

MARONG AND DISTRICT TENNIS ASSOCIATION INC.

CONSTITUTION

PART1 – PRELIMINARY

1. Name

The name of the Association is Marong and District Tennis Association Inc.

2. Statement of Purpose

(1)The Marong and District Tennis Association aims:

- (a) To provide a welcoming family environment in which to play tennis.
- (b) To encourage appropriate sportsman like behaviour and sports etiquette.

3. Financial year

The financial year of the Association is each period of 12 months ending on the 30th June.

4. Definitions

(1)In these rules, unless the contrary intention appears –

“Adverse weather” means weather which renders the court surface unsafe.

“Club/Team” means an organisation affiliated with MDTA

“Committee” means the Committee of Management of the Association.

“Committee Meeting” means a meeting of the committee.

“Delegate” means a representative of an affiliated tennis club who has a right to vote at a general meeting.

“Financial Year” means the year ending on 30th June.

“General Meeting” means a general meeting of delegates convened in accordance with Rule 8.

“Member” means a member of an affiliated Club/Team.

“Special resolution” means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

“The Act” means the Association Incorporation Reform Act 2012.

“The Chair” means the person chairing the meeting.

“The Regulations” means Regulation under the Act.

(2)In these Rules, a reference to the Secretary of a Club is a reference-

- (a) where a person holds office under the Rules as Secretary of the Club.

PART 2 – POWERS OF THE ASSOCIATION

5. Powers of the Association

(1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.

(2) The Association may –

- (a) Open and operate accounts with financial institutions;
- (b) Invest its money in any secure financial institutions;
- (c) Raise money on any terms and in any manner as it thinks fit;
- (d) Ensure payment of all debts and liabilities.

(3) The Association may only exercise its power and use its income and assets for its purposes.

6. Not For Profit

(1) The Association must not distribute any income or assets directly or indirectly to its members.

(2) Subrule (1) does not prevent the Association from paying a member –

- (a) Reimbursement for expenses properly incurred by the member; or
- (b) For goods or services provided by the member.

PART 3 – MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 – Membership

7. Eligibility and Fees

(1) Membership shall be open to all tennis clubs and members who support the purposes of the Marong and District Tennis Association.

(2) At each annual general meeting, the Association will determine -

- (a) the fees for the following financial year; and
- (b) the date and payment of the annual fee; and
- (c) the registration fee for individual club members.

(3) New club membership must be recorded in the minutes of the general meeting

8. General rights of members and associate members

(1) A member of the Association who is entitled to vote (a delegate) has the right –

- (a) To receive notice of general meetings and of proposed special resolutions; and
- (b) To submit items of business for consideration at general meetings; and
- (c) To vote at general meetings; and
- (d) To have access to the minutes of the general meetings and other documents of the Association as provide by under rule 48; and
- (e) To inspect the register of clubs and members.

(2) A member is entitled to vote if –

- (a) If the member is a delegate of an affiliated club.

- (3) Associate members of the Association include –
(a) Any members under the age of 15 years.

9. Register of Members

- (1) The secretary must keep and maintain a register that includes -
(a) Affiliated Clubs and their members in which shall be entered the full name and address of each member;
(b) The Secretary must, as soon as practicable, enter the name and address of the new club in the register.
(2) The register shall be available for inspection and copying free of charge by Clubs/members upon request.

10. Resignation of Clubs and Members

- (1) A club may resign from the Association by giving notice to the Secretary of the Association, of their intention to resign and the club will cease to be a member.
(2) A member of an affiliated Club who has paid all moneys due and payable by the member to the Club, may resign from the Club at any time without notifying the Association.
(3) The Secretary shall make in the Register of Clubs an entry recording the date on which the Club by whom the notice was given, ceased to be a member.

Division 2 - Disciplinary Action

11. Suspension and expulsion 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 Association, the committee may by resolution:
- (a) suspend that member from membership of the Association for a specified period;
 - (b) or expel that member from the Association
- (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 Association under the rule, the Association confirms the resolution in accordance with the 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; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following;
 - (i). attend that meeting or give to the committee before the date of that meeting a written statement seeking the cancellation of the resolution;
 - (e) informing the member that, if the committee confirms the resolution, he or she may, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in a general meeting of Delegates against the resolution, no later than 48 hours after that meeting.

