



RULES OF ASSOCIATION

MONTVILLE TENNIS CLUB INC

Incorporation number IA58142, incorporated on 7 September 2018

ABN 51 613 836 916

[These Rules of Association were agreed by unanimous Special Resolution at the Annual General Meeting of the Montville Tennis Club Inc at Montville on 6 November 2022 and include amendments agreed by Special Resolution at the Special General Meeting held on 18 December 2022]

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1 INTERPRETATION

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) At a management committee meeting, see rule 23(6); or

(b) At a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 NAME

The name of the incorporated association is **Montville Tennis Club Inc** (“the club”).

3 OBJECTS

Our vision is:

1. To rejuvenate a longstanding community facility to create a vibrant tennis club for social and recreational purposes for Montville.
2. To establish and maintain a not-for-profit club which will benefit club members and their guests, local residents and hinterland visitors.
3. To be a respected and popular tennis club in Montville offering a friendly and dynamic environment for all our members to enjoy playing tennis.
4. To be a community facility offering non-members, visitors and guests of members the opportunity to enjoy tennis.

The vision for the club will be achieved through these objects:

1. Acquire by lease, purchase, exchange or otherwise such tennis facilities or equipment necessary so that members and their guests may participate in the game of tennis and other games.
2. Maintain the synthetic grass courts, nets and fences.
3. Obtain the appropriate licences, permissions and other approvals that allow and enable the proposed activities of the club.
4. Maintain the pavilion and ancillary facilities (with the option of incorporating existing assets and facilities) so that it is able to service the tennis courts with appropriate amenities and refreshments, that are in keeping with the character and history of the site, for the use of members and guests.
5. Promote, develop and promote the game of tennis.
6. Provide facilities for members to play tennis.
7. Partner with the Australian Sports Foundation (ASF), the only organisation in Australia to have Deductible Gift Recipient status for sports, so that

through our fundraising for the club’s activities, all donations of \$2 or more are tax-deductible.

8. Affiliate with Tennis Australia Queensland (TAQ) for club insurance, operational management and strategic development.
9. Raise funds for the administration, maintenance and development of the club and the club’s tennis facilities through membership fees and fund-raising activities.
10. Re-invest the profits from the club’s activities into facilities and services for members and guests for the greater enjoyment and participation in tennis.

4 POWERS

1. For so long as the club operates at the Montville Sports and Recreation Ground (MSRG), pursuant to a lease with the MVA Inc, the club’s activities may be subject to the terms of any such lease.
2. The club has the powers of an individual.
3. The club may, for example:
 - 3.1. Enter into contracts.
 - 3.2. Acquire, hold, deal with and dispose of property.
 - 3.3. Make charges for services and facilities it supplies.
 - 3.4. Do other things necessary or convenient in carrying out its affairs.
4. The club may also issue secured and unsecured notes, debentures and debenture stock for the club.

5 CLASSES OF MEMBERS

1. The membership of the club consists of the following classes of members:

	Class of member	Admission	Fee (\$)	Duration	Conditions & Benefits
1.1	Life	These rules	5100.00	Life	i
1.2	Adult	These rules	125.00	12 months	ii
1.3	Junior	These rules	45.00	12 months	iii
1.4	Family	These rules	180.00	12 months	iv
1.5	Visitor	These rules	16.00	1 hour (Court Hire)	v

Conditions & benefits:

- i. Tax deductible donation of \$5000 paid through the Australian Sports Foundation and lifetime once-only membership fee of \$100. Unlimited free access to two courts subject to court availability with a night surcharge (after 6pm) of \$5 per hour to cover lighting cost.
- ii. Membership for one adult player with unlimited free access to one court subject to court availability. A night surcharge (after 6pm) of \$5 per hour to cover lighting cost will apply.
- iii. Membership for one junior player under the age of 17 years and one specified parent or guardian who can play when accompanying the nominated junior

- player. Unlimited free access to one court subject to court availability with a night surcharge (after 6pm) of \$5 per hour to cover lighting cost.
- iv. Membership for up to four junior players (under the age of 17 years) and up to two specified parents or guardians who can play when accompanying the nominated junior players and can make additional bookings to play while not accompanying the nominated juniors, subject to court availability. Unlimited free access to one court subject to court availability with a night surcharge (after 6pm) of \$5 per hour to cover lighting cost.
 - v. Access to one court, for the designated time commensurate with the payment made at the time of booking with a night surcharge (after 6pm) of \$5 per hour to cover lighting cost.
2. Different classes may have different criteria and fees applied for membership admission along with associated benefits for a specified duration as decided by the management committee from time to time and ratified at the following general meeting.
 3. Members of the club entitled to vote at any meeting of the club do not include visitors, juniors, temporary or honorary members or any member who has not attained the age of 18 years.

