



MORNINGTON TENNIS CLUB INCORPORATED

RULES AND CONSTITUTION

JULY 2019

1. NAME

The Club and its facilities shall be called the 'MORNINGTON TENNIS CLUB', abbreviated to 'MTC'.

2. DEFINITIONS

In this Constitution:-

"The Club" shall mean the Mornington Tennis Club.

"General Committee" see description below at Item 4.

"Facility Operator" shall mean the Business entity who operates under the current Service Provider Contract.

"Member" shall mean a person who is a financial member of the Club.

"General Meeting" shall mean a meeting of the General Committee.

"Special General Meeting" shall mean a meeting of General Committee and all Members.

"Annual General Meeting" shall mean a meeting of General Committee and all Members.

3. OBJECTIVES

The objectives of the Club are:-

- To promote, conduct and administer tennis throughout the local Mornington area.
- To sponsor tennis competition within the limits of available facilities.
- To provide and maintain tennis courts, clubhouse and other facilities.

4. GENERAL COMMITTEE

General Committee consists of Executive Members & Ordinary Members elected at the AGM

i. *Executive members consists of:-*

- President responsible for overseeing, delegating and chairing of all Meetings.
- Vice President responsible for the above in the absence of the President.
- Secretary responsible for keeping a full and correct record of all correspondence in and out and business transacted at all meetings of the Club. These records will be verified by the General Committee at the next meeting.
- Treasurer responsible for all monies received and shall keep a true and correct record of all financial transactions of the Club. All money to be lodged at the Bank nominated by the Club.

Ordinary members consists of:-

- Five members responsible for items delegated to them by the Executives.

ii. Each member of the General Committee shall hold office until the following AGM and is eligible for re-election.

iii. In the event of a casual vacancy in any of the above positions the General Committee may appoint one of its members to the vacant office until the following AGM.

5. MEMBERSHIP

Members acknowledge that this Constitution forms a contract between them and the Club and that they are bound by the Constitution and associated By-Laws.

Application for Membership:-

- A Membership application can be on the Membership form and lodged with the Club/Treasurer OR a membership application can be completed on the My Tennis website (also accessible via the Club website).
- The Club may withhold membership from any person who is thought to be undesirable.
- Membership may be revoked for actions detrimental to the Club, or its property, at a General Meeting of the Club. The vote must be by a majority of both the Ordinary and Executive members.

Membership Options:-

- Family Membership 2 Adults (living at the same address) and children under the age of 18.
- Adult Membership Mens or Ladies over the age of 18.
- Concession Membership A member who holds a government concession or healthcare card.
- Competition Membership A limited membership to play 1 season of adult/senior competition.
- Junior Membership A limited membership for juniors under age 18.
- Student Membership A limited membership for student under age 25 in tertiary education (proof required).
- Summer Membership A limited membership for the months of December, January & February only.
- Holidayer Membership A limited membership for members who reside greater than a 25km radius from the Club (proof of residence required).
- Weekday Social Membership A limited membership for members playing social tennis (defined times)

Limited Memberships:-

Limited memberships are not entitled to voting rights and may have other conditions imposed on them as promulgated on the Club website from time to time. This class of membership was created to provide greater flexibility to the Club to cater to a much wider range of potential members.

6. MEMBERSHIP FEES

- Membership, Joining and Maintenance Fees will be set by a resolution at the Annual General Meeting as recommended by the General Committee.
- Limited memberships (those without voting rights) and their respective fees are set by a majority vote of both Ordinary and Executive General Committee members at a meeting of the General Committee. The General Committee will promulgate such memberships on the Club website from time to time and are to update the list of limited memberships in the Constitution for promulgation before each AGM.
- Memberships will be current from 1st August to 31st July in any given year.
- Pro Rata for New Memberships may apply on a quarterly basis as set by General Committee.
- A re-joining fee is payable if a past member re-joins/renews their membership after letting it lapse (one-month grace period applies).

7. HONORARY LIFE MEMBERS

- The General Committee may appoint an Honorary Life Membership to a person who has rendered distinguished service to the Club, by majority vote of both Ordinary and Executive General Committee members.
- Honorary Life Members are acknowledged on the Honour Board and Membership fees are not payable.
- Honorary Life Members are entitled to voting rights.

8. HONORARY MEMBERS

- The General Committee may appoint an Honorary Membership to a person who has rendered distinguished services to Club, by majority vote of both Ordinary and Executive General Committee members.
- Honorary Membership is a limited membership for a set period as decided by the General Committee and can be extended.
- Membership fees are not payable.
- Honorary members (other than Honorary Life Members) are not entitled to voting rights.

9. REGISTER OF MEMBERS

The Club shall keep and maintain a Club Register and enter all memberships onto the My Tennis website:-
Full name, address and other relevant contact information and date of membership.

10. CEASED MEMBERSHIP

A person ceases to be a member of the Club upon:-

- Resigning in writing.

