
THE CONSTITUTION OF THE SOUTH HAWTHORN TENNIS CLUB INC.

**Rules for an
INCORPORATED ASSOCIATION**

Document revised October 2011, endorsed at the 2011 AGM

Document revised August 2012, endorsed at the 2012 AGM

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1 Name

The name of the incorporated association is:

THE SOUTH HAWTHORN TENNIS CLUB INC

2 Definitions

(1) In the Constitution, unless the contrary intention appears—

Committee means the committee of management of the Association;

Financial year means the year ending on 31 October;

General meeting means a general meeting of members convened in accordance with rule 12;

Member means a member of the Association;

Ordinary member of the committee means a member of the committee who is not an officer of the Association under rule 21;

Regulations mean regulations under the Act;

Relevant documents have the same meaning as in the Act;

The Act means the **Associations Incorporation Act 1981**.

(2) In the Constitution, a reference to the Secretary of an Association is a reference—

(a) If a person holds office under the Constitution as Secretary of the Association—to that person; and

(b) In any other case, to the public officer of the Association.

3 Alteration of the Constitution

The Constitution and the statement of purposes of the Association must not be altered except in accordance with the Act.

4 Purpose of the Association

To control and regulate the tennis courts on the council land situated in Anderson Rd Hawthorn East, and to arrange and manage such tennis activity as determined by the Committee, and to develop a social spirit under the auspices of the game of tennis.

5 Membership, entry fees and subscription

(1) Membership shall consist of the following categories and can be altered by the Committee as required;

SCHEDULE OF MEMBERSHIP CATEGORIES

| CATEGORY | CRITERIA |
|----------|-------------------------------------------------------------------------|
| LIFE | For members as may be conferred by the Committee |
| SENIOR | For applicants either 70 years of age or over |
| ADULT | For all persons over 21 who do not fit any other category of membership |
| JUNIOR | For all persons up to age 21 |
| FAMILY | For a limited number of immediate family members (maximum 10) |
| SOCIAL | For persons who wish to become members but not participate in any play |

- (2) A person who applies and is approved for membership as provided in the Constitution is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under the Constitution.
- (3) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless—
 - (a) he or she applies for membership in accordance with sub rule (3); and
 - (b) The admission as a member is approved by the committee.
- (4) An application of a person for membership of the Association must—
 - (a) be made in writing in the form set out by the Committee; and
 - (b) Be lodged with the Secretary or other nominated representative of the Association.
- (5) As soon as practicable after the receipt of an application, the Secretary or other nominated representative must refer the application to the committee.
- (6) The committee must determine whether to approve or reject the application.
- (7) If the committee approves an application for membership, the Secretary or other nominated representative must, as soon as practicable—
 - (a) notify the applicant in writing of the approval for membership; and
 - (b) Request payment within 28 days after receipt of the notification of the sum payable under the Constitution as the entrance fee and the first year's annual subscription.
- (8) The Secretary or other nominated representative must, within 28 days after receipt of the amounts referred to in sub rule (6), enter the applicant's name in the register of members.

- (9) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (10) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (11) A right, privilege, or obligation of a person by reason of membership of the Association—
- (a) is not capable of being transferred or transmitted to another person; and
 - (b) Terminates upon the cessation of membership whether by death or resignation or otherwise.
- (12) The joining fee is the relevant amount set out in the Constitution and altered by the Committee from time to time.
- (13) The annual subscription is the relevant amount set by the Committee and advised to the members at the AGM. It is payable in advance on or before a date to be fixed by the committee of management each year but no later than 30 May each year. Subscription invoices shall be issued as early as practicable in each calendar year and the annual fee will cover the calendar year in which the invoice is issued.
- (14) Life membership is a category of membership that recognises distinguished long term service to the association and is retained to preserve the rights and privileges of those members who have been awarded this class of membership in the past. Future life member's nominations must be approved by the Committee prior to the acceptance by vote at the AGM, and only upon the completion of an application by the nominating member in the form of a written submission setting out the service record of the nominee. A two thirds majority of votes cast at the AGM is required to elect the nominee to the Honorary Life Membership.
- (15) Membership classes, joining fees and annual subscriptions may be varied at any time by the committee of management. Joining fees and annual subscriptions shall be reviewed as required based on the needs of the Association.

6 Register of members

- (1) The Secretary or other nominated representative must keep and maintain a register of members containing—
- (a) The name, residential address, email address, contact number and year of birth of each member; and
 - (b) The date on which each member's name was entered in the register.
- (2) The register is available for inspection free of charge by any member upon request.

- (3) A member may make a copy of entries in the register.

7 Ceasing membership

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in sub rule (1)—
 - (a) The member ceases to be a member; and
 - (b) The Secretary or other nominated representative must record in the register of members the date on which the member ceased to be a member.
 - (c) The member is to return all Associations property.

8 Discipline, suspension and expulsion of members

- (1) Subject to this Constitution, if the committee is of the opinion that a member has refused or neglected to comply with the Constitution, 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; or
 - (b) Expel that member from the Association; or
 - (c) Fine that member an amount not exceeding \$500
- (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 this rule, the Association confirms the resolution in accordance with this 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 to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; 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;
 - (ii) Give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (e) Informing the member that, if at that meeting, the committee confirms the resolution, he or she 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 against the resolution.
- (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 against the resolution.
- (7) If the Secretary receives a notice under sub rule (6), he or she must notify the committee 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 members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

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

9 Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under this Constitution between—
- (a) A member and another member; or
 - (b) 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 person appointed by the committee of the Association; or
 - (ii) In the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A 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.