6 AUTOMATIC MEMBERSHIP

A person who, on the day the club is incorporated, was a member of the old club who, on or before a day fixed by the management committee, agreed in writing to become a member of the club, must be admitted by the management committee, subject to payment of the relevant membership fee. The initial Foundation member class has been superseded in accordance with the new membership class and fee structure described in Section 5. Therefore, another class may be applicable if the relevant criteria are met for that class of membership as determined by the management committee.

7 NEW MEMBERSHIP

1. An application for membership must be:
 - 1.1. In writing and signed by the applicant; and
 - 1.2. In the form decided by the management committee.

8 MEMBERSHIP FEES

1. The membership fee for each class of membership:
 - 1.1. Is the amount decided by the management committee from time to time and ratified at the following general meeting; and
 - 1.2. Is payable when, and in the way, the management committee decides.
2. In determining a membership application, the management committee may determine, that for the relevant class of membership, the membership fee may be comprised, to an appropriate extent, of a donation made to the ASF

for the benefit of the club, provided that the total dollar amount received by the club from the membership applicant equals the relevant fee for the relevant class of membership.

3. A member of the club is liable to pay a membership fee for the relevant period from the day fixed by the management committee as the day on which the next membership fee is payable.

9 ADMISSION AND REJECTION OF NEW MEMBERS

1. The management committee must consider an application for membership at the next committee meeting held after it receives:
 - 1.1. The application for membership; and
 - 1.2. The appropriate membership fee for the application.
2. The management committee must ensure that, as soon as possible after the person applies to become a member of the club, and before the management committee considers the person's application, the person is advised:
 - 2.1. Whether or not the club has public liability insurance; and
 - 2.2. If the club has public liability insurance—the amount of the insurance.
3. The management committee must decide at the meeting whether to accept or reject the application.
4. If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
5. The secretary of the club must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.
6. The management committee is not required to provide reasons to an applicant for membership as to the reason why a membership application is rejected.

10 WHEN MEMBERSHIP ENDS

1. A member may resign from the club by giving a written notice of resignation to the secretary.
2. The resignation takes effect at:
 - 2.1. The time the notice is received by the secretary; or
 - 2.2. If a later time is stated in the notice—the later time.
3. The management committee may terminate a member's membership if the member:
 - 3.1. Is convicted of an indictable offence; or
 - 3.2. Does not comply with any of the provisions of these rules; or
 - 3.3. Has membership fees in arrears for at least 2 months; or
 - 3.4. Conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the club.
4. Before the management committee terminates a membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

5. If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

1. A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
2. A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
3. If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 GENERAL MEETING TO DECIDE APPEAL

1. The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
2. At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
3. Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
4. An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
5. If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 REGISTER OF MEMBERS

1. The management committee must keep a register of members of the club.
2. The register must include the following particulars for each member:
 - 2.1. The full name of the member.
 - 2.2. The postal or residential address of the member.
 - 2.3. The date of admission as a member.
 - 2.4. The date of death or time of resignation of the member.
 - 2.5. Details about the termination or reinstatement of membership
 - 2.6. Any other particulars the management committee or the members at a general meeting decide.
3. The register must be open for inspection by members of the club at all reasonable times.
4. A member must contact the secretary to arrange an inspection of the register.

5. However, the management committee may, on the application of a member of the club, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

1. A member of the club must not:
 - 1.1. Use information obtained from the register of members of the club to contact, or send material to, another member of the club for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - 1.2. Disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the club for the purpose of advertising for political, religious, charitable or commercial purposes.
2. Sub-rule (1) does not apply if the use or disclosure of the information is approved by the club.

