

# Legana Tennis Club Inc.

## CONSTITUTION

### 1. NAME

The name of the club shall be the Legana Tennis Club Inc. (hereinafter referred to as The Club)

### 2. OBJECTIVES

The objectives of The Club shall be to:

- a) Provide for social and competitive tennis for club members;
- b) Engage in social activities for club members;
- c) Provide tennis coaching and promotion for club members;
- d) Maintain suitable grounds and premises for these purposes; and
- e) Engage in other activities for the benefit of club members as may be determined by the Committee.

### 3. COMMITTEE

- a) The Committee shall have power to administer The Club and to exercise all the powers provided for in this constitution.
- b) All committee meetings shall be chaired by the President, or in his/her absence, by the Vice President.
- c) In the absence of both the President and the Vice President, the committee may elect a temporary Chairman for the purpose of conducting a meeting.
- d) Committee meetings shall be held monthly and more regularly if required.

### 4. PRESIDENT

- a) The office of President shall be held by one person for a maximum term of three (3) consecutive years.
- b) The President shall chair the annual general meeting, all committee meetings and any special general meetings.
- c) All public statements on behalf of The Club shall be issued by the President.
- d) The President shall be an ex-officio member of all sub-committees of The Club.

### 5. SECRETARY

The duties of the Secretary shall be to:

- a) Conduct the correspondence of The Club;
- b) Keep proper minutes of all club meetings, which shall be confirmed at the next meeting to which such minutes refer; and
- c) Keep safe custody of all books, records, documents and personal property of The Club.

### 6. TREASURER

The duties of the Treasurer shall be to:

- a) Receive all monies, cheques, bills and negotiable instruments payable to The Club;
- b) Maintain such bank accounts as The Club may direct;
- c) Make payments on behalf of The Club. All payments shall be reported to the Committee;
- d) Ensure electronic transactions are authorised by any two (2) Officers;
- e) Maintain all financial records on behalf of The Club;
- f) Present a financial report to the annual general meeting; and
- g) Present a financial report to each committee meeting.

## 7. PUBLIC OFFICER

The duties of the Public Officer shall be:

- a) To lodge an annual corporate affairs statement with the Business Affairs Commission informing of any constitutional changes, changes to roles and The Club's financial position;
- b) The custodian of the constitution;
- c) The official of The Club; and
- d) Any other duties as deemed necessary by the Committee.

## 8. POWERS

For the purpose of achieving and furthering the objectives of The Club, the Committee on behalf of The Club shall have the powers to:

- a) Purchase, sell, hold or lease real or personal property and to enter into any arrangement with any Government or Local Government authority;
- b) Borrow, raise or secure the payment of money, to secure the repayment or performance of any debt or liability, contract or guarantee;
- c) Invest the money of The Club;
- d) Associate or affiliate with any other club or association; and
- e) Do all such other things as are incidental or conducive to the objectives of The Club.

## 9. MEMBERSHIP

- a) Membership of The Club is unlimited.
- b) All persons seeking to join The Club shall complete any application form, which requires such details as determined by the Committee.
- c) All applications for membership shall be submitted to the Secretary or Treasurer for consideration by the Committee.
- d) The Committee may accept or reject any application for membership without giving reasons for its decision.
- e) Membership shall be deemed to commence on the **first day of September in each year**.
- f) Club members whose subscription is in arrears for two months may be restricted from playing or exercising any right or privilege until such subscription is paid.
- g) The Committee shall have power to elect as an honorary member any member of another club for a period not exceeding one month.
- h) Honorary Life Membership may be conferred on a person for outstanding service to The Club. Honorary Life Membership may be awarded at any time. The majority of a full Committee will agree to nominations. The majority of a full Committee does not necessarily need to make a decision at a Committee meeting. The President has the authority to survey the Committee outside a Committee meeting. The President must then convey the result of the survey in writing back to the Committee. Such life members will be relieved of all subscriptions and levies payable to The Club.
- i) A junior member is any club member less than eighteen (18) years old.
- j) A financial member is any person who has paid the appropriate annual subscription fee and been accepted as a club member by the Committee.
- k) Family membership constitutes all members of one family, but only includes dependent children less than eighteen (18) years old, unless dispensation is given by special resolution of the Committee.
- l) Social membership may be offered for the payment of such fees, and under such terms and conditions as determined by the Committee.

#### 10. WITHDRAWAL OF MEMBERSHIP

Club membership may be withdrawn from any member. Such cancellation of membership must be determined by a majority vote of a full Committee at a special Committee meeting called for that purpose. The Secretary must give the Committee members at least seven (7) days written notice to attend the special Committee meeting. A Committee member may submit a proxy vote if absent from the special Committee meeting.

#### 11. QUORUM

- a) A quorum for the annual general meeting or a special general meeting shall be ten (10) club members.
- b) A quorum for a committee meeting shall be, fifty percent of the Committee plus one.
- c) Honorary Life Members shall be counted in determining whether a quorum is present, but junior members do not.