(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; and
- (b) give due consideration to any written statement submitted by the member; and
- (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 Association in general meeting of Delegates against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the delegates; and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Association convened under sub-rule (7);

- (a) no business other than the question of the appeal may be conducted; and
- (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (c) the member, or his or her representative, must be given an opportunity to be heard; and
- (d) the delegates present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, not less than two-thirds of the delegates vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

Division 3 – Grievance procedure

12. Disputes and mediation

(1) The grievance procedure set out in this rule applies to disputes under these Rules between-

- (a) a Club and another Club; or
- (b) a member and another member; or
- (c) a Club and the Association; or
- (d) a member and the Association.

(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 all 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 Club and another Club, or a member and a Club, a person appointed by the committee of the Association; or
 - (ii). in the case of a dispute between a member and the Association, or a Club and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) Any member of the Association 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; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (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 Act or otherwise at law.

PART 4 – GENERAL MEETINGS OF THE ASSOCIATION

13. Annual General Meetings

- (1)The Association shall in the month of August convene an annual meeting of its delegates.
- (2)The committee may determine the date, time and place of the annual general meeting of the Association.
- (3)The notice convening the annual general meeting shall specify that the meeting is an annual general meeting.
- (4)The ordinary business of the annual general meeting shall be-
- (a) to confirm the minutes of the last preceding annual general meeting
 - (b) to receive from the Committee, reports upon the transactions of the Association during the last preceding financial year and
 - (c) to elect officers of the Association and
 - (d) to receive and consider the Financial statement submitted by the Association in accordance with Part 7 of the Act and
 - (e) to review the Affiliation and Insurance fees of the Association.
- (5)The annual general meeting may transact special business of which notice is given in accordance with the Rules.

14. Special General Meetings

- (1)Any general meeting of the Association, other than the annual general meeting is a special general meeting.
- (2)The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (3)A delegate of a club intending to bring any business before a meeting may notify (in writing by post or email), the Secretary of that business who must include that business in the notice of the next general meeting.

15. Notice of general meetings

(1)The Secretary of the Association, at least 7 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each delegate of the Clubs of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

- (a) If a special resolution is to be proposed –
 - (i). State in full the proposed resolution; and
 - (ii). State the intention to propose the resolution as a special resolution.

16. Quorum at general meetings

(1)No item of business may be conducted at a general meeting unless a quorum of delegates is present.

(2)Any delegates of 5 clubs personally present constitute a quorum for the conduct of the business of a general meeting.

(3)If within 30 minutes of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to a date not more than 21 days after the adjournment;

- (a) Notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all delegates as soon as possible.
- (b) In the case of a meeting convened by request of members under rule 21, the meeting must be dissolved.

17. Adjournment

(1)The Chair of a meeting at which a quorum is present may, with the consent of 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)Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting. Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

18. Voting

(1)Upon any question arising at a general meeting of the Association -

- (a) a delegate has one vote only; and
- (b) All votes shall be given personally or by proxy; and
- (c) The question must be decided on a majority of votes.

(2)In the case of an equality of voting on a question, the Chair is entitled to exercise a casting vote.

(3)A special resolution is passed if not less than three quarters of the delegates voting at a general meeting vote in favour of the resolution.

- (a) A special resolution is required to alter these rules, change of name or statement of purpose.

(4)A delegate is not entitled to vote at any meeting unless all moneys due and payable by the club to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

19. Proxies

(1)Each delegate is entitled to appoint another delegate 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)A form appointing a proxy must be given to the Chair of the meeting before or at the commencement of the meeting.

(a) The notice appointing the proxy shall be in the form set out in Appendix 1.

20. Determining whether resolution carried.

(1)Subject to subsection (2), the Chair of a general meeting may, on the basis of a show of hands, declare that a resolution has been—

- (a) carried; or
- (b) carried unanimously; or
- (c) carried by a particular majority; or
- (d) lost—

and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.

(2)If a poll is demanded by three or more members on any question—

- (a) the poll must be taken at the meeting in the manner determined by the Chair of the meeting; and
- (b) the Chair must declare the result of the resolution on the basis of the poll.

(3)A poll demanded on the election of the Chair or on a question of an adjournment must be taken immediately.

(4)A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chair.

21. Special General Meeting Held at request of Clubs

(1)The Committee shall, on the requisition in writing of 3 clubs, convene a special general meeting of the Association.

(2)The request for a special general meeting shall-

- (a) state the objects of the meeting; and
- (b) shall be signed by the clubs making the request; and
- (c) be sent to the address of the Secretary;

(3)If the committee does not cause a special general meeting to be held within the month after the date on which the requisition is sent to the address of the Secretary, then members making the requisition, may convene a special general meeting to be held not later than three months after that date.