15 APPOINTMENT OR ELECTION OF SECRETARY

1. The secretary must be an individual. Aged 18 years or over, residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:
 - 1.1. A member of the club elected by the club as secretary; or
 - 1.2. Any of the following persons appointed by the management committee as secretary:
 - 1.2.1. A member of the club's management committee.
 - 1.2.2. Another member of the club.
 - 1.2.3. Another person.
2. If the club has not elected an interim officer as secretary for the club before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the club within 1 month after incorporation.
3. If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the club within 1 month after the vacancy happens.
4. If the management committee appoints a person mentioned in sub-rule (1.2.2) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
5. However, if the management committee appoints a person mentioned in sub-rule (1.2.2) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
6. If the management committee appoints a person mentioned in sub-rule (1.2.2) as secretary, the person does not become a member of the management committee.

7. In this rule - casual vacancy, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 REMOVAL OF SECRETARY

1. The management committee of the club may at any time remove a person appointed by the committee as the secretary.
2. If the management committee removes a secretary who is a person mentioned in rule 15 (1.2.1) the person remains a member of the management committee.
3. If the management committee removes a secretary who is a person mentioned in rule 15(1.2.2) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 FUNCTIONS OF SECRETARY

The secretary's functions include, but are not limited to:

1. Calling meetings of the club, including preparing notices of a meeting and of the business to be conducted in consultation with the president of the club.
2. Keeping minutes of each meeting.
3. Keeping copies of all correspondence and documents relating to the club.
4. Maintaining the register of members of the club.
5. Keep at the club premises a register of reciprocal clubs as approved from time to time by the management committee.

18 MEMBERSHIP OF MANAGEMENT COMMITTEE

1. The management committee of the club consists of:
 - 1.1. a president (who also performs the role of public affairs co-ordinator, responsibilities for which includes liaison with the Montville Village Association Inc and others – the public affairs co-ordinator duties may be undertaken on behalf of the president when delegated from time to time),
 - 1.2. treasurer,
 - 1.3. secretary, and
 - 1.4. any other members the club members elect at a general meeting, subject to rule 18(5).
2. A member of the management committee, other than an appointed secretary, must be a member of the club in accordance with rule 15 (1.2.3).
3. The management committee will consist of a maximum of five positions with a meeting quorum reached when three committee members are in attendance.
4. At each annual general meeting of the club, members of the management committee must retire from office but are eligible on nomination for re-election.
5. A member of the club may be appointed to a casual vacancy on the management committee under rule 21.

6. Members of the management committee:
 - 6.1. Must carry out their functions in the best interests of the club
 - 6.2. Have a duty to prevent the club from incurring a debt if there are reasonable grounds to expect that the association is insolvent or will become insolvent if the debt is incurred
 - 6.3. Will have to disclose when they have a material personal interest in a matter being considered at a management committee meeting, to the management committee as soon as they become aware of the interest and to members at the next general meeting of the association, and:
 - 6.3.1.1. If a committee member has a personal interest in a matter being considered at a management committee meeting, the member will not be able to be present at the meeting or vote on the matter
 - 6.3.1.2. Unless permitted to do so by the rest of the management committee
 - 6.4. Must not use their position, or information obtained from their position, to:
 - 6.4.1. gain a benefit or material advantage for themselves or another person
 - 6.4.2. cause detriment to the association.

19 ELECTING THE MANAGEMENT COMMITTEE

1. A member of the management committee may only be elected as follows:
 - 1.1. Any 1 member of the club may nominate another member (the candidate) to serve as a member of the management committee.
 - 1.2. The nomination must be:
 - 1.2.1. In writing; and
 - 1.2.2. Signed by the candidate and the member who nominated him or her; and
 - 1.2.3. Given to the secretary at least 14 days before the annual general meeting at which the election is to be held.
 - 1.3. Each member of the club present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee.
 - 1.4. If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
2. A person may be a candidate only if the person:
 - 2.1. Is an adult; and
 - 2.2. Is not ineligible to be elected under section 61A of the Act.
3. A list of the candidate's names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the club for at least 7 days immediately preceding the annual general meeting.
4. If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

5. The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised:
 - 5.1. Whether or not the club has public liability insurance; and
 - 5.2. If the club has public liability insurance - the amount of the insurance.
6. A nomination form must be in writing and be in the following or similar form:

Nomination for Management Committee Position

To Montville Tennis Club Inc:

Nomination

I, _____ of _____
being a member of the club, nominate

for election in the position of*

President / Secretary / Treasurer / Committee Member [*strike-out any inapplicable]

on the Management Committee at the Annual General Meeting to be held on

the _____ day of _____ 20__

Signed _____ this _____ day of _____ 20__

Acceptance

I, _____ of _____

being a member of the club, agree to be nominated for election to the position named above.