- Failure to pay renewal notice by September 1st each year.
- Membership revoked by the General Committee.

11. APPEALS

Any member of the Club who feels aggrieved by a decision of the General Committee under Rule 10 point 3 may appeal by a written notice given to the Secretary. Such notice shall state the Grounds of Appeal and such appeal shall be heard at the next General Meeting at which the aggrieved member may attend. The decision of the General Committee shall be final.

12. NOTICE OF ANNUAL GENERAL MEETING

- The Secretary of the Club shall, at least 28 days prior to the date fixed for the Annual General Meeting, notify all members of the Club in writing stating the place, date and time of the AGM.
- Provided this notification procedure has been complied with, any member claiming non-receipt of notice shall not invalidate any proceedings or resolution of that meeting.
- AGM shall convene prior to July 14th of each year.
- No business other than that set out in the notice convening the meeting shall be transacted at the meeting unless admitted by the Executives.
- A member desiring to bring any business before the AGM may give notice of that business in writing to the Secretary not less than seven days prior to the date set for the AGM who shall include that notice in the AGM. Quorum for Annual General Meeting will be 10% of all full adult members.

13. ANNUAL GENERAL MEETING

The ordinary business of the Annual General Meeting shall be:-

- confirm the minutes of the last preceding AGM.
- receive reports upon the transaction of the Club from preceding year.
- to determine membership, maintenance levy and joining fees (if applicable, and excluding limited memberships) for the forthcoming year.
- to determine and grant honorariums.
- to receive nominations for sub-committees as required by the Club.
- to award Honorary Memberships.
- to elect the Executive and Ordinary members of the General Committee.
- to affiliate and appoint delegates to all ruling tennis bodies the Club may need to affiliate with.
- to transact special business of which notice is given.

14. ELECTION OF OFFICE BEARERS

Nominations of candidates for election to the Club as General Committee:-

- shall be made in writing, stating position nominating for, signed by the nominee and signed as seconded by two current members.
- shall be delivered to the Club Secretary not less than seven days prior to the date set for the AGM.
- if insufficient nominations are received to fill all vacancies the nominated persons shall be deemed to be elected and further nominations shall be taken at the AGM.
- if the number of nominations received is equal to the number of vacancies they shall be deemed to be elected.
- if the number of nominations exceeds the number of vacancies to be filled a ballot shall be held.

15. VOTING

Eligibility to Vote:-

- Full financial member of one of the following memberships at the date of the AGM:
 - Adult Membership
 - Family Membership
 - Concession Membership
 - Honorary Life Membership
- Over the age of 18 years.
- All votes shall be given personally by those members in attendance, or by proxy in a manner approved by the General Committee prior to the AGM.
- In the case of equality of votes, the newly elected President is entitled to exercise a second or casting vote.

16. GENERAL COMMITTEE MEETINGS

- General meetings of the General Committee shall meet at least six times each financial year, or at such times as determined by the President.
- The General Committee will meet with the Facility Operator at least six times each financial year, via a Venue Management Subcommittee, or at such times as determined by the President.
- Quorum of General Meetings shall consist of any five of the above.
- If within thirty minutes from appointed commencement time a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place.

17. SPECIAL GENERAL MEETINGS

A Special General Meeting must be called:-

- On request by not less than 10 members in writing and sent to the Secretary.
- Such meeting must state the object of the meeting and be signed by the members requesting the meeting.
- Such meeting must be held within a calendar month of receipt of the required amount of requisitions.

A Special General Meeting may be called:-

- The General Committee may whenever it deems fit, convene a Special General Meeting, however it must give members at least fourteen days' notice in writing, advising time, place and nature of business.

18. FINANCE

- The Financial year of the Club shall be from July 1st to June 30th.
- All monies will be deposited with such bank or financial institution as the General Committee approves within fourteen days of the monies being received.
- Signatories on the bank account shall be any two of President, Vice-President, Secretary & Treasurer.

19. CONFLICT OF INTEREST

Any member nominating for or elected to the General Committee must disclose any actual, potential or perceived personal or financial conflicts of interest as soon as they become aware that such conflict exists. A General Committee member who has any actual, potential or perceived personal or financial interest in a matter being considered at a General Committee meeting must disclose the nature and extent of that interest to the General Committee.

The member:-

- Must not be present while the matter is being considered at the meeting; and
- Must not vote on the matter.

This rule does not apply to a personal or financial interest:-

- That exists only because the member belongs to a class of persons for whose benefit the Club is established; or
- That the member has in common with all, or a substantial proportion of, the members of the Club.

20. AMENDMENTS TO THE CONSTITUTION

The constitution may be amended only at an Annual General Meeting on a motion by the General Committee and passed by at least two-thirds majority of the eligible voting members present. At least fourteen days' notice of the motion to amend the constitution shall be given to members.

21. AMENDMENTS TO THE BY-LAWS

Amendments may be made by the Executive Committee at their meeting and ratified by the General Committee.

END CONSTITUTION