#### 12. ANNUAL GENERAL MEETING

- a) The annual general meeting shall be held no later than the second week in August in each year.
- b) The Officers to be elected at the annual general meeting shall be:
  - i. President;
  - ii. Vice President;
  - iii. Secretary;
  - iv. Treasurer; and
  - v. Public Officer. (subject to clause 14. (d))
- c) The Committee shall consist of the President, Vice President, Secretary, Treasurer, Public Officer and at least four other club members.
- d) The Tournament Committee shall consist of at least three (3) club members.
- e) Delegates to represent The Club at Tennis North meetings shall include the President.
- f) Other matters to be determined at the annual general meeting shall be:
  - i. Appointment of Auditor, if required;
  - ii. Appointment of the leadership roles of Tournament Controller, Safety Officer, Groundsperson, Website and Social Media Manager/s, and Key Manager;
  - iii. Annual subscription fees;
  - iv. Ball fees;
  - v. Other playing fees.
- g) The President will present a written annual report for consideration and approval.
- h) The Treasurer will present a financial report for consideration and approval.
- i) General business items may be discussed.
- j) Only financial members shall be eligible to stand for office.
- k) Elections for each Officer shall be determined by the number of candidates. If there is more than one (1) candidate for a position then there will be a secret ballot.
- l) Junior members shall not be eligible to stand for office, but may be invited by the Committee to sit on the Committee as an observer.

#### 14. VACANCY IN OFFICE

- a) All positions become vacant at the annual general meeting.
- b) In the event of a casual vacancy occurring in the office of President, Vice President, Secretary or Treasurer, a special general meeting shall be called for the purpose of filling such vacancy.
- c) In the event of a casual vacancy occurring on the committee, such vacancy may be filled by a vote of the remaining committee members.
- d) The term of the Public Officer shall continue until such time as the Public Officer resigns or the members at an annual general meeting determine otherwise.

#### 15. SPECIAL GENERAL MEETING

A special general meeting may be held at any time, but can only be convened by the following procedure:

- a) By order of the President;
- b) By direction of the Committee; or
- c) By the written petition to the Secretary of not less than eight (8) club members. Such petition shall state the purpose for which a meeting is required.

The Secretary must give all club members at least seven (7) days written notice to attend the special general meeting stating the time, date, location and purpose of the meeting.

#### 16. VOTING

- a) Only financial members personally present, shall be entitled to vote at the annual general meeting or at a special general meeting.
- b) Honorary Life Members shall be deemed financial for the purposes of this rule, but junior members may not vote at any meeting.
- c) Every motion submitted to any meeting of The Club shall be decided in the first instance on the voices. If requested by three (3) or more financial members, a secret ballot shall be held.
- d) On all motions, the President shall have a deliberative and casting vote.

#### 17. FINANCIAL YEAR

The Financial Year of The Club shall be from the **1<sup>st</sup> of July to the 30<sup>th</sup> of June.**

#### 18. BY LAWS

- a) The Committee shall have power to make such By-laws as it deems necessary for the efficient running of The Club.
- b) The Secretary shall advise all club members in writing of such By-laws, and all By-laws shall be binding on club members.

#### 19. INTERPRETATION

The Committee shall make decisions on the interpretation of the constitution and By-laws, and such decisions shall be final and conclusive, unless overruled or varied by a special general meeting convened for the purpose of considering such decisions.

#### 20. SUB COMMITTEES

The Committee may appoint sub-committees for any purpose. Appointment to such sub-committees shall be at the discretion of the Committee. Non club members with special expertise may be appointed to sub-committees as advisers, but shall not have voting rights.

#### 21. SOLICITOR

A solicitor may be appointed to act as the legal advisor to The Club. The Club may refer to the solicitor any matter upon which a legal opinion is required, and may instruct the Solicitor to act for The Club on any matter it considers it expedient to do so.

#### 22. ALTERATIONS TO CONSTITUTION

- a) This constitution can only be altered or amended at an annual general meeting or a special general meeting called for that purpose.
- b) The Secretary shall give fourteen (14) days written notice to all club members that the meeting is to consider proposed alterations and the notice shall set out the proposed alterations.
- c) Alterations must be approved by two thirds of the financial members present at such meetings.

23. DISSOLUTION

The Club may be dissolved by a resolution of two thirds majority of financial members present at a special general meeting called for that purpose.

24. DISTRIBUTION OF ASSETS

In the event of The Club dissolving, the surplus assets, after payment of all liabilities, shall pass to the West Tamar Municipality, with a request that all assets of The Club be utilised for the purpose of providing tennis facilities at Legana.

25. LIABILITY OF MEMBERS

In the event of The Club being dissolved, every member of The Club is liable to contribute to the assets of The Club for the payment of debts, liabilities and winding up expenses for the sum not exceeding \$1.00 (one dollar) as may be required.

*This updated constitution was approved by all members at a Special General Meeting held on 25/5/23.*