(4)If a special general meeting convened by members in pursuance of these Rules shall be convened in the same manner, as nearly as possible, as that in which those meetings are convened by the committee and, all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

(5) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

22. Minutes of General Meetings

(1) The Committee must ensure that minutes are taken and kept of each general meeting.

(2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

(3) In addition, the minutes of each annual general meeting must include—

(a) the names of the members attending the meeting; and

(b) proxy forms given to the Chairperson of the meeting under rule 19(2); and

(c) the financial statements submitted to the members in accordance with rule 13(4)(d); and

(d) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

PART 5 – COMMITTEE

Division 1 – Powers of the Committee

23. Role and powers

(1) The affairs of the Association shall be managed by the Committee.

(2) The Committee --

(a) shall control and manage the business and affairs of the Association.

(b) may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions that are required by these Rules to be exercised by a general meeting of the delegates of the Association; and

(c) subject to these Rules, the Regulations and the Act, 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 Association.

24. Delegation

(1) The Committee may delegate to a member of the Committee, a subcommittee, any of its powers and functions other than—

(a) this power of delegation; or

(b) a duty imposed on the Committee by the Act or any other law.

(2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.

(3) The Committee may, in writing, revoke a delegation wholly or in part.

Division 2 – Composition of the Committee and duties.

25. Composition of the Committee

(1) the Committee shall consist of –

(a) the officers of the Association.

of whom shall be elected at the annual general meeting of the Association in each year.

26. Office Holders

(1)The officers of the Association shall be—

- (a) a President; and
- (b) a Vice-President; and
- (c) a Treasurer; and
- (d) a Secretary; and
- (e) a Press Correspondent

(2)The Officers of the Association may not act as an appointed delegate.

27. General Duties

(1)The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.

(2)Committee members must exercise their powers and discharge their duties with reasonable care and diligence.

28. President and Vice President

(1)the President or in the President's absence the Vice-President is the Chair for any general or committee meetings.

(2)if the President and the Vice-President are both absent, the delegates present must select one of the remaining members of the Committee to preside as Chairperson.

29. Secretary

(1)The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

(2)The Secretary must—

- (a) maintain the register of members in accordance with rule 9; and
- (b) keep custody of the common seal of the Association and, except for the financial records, all books, documents in accordance with rules 43 and 48; and
- (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents.

(3)The Secretary must give to the Registrar, notice of his or her appointment within 14 days after the appointment.

30. Treasurer

(1)The Treasurer of the Association--

- (a) shall collect and receive all moneys due to the Association and make all payments authorised by the Committee; and
- (b) shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (c) ensure all cheques are signed by 2 members of the Committee. Signatories shall be the Treasurer and one other member of the officers of the Association.
- (d) Prepare the financial statements of the Association prior to their submission to the annual general meeting of the Association.

Division 3 – Election of Committee members and term of office

31. Eligibility and Nominations

- (1) A member is eligible to be elected or appointed as a committee member if the member –
 - (a) Is 18 years or over
 - (b) Is entitled to vote at a general meeting.
- (2) The Chair must declare all positions of the Committee vacant.
- (3) Prior to the election of each position the Chair must call for nominations to fill that position.
- (4) Nomination of candidates for election as officers of the Association may be—
 - (a) made in writing and delivered to the Secretary of the Association prior to the annual general meeting,
 - (b) made appropriately during the request for nominations at the annual general meeting.
- (5) A candidate may only be nominated for one office.

32. Election of Office Bearers

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Press Correspondent.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the meeting will be adjourned in accordance with rule 17.
- (3) 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.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held in accordance with rule 33
- (5) On his or her election, the new President may take over as Chair of the meeting.

33. Ballot

- (1) If a ballot is required, the Chair of the meeting must appoint a delegate to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a member nominated for the position.
- (3) The election must be by secret ballot
- (4) The returning officer must give a blank piece of paper to –
 - (a) Each delegate present in person
 - (b) Each proxy appointed member.

- (5)The returning officer must declare elected the candidate who received the most votes
- (6)If there is no result due to the candidates receiving the same number of votes, the returning officer must –
- (a) Conduct another election for the position in accordance with subrule (4) and (10).

