoes.

**4.3 CLUBHOUSE** – The clubhouse must be left clean and tidy at all times

**4.4 SMOKING** – The entire leased area of the club is a non-smoking precinct.

**4.5 ALCOHOL** – Alcoholic drinks may not be taken on to the courts.

**4.6 DOGS** –No dogs are permitted within the Club lease area

**4.7 APPROVED ACTIVITIES** - No member shall, without prior written Management Committee approval, use the Club courts for any activity that:

- i) Involves tennis coaching or training, or,*
- ii) Is other than social tennis, a club tournament or an inter or intra club competition, or,*
- iii) Involves the payment of money other than directly to any member of the Management Committee, or nominee of the Management Committee, or to the Club Coach or a nominated agent of the Club Coach.*

This By-Law shall not apply to:

- i) any member who is a Tennis Coach (in this By-Law called “The Club Coach”) appointed by the Club pursuant to a written Licence Agreement between them, or,*
- ii) any member appointed by the Club Coach to assist him in carrying out his Licence Obligations under the said Licence Agreement.*

The Management Committee may:

- i) refuse an approval with no obligation to disclose reasons;*
- ii) include limiting terms and/or conditions in an approval;*
- iii) cancel an approval at any time by giving written notice to the relevant member, with no obligation to provide reasons, provided the Management Committee reasonably considers such cancellation to be just and equitable in the circumstances;*

The Management Committee is authorised to determine whether any breach of this By-Law by a member constitutes conduct injurious or prejudicial to the Club as referred to in **Rule 10(3)(d)** of the Constitution.

**4.8 MEMBER PROTECTION BY-LAW** - In accordance with Rule 42 of the Constitution of Tewanin Tennis Club, the Management Committee adopts the Tennis Australia Member Protection By-Law as amended from time to time, as the By-Law of Tewanin Tennis Club. Copies of this By-Law are available in the Clubhouse or from the Management Committee.

## **5. FACILITIES**

**5.1 NOTICES AND NOTICEBOARDS** – The club will maintain three (3) noticeboards:

- a) One outside the clubhouse for statutory notices intended also to be read by non-members.
- b) One on the outside of the clubhouse (next to the entrance) for club tennis activities.
- c) One inside the clubhouse for:
  - i. Confidential and general club notices (including entry sheets for club events)
  - ii. Non-club notices (subject to removal at the discretion of any committee member at any time).

**5.2 EQUIPMENT – BORROWING** – Club equipment may be borrowed by members only with the prior permission of the President or, in their absence, the Vice President.

## **6**      **TENNIS**

- 6.1 CLUB SOCIAL TENNIS** – Weekly club organised social tennis sessions will be provided for members and visitors.

The number and type of such sessions will be determined by the club captain. Details of all such sessions will be listed on the Tennis Notice Board at all times.

At all such sessions, the “Board” system will be used, the club will provide the balls, and the current scheduled fee (By-Law 3.1) will be charged.

- 6.2 ELIGIBILITY** – Eligibility of members and/or visitors to play in any such sessions which are limited in any way will be determined by the Club Captain.

- 6.3 SOCIAL TENNIS PRIORITY** – Each club social tennis session has priority use of all courts unless determined otherwise by the Management Committee.

- 6.4 PUBLIC HOLIDAYS** – The scheduled social tennis session will be conducted as normal on Public Holidays.

- 6.5 ADDITIONAL COURT CLOSURE AND PRIORITY USE** – Additional to those covered above, the club captain may, for any specific occasion (regular or casual) declare that all courts are completely closed to private tennis or that an authorised tennis session has priority use of some or all courts.

Prior notice of any such closure and/or priority will be included in the notice announcing the occasion on the tennis noticeboard.

- 6.6 VISITORS** – Ordinary members may invite visitors for private tennis or any club tennis for which they consider the visitors acceptable – EXCEPT when other conditions are included in the noticeboard details for a specific session.

- 6.7 VISITOR LIMITS** – There is no limit to the number of visitors an ordinary member may invite at any one time, or the number of times they may be invited.

- 6.8 COURT RENTAL** – Any member may elect to rent one or more courts in lieu of paying visitors fees for guests – but on the hiring conditions applying to non-members which are:

- a) Hire must be arranged in advance with a member authorised to rent the courts.
- b) Rental must be paid in advance.

- 6.9 COURT ALLOCATION** - The Club Captain has authority to allocate courts for any organised play.

- 6.10 PLAYERS WAITING**

When all courts are full playing private tennis and there are other members and visitors waiting:

The first players on court playing singles or threes must make up a four with waiting players or vacate the court immediately for a waiting four.

If all courts are playing doubles, the first on court must vacate 30 minutes after being made aware that a four is waiting.

## **7**      **NON-MEMBERS IN CLUB TEAMS**

Non-members may be invited to play in club teams only if there are no club members known to be eligible and available, and after conferring with the Club Captain.

*Note: A non-member playing in a Tewantin Club Team in a home match at the club is the team captain's visitor, and the team captain is responsible for payment of the scheduled visitor's fee in addition to the regular fixture match fee.*