Signed _____ this _____ day of _____ 20__

20 RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

1. A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
2. The resignation takes effect at:
 - 2.1. The time the notice is received by the secretary; or
 - 2.2. If a later time is stated in the notice - the later time.
3. A member may only be removed from office at a general meeting of the club:
 - 3.1. The motion must be:

- 3.1.1. In writing; and
 - 3.1.2. Signed by the proposer and seconder and at least 33% of the members of the club; and
 - 3.1.3. given to the secretary at least 14 days before the general meeting at which the motion is to be proposed; and
 - 3.2. the motion is carried if a majority of the membership of the club present, or by proxy, and eligible to vote at the meeting vote in favour of removing the member.
4. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
5. A member has no right of appeal against the members' removal from office under this rule.
6. A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 VACANCIES ON MANAGEMENT COMMITTEE

1. If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the club to fill the vacancy until the next annual general meeting.
2. The continuing members of the management committee may act despite a casual vacancy on the management committee.
3. However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to:
 - 3.1. Increase the number of management committee members to the number required for a quorum; or
 - 3.2. Call a general meeting of the club.

22 FUNCTIONS OF MANAGEMENT COMMITTEE

1. Subject to the terms of the lease agreement with the MVA Inc. and subject to these rules or a resolution of the members of the club carried at a general meeting, the management committee has general control and management of the administration of the affairs, property and funds of the club.
2. The management committee has authority to interpret the meaning of these rules and any matter relating to the club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note: The Act prevails if the club's rules are inconsistent with the Act—see section 1B of the Act.

3. The management committee may exercise the powers of the club:
 - 3.1. To borrow, raise or secure the payment of amounts in a way the members of the club decide; and

- 3.2. To secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the clubs' property, both present and future; and
 - 3.3. To purchase, redeem or pay off any securities issued; and
 - 3.4. To borrow amounts from members and pay interest on the amounts borrowed; and
 - 3.5. To mortgage or charge the whole or part of its property; and
 - 3.6. To issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the club; and
 - 3.7. To provide and pay off any securities issued; and
 - 3.8. To invest in a way the members of the club may from time to time decide.
4. For sub-rule (3.4), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
 - 4.1. The financial institution for the club; or
 - 4.2. If there is more than 1 financial institution for the club—the financial institution nominated by the management committee.

23 MEETINGS OF MANAGEMENT COMMITTEE

1. Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
2. The management committee must meet at least once every three months to exercise its functions.
3. The management committee must decide how a meeting is to be called.
4. Notice of a meeting is to be given as decided by the management committee.
5. The management committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
6. A committee member who participates in the meeting as mentioned in sub-rule (5) is taken to be present at the meeting.
7. A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
8. A member of the management committee must not vote on a question about a contract or proposed contract with the club if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
9. The president is to preside as chairperson at a management committee meeting.
10. If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 QUORUM & ADJOURNMENT OF MANAGEMENT COMMITTEE MEETING

1. At a management committee meeting, three or more members elected to the committee as at the close of the last general meeting of the members form a quorum.
2. If there is no quorum within 30 minutes after the time fixed for the meeting, called on the request of committee members, the meeting lapses.
3. If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee:
 - 3.1. The meeting is to be adjourned for at least 1 day; and
 - 3.2. The members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
4. If, at an adjourned meeting mentioned in sub-rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 SPECIAL MEETING OF MANAGEMENT COMMITTEE

1. If the secretary receives a written request signed by at least two of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
2. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
3. A request for a special meeting must state:
 - 3.1. Why the special meeting is called; and
 - 3.2. The business to be conducted at the meeting.
4. A notice of a special meeting must state:
 - 4.1. The day, time and place of the meeting; and
 - 4.2. The business to be conducted at the meeting.
5. A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26 MINUTES OF MANAGEMENT COMMITTEE MEETINGS

1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
2. To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.
3. The minutes of each management committee meeting must be distributed to management committee members, displayed for viewing by members of the club and provided to the MVA.

4. A communications strategy developed and maintained by the management committee will be used to achieve effective communications with all stakeholders in the club.