34. Term of Office and Vacancy

- (1)Each officer of the Association shall hold office until the next annual general meeting but is eligible for re-election.
- (2)In the event of a casual vacancy in any office referred to in sub-clause (1) the Committee may appoint one of its delegates to the vacant office and the member so appointed must resign as a delegate immediately. The appointed member may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- (3)The office of an officer of the Association, becomes vacant if the officer —
- (a) ceases to be a member of a Club
 - (b) becomes an insolvent under administration within the meaning of the Corporations Law; or
 - (c) resigns from office by notice in writing given to the Secretary.

Division 4 – Meetings of the Committee

35. Committee Meetings

- (1)The Committee shall meet at least once in each year at such place and such times as the Committee may determine.
- (2)Notice of each committee meeting must be given to committee members at least 2 days before the date of the meeting. Notice must state date, time and place of the meeting.
- (a) Notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.
- (3)The quorum for a committee meeting is any 3 members of the committee.
- (4)No business shall be transacted unless a quorum is present
- (5)If within 30 minutes of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week; unless the meeting was a special meeting in which case it lapses.

36. Voting

- (1)On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- (a) A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
 - (b) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
 - (c) Voting by proxy is not permitted.

37. Conflict of Interest

(1) A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.

(2) The member—

- (a) may be present while the matter is being considered at the meeting; and
- (b) must not vote on the matter.

38. Minutes of the meeting

(1) The Committee must ensure that minutes are taken and kept of each committee meeting.

(2) 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 personal interest disclosed under rule 37.

PART 6 – FINANCIAL MATTERS

39. Source of funds

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

40. Management of funds

(1) The Association must have an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

(2) The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.

(3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.

(4) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

41. Financial records

(1) The Association must keep financial records that—

- (a) correctly record and explain its transactions, financial position and performance; and
- (b) enable financial statements to be prepared as required by the Act.

(2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.

(3) The Treasurer must keep in his or her custody, or under his or her control—

- (a) the financial records for the current financial year; and

42. Financial statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting subrule (1), those requirements include—
- (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the submission of the financial statements to the annual general meeting of the Association;
 - (d) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7 – GENERAL MATTERS

43. Common Seal

- (1) The Common Seal of the Association shall be kept in the custody of the Secretary.
- (2) The Common Seal shall be attested by the signature of either a member of the Committee or the public officer

44. Registered address

The registered address of the Association is –

- (1) The address determined by resolution of the Committee; or
- (2) If the Committee has not determined an address to be the registered address - the postal address of the Secretary.

45. Alteration of Rules and Statement of Purposes

These Rules may only be altered by special resolution of a general meeting of the Association.

46. Notices

- (1) Any notice that is required to be given to a delegate or club or committee member, on behalf of the Association may be given by—
- (a) delivering the notice personally; or
 - (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
 - (c) facsimile transmission or electronic transmission.
- (2) Any Notice required to be given to the Association may be given –
- (a) delivering the notice personally to a Committee member; or
 - (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
 - (c) facsimile transmission or electronic transmission.

47. Winding up or Cancellation

(1)The Association may be wound up voluntarily by special resolution.

(2)In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

(3)The surplus assets of the Association must be given to a body that has similar purposes to the Association and is a not for profit organisation. The body to which the surplus assets are to be given must be decided by special resolution.

48. Custody of Records

(1)Except as otherwise provided in these Rules, the Secretary shall keep his or her custody or under his or her control all books, documents and securities of the Association.

(2)All accounts, books, documents and securities of the Association shall be available for inspection and copying by any delegate of the Association upon request.

49. Audit

The financial records of the club shall be audited at the end of each financial year by an Auditor appointed at the Annual General Meeting. The Auditor shall not be a member of the Committee or close relative of a member of the Committee.

50. By Laws

The Association may adopt By Laws for the day to day running of the Association, by resolution of a general meeting.

APPENDIX 1

FORM OF APPOINTMENT OF PROXY

I,.....
name

Being a delegate of Marong and District Tennis Association Inc.

Appoint.....
name of proxy holder

Being a delegate of that Incorporated Club, as my proxy to vote for me on my behalf at the annual general meeting of the Marong and District Tennis Association Inc to be held on

.....
date of meeting

And at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against the following resolution.

.....
.....

.....
Signed

.....
Date

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

I,.....
name

Being a delegate of Marong and District Tennis Association Inc.

Appoint.....
name of proxy holder

Being a member of that Incorporated Club, as my proxy to vote for me on my behalf at the annual general meeting of the Marong and District Tennis Association Inc to be held on -

.....
date of meeting

and at any adjournment of that meeting.

My proxy is authorised to vote on my behalf at their discretion in respect of the following resolution

.....
.....

.....
Signed

.....
Date