10 Alterations to the constitution, rules and Association Purpose

- (1) The Constitution and Statement of Purposes shall not be repealed or altered, except by resolution of 3/4 of those present (with voting rights) at a General Meeting or Special General Meeting of Members.
- (2) The Constitution may be altered by resolution of a General Meeting or Special General Meeting of Members.

11 Annual General Meetings

- (1) The committee may determine the date, time and place of the annual general meeting (AGM) of the Association providing it is held no later than 6 weeks after the financial year end.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
- (a) To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the President and/or Secretary Report(s) upon the activities and undertakings of the Association during the last preceding financial year; and
 - (c) To elect officers of the Association and the ordinary members of the committee; and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act. and
 - (e) to elect an auditor of the Association for the ensuing year
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with the Constitution.

12 Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.

- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) If, but for this sub rule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (6) The request for a special general meeting must—
 - (a) State the objects of the meeting; and
 - (b) Be signed by the members requesting the meeting; and
 - (c) Be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

13 Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the Constitution as ordinary business of the annual general meeting, are deemed to be special business.

14 Notice of general meetings

- (1) The Secretary of the Association, at least 14 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 member 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.
- (2) Notice may be sent—
 - (a) By prepaid post to the address appearing in the register of members; or
 - (b) By facsimile transmission or electronic transmission.

- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify 30 days prior to the meeting, in writing, or by electronic transmission, the Secretary of that business, who must then include that business in the notice calling the next general meeting.

15 Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under the Constitution to vote is present at the time when the meeting is considering that item.
- (2) Five (5) members personally present (being members entitled under the Constitution to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - (i) In the case of a meeting convened upon the request of members—the meeting must be dissolved; and
 - (ii) In any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

16 Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

17 Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at 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) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in sub rule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

18 Voting at general meetings

- (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

18 Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

20 Manner of determining whether resolution carried

If a question arising at a general meeting of the Association is determined on a show of hands—

- (a) A declaration by the Chairperson that a resolution has been—
 - (i) Carried; or
 - (ii) Carried unanimously; or
 - (iii) Carried by a particular majority; or
 - (iv) Lost; and

(b) An entry to that effect in the minute book of the Association—

Is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

21 Proxies

- (1) Each member is entitled to appoint another member 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) The notice appointing the proxy must be—
 - (a) For a meeting of the Association convened under rule 7(7), in the form set out in The Act; or
 - (b) In any other case, in the form set out by the Committee.

22 Committee of management

- (1) The affairs of the Association shall be managed by the committee of management.
- (2) The committee—
 - (a) Shall control and manage the business and affairs of the Association; and
 - (b) may, subject to the Constitution, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by the Constitution to be exercised by general meetings of the members of the Association; and
 - (c) Subject to the Constitution, the Act and the Regulations, 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.
- (3) Subject to section 23 of the Act, the committee shall consist of—
 - (a) The officers of the Association; and
 - (b) A minimum of four (4) but not exceeding six (6) ordinary members —

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

23 Office holders

- (1) The officers of the Association shall be—
 - (a) A President;
 - (b) A Vice-President;

- (c) a Treasurer; and
 - (d) a Secretary; who shall also hold the position of Public Officer
- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub rule (1).
 - (3) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
 - (4) In the event of a casual vacancy in any office referred to in sub rule (1), the committee may appoint one of its members or a member of the Association to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

24 Ordinary members of the committee

- (1) Subject to the Constitution, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to the Constitution, until the conclusion of the annual general meeting next following the date of the appointment.

25 Election of officers and ordinary committee members

- (1) Nominations of candidates for election as officers of the Association or as ordinary members of the committee must be—
 - (a) Made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) Delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.
- (4) 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.

- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

26 Vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) Ceases to be a member of the Association; or
- (b) Becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) Resigns from office by notice in writing given to the Secretary.

27 Meetings of the committee

- (1) The committee must meet at least 8 times or as required, to conduct the business of the Association in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

28 Notice of committee meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written 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.

29 Quorum for committee meetings

- (1) Any 5 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) In the case of a special meeting—the meeting lapses;
 - (ii) In any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.

- (4) The committee may act notwithstanding any vacancy on the committee.

30 Presiding at committee meetings

At meetings of the committee—

- (a) The President or, in the President's absence, the Vice-President presides; or
- (b) If the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

31 Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

32 Removal of committee member

- (1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in sub rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.
- (3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

33 Minutes of meetings

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

34 Funds

- (1) The Treasurer of the Association must—
 - (a) Collect and receive all moneys due to the Association and make all payments authorised by the Association; and
 - (b) 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.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

35 Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Association, under the Constitution may be given by—

- (a) Delivering the notice to the member 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, if the member has requested that the notice be given to him or her in this manner; or
- (d) Electronic transmission, if the member has requested that the notice be given to him or her in this manner.

36 Winding up

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

37 Custody and inspection of books and records

- (1) Except as otherwise provided in the Constitution, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

- (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association.

38 Liquor Licences

For the purposes of a Liquor Licence held by the Association the following Constitution shall apply:

- (1) A member of the Committee of Management or a servant of the Association shall not be paid any amount by way of commission or allowance from the receipts of the Association for the sale and disposal of liquor.
- (2) A visitor to the Association shall not be supplied with liquor in the Association's premises unless the visitor is a guest in the company of a member of the Association.
- (3) No person shall be admitted as an honorary or temporary member of the Association or be exempted from the obligation to pay the relevant subscription for membership of the Association unless that person is of a class specified in the Constitution and admission or exemption is in accordance with the Constitution.
- (4) The Association shall maintain a record of guests admitted to the Association's premises to which liquor is served.