27 APPOINTMENT OF SUBCOMMITTEES

1. The management committee may appoint a subcommittee consisting of members of the club considered appropriate by the committee to help with the conduct of the clubs' operations.
2. A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
3. A subcommittee may elect a chairperson of its meetings unless the management committee nominates a chairperson from the management committee.
4. If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
5. A subcommittee may meet and adjourn as it considers appropriate.
6. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

1. An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
2. Sub-rule (1) applies even if the act was performed when:
 - 2.1. There was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - 2.2. A management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

29 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

1. A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
2. A resolution mentioned in sub-rule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 FIRST ANNUAL GENERAL MEETING

The first annual general meeting must be held within 6 months after the end date of the club's first reportable financial year.

31 SUBSEQUENT ANNUAL GENERAL MEETINGS

Each subsequent annual general meeting must be held:

1. At least once each year; and
2. Within 6 months after the end date of the club's reportable financial year.

31A BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETINGS

The management committee of the club must present to each annual general meeting of the club:

- i. a written report of the club's operation throughout the year; and
- ii. an audited statement of the club's financial position.

32 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF LEVEL 1 INCORPORATED ASSOCIATIONS AND PARTICULAR LEVEL 2 AND 3 INCORPORATED ASSOCIATIONS

1. This rule applies only if the association is:
 - 1.1. A level 1 incorporated association; or
 - 1.2. A level 2 incorporated association to which section 59 of the Act applies; or
 - 1.3. A level 3 incorporated association to which section 59 of the Act applies.
2. The following business must be conducted at each annual general meeting of the association:
 - 2.1. Receiving the association's financial statement, and audit report, for the last reportable financial year
 - 2.2. Presenting the financial statement and audit report to the meeting for adoption
 - 2.3. Electing members of the management committee
 - 2.4. For a level 1 incorporated association—appointing an auditor or an accountant for the present financial year
 - 2.5. For a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 2 INCORPORATED ASSOCIATIONS

1. This rule applies only if the association is a level 2 incorporated association to which section 59A of the Act applies.
2. The following business must be conducted at each annual general meeting of the association:
 - 2.1. Receiving the association's financial statement, and signed statement, for the last reportable financial year

- 2.2. Presenting the financial statement and signed statement to the meeting for adoption
- 2.3. Electing members of the management committee
- 2.4. Appointing an auditor, an accountant or an approved person for the present financial year.

34 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 3 INCORPORATED ASSOCIATIONS

1. This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.
2. The following business must be conducted at each annual general meeting of the association:
 - 2.1. Receiving the association's financial statement, and signed statement, for the last reportable financial year
 - 2.2. Presenting the financial statement and signed statement to the meeting for adoption
 - 2.3. Electing members of the management committee.

35 NOTICE OF GENERAL MEETING

1. The secretary may call a general meeting of the club.
2. The secretary must give at least 14 days notice of the meeting to each member of the club.
3. If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
4. The management committee may decide the way in which the notice must be given.
5. However, notice of the following meetings must be given in writing:
 - 5.1. A meeting called to hear and decide the appeal of a person against the management committee's decision:
 - 5.1.1. To reject the person's application for membership of the club;
 - or
 - 5.1.2. To terminate the person's membership of the club
 - 5.2. Meeting called to hear and decide a proposed special resolution of the club.
6. A notice of a general meeting must state the business to be conducted at the meeting.

36 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

1. The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the club's last general meeting plus 1.
2. However, if all members of the club are members of the management committee, the quorum is the total number of members less 1.
3. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
4. If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the club, the meeting lapses.
5. If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the club:

- 5.1. The meeting is to be adjourned for at least 7 days; and
- 5.2. The management committee is to decide the day, time and place of the adjourned meeting.
6. The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
7. If a meeting is adjourned under sub-rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
8. The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
9. If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

37 PROCEDURE AT GENERAL MEETING

1. A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
2. A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present at the meeting.
3. At each general meeting:
 - 3.1. The president is to preside as chairperson; and
 - 3.2. If there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - 3.3. The chairperson must conduct the meeting in a proper and orderly way.

38 VOTING AT GENERAL MEETING

1. At a general meeting, each question, matter or resolution, other than a special resolution (which requires a 75% majority of votes of the members present), must be decided by a majority of votes of the members present.
2. Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
3. A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
4. The method of voting is to be decided by the management committee.
5. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
6. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

7. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

39 SPECIAL GENERAL MEETING

1. The secretary must call a special general meeting by giving each member of the club notice of the meeting within 14 days after:
 - 1.1. Being directed to call the meeting by the management committee;
or
 - 1.2. Being given a written request signed by:
 - 1.2.1. At least 33% of the number of members of the management committee when the request is signed; or
 - 1.2.2. At least the number of ordinary members of the club equal to double the number of members of the club on the management committee when the request is signed plus 1; or
 - 1.3. Being given a written notice of an intention to appeal against the decision of the management committee:
 - 1.3.1. To reject an application for membership; or
 - 1.3.2. To terminate a person's membership.
2. A request mentioned in sub-rule (1.2) must state:
 - 2.1. Why the special general meeting is being called; and
 - 2.2. The business to be conducted at the meeting.
3. A special general meeting must be held within 3 months after the secretary:
 - 3.1. Is directed to call the meeting by the management committee; or
 - 3.2. Is given the written request mentioned in sub-rule (1.2); or
 - 3.3. Is given the written notice of an intention to appeal mentioned in sub-rule (1.3).
4. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

40 PROXIES

1. An instrument appointing a proxy must be in writing and be in the following or similar form:

PROXY (general)

To Montville Tennis Club Inc:

I, _____ of _____

Being a member of the club, appoint

_____ of _____

as my proxy to vote for me on my behalf at the (annual) general meeting of the club, to be held on the _____ day of _____ 20__

and at any adjournment of the meeting.

Signed this _____ day of _____ 20__

Signature _____

2. The instrument appointing a proxy must:
 - 2.1. if the appointor is an individual - be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - 2.2. if the appointor is a corporation:
 - 2.2.1. Be under seal; or
 - 2.2.2. Be signed by a properly authorised officer or attorney of the corporation.
3. A proxy must be a member of the club.
4. The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
5. Each instrument appointing a proxy must be given to the secretary before the start of the meeting or an adjourned meeting at which the person named in the instrument proposes to vote.
6. Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
7. If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form:

PROXY (specific)

To Montville Tennis Club Inc:

I, _____ of _____

Being a member of the club, appoint

_____ of _____

as my proxy to vote for me on my behalf at the (annual) general meeting of the club, to be held on the _____ day of _____ 20__

and at any adjournment of the meeting.

Signed this _____ day of _____ 20__

Signature _____

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions:

[List relevant resolutions]

- 1.
- 2.
- 3.

41 MINUTES OF GENERAL MEETINGS

1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
2. To ensure the accuracy of the minutes:
 - 2.1. The minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - 2.2. he minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting

- of the club that is a general meeting or annual general meeting, verifying their accuracy.
3. If asked by a member of the club, the secretary must, within 28 days after the request is made:
 - 3.1. Make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - 3.2. Give the member copies of the minutes of the meeting.
 4. The club may require the member to pay the reasonable costs of providing copies of the minutes.

42 BY-LAWS

1. The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the club.
2. A by-law may be set aside by a vote of members at a general meeting of the club.

43 ALTERATION OF RULES

1. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
2. However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

44 COMMON SEAL

1. The management committee will not use a common seal when executing contracts and documents.

45 FUNDS AND ACCOUNTS

1. The funds of the club must be kept in an account in the name of the club in a financial institution decided by the management committee.
2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the club.
3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
4. A payment by the club of \$100 or more must be made by cheque or electronic funds transfer.
5. If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following:
 - 5.1. The president
 - 5.2. The secretary
 - 5.3. The treasurer
 - 5.4. Any 1 of 3 other members of the club who have been authorised by the management committee to sign cheques issued by the club.
6. However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.

7. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
8. A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
9. All expenditure must be approved or ratified at a management committee meeting.

46 GENERAL FINANCIAL MATTERS

1. On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
2. A six-monthly statement will also be prepared for provision to members.
3. The income and property of the club must be used solely in promoting the club's objects and exercising the club's powers.

47 DOCUMENTS

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the club.

48 FINANCIAL YEAR

The end date of the club's financial year is 30 June in each year.

49 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

1. This rule applies if the club:
 - 1.1. Is wound-up under part 10 of the Act; and
 - 1.2. Has surplus assets.
2. The surplus assets must not be distributed among the members of the club.
3. The surplus assets must be given to another entity:
 - 3.1. Having objects similar to the club's objects; and
 - 3.2. The rules of which prohibit the distribution of the entity's income and assets to its members.
4. In this rule— surplus assets see section 92(3) of the Act.