

# **SEACLIFF TENNIS CLUB INCORPORATED**

## **RULES**

### **1. The Name**

The name of the club is Seacliff Tennis Club Incorporated (herein referred to as "The Club").

### **2. Definitions**

In these rules:-

'Management Committee' - means the committee described in Rules 8 and 10;

"General meeting": - means an Annual General Meeting or a Special General Meeting of the Club Convened in accordance with these rules;

'Member' - means a member of the Club;

"Year"- means financial year as defined in Rule 15;

"Auditor" - means the Auditor appointed in accordance with Rule 15.

### **3. Objects**

The objects of the Club are:-

1. To promote interest in tennis;
2. To foster participation in tennis competition by members;
3. To promote good fellowship among those interested in tennis;
4. To educate, train, coach and encourage members of the club;
5. To do all such things and acts conducive to the furtherance of the Club.

### **4. Affiliation**

The club shall be affiliated with such other Clubs, Associations or bodies as determined by the Club at a General meeting.

### **5. Membership**

- (a) Any person who is interested in tennis shall be eligible for membership of the Club, subject to approval by the Management Committee.
- (b) There exists the following classes of membership:-
  1. Senior Match Playing;
  2. Junior Match Playing; a junior member shall be defined as a member who is playing Saturday morning junior competition.
  3. Social;
  4. Mid—week Social;
  5. Concessionary; a concessionary member shall be defined as a member who is a full-time student at a secondary school or tertiary institution, unemployed, or eligible for other Government benefits, at the discretion of the Management Committee;
  6. Family;
  7. Life.
- (c) At the commencement of the season, intending members shall fill in a form applying for membership, stating whether they are available for match play. Any alteration to availability should be given to the Selection Committee in writing.
- (d) No person shall be considered a member until the prescribed subscription and joining fee (if applicable) has been paid.
- (e) Players are required to notify a member of the Selection Committee of unavailability due to illness, holidays, etc by the time specified at the commencement of each season. Any player failing to do so, without good cause, will be liable to suspension by the Selection Committee.

- (f) Members Privileges - membership of the Club shall entitle a person to:-
  1. Priority use of Club facilities during periods specified by the Management Committee;
  2. Entry into Club Tournaments;
  3. Any member 18 years or over can vote at any General Meeting of the Club;
  4. Any member 18 years or over can stand for election as an Officer of the Club, or participate in the Management Committee;
  5. Participate in all activities of the Club;
  6. Benefits or discounts offered to Club Members.

## **6. Life Membership**

- (a) Life Membership may be conferred on any person at an Annual General meeting, in recognition of outstanding service to, or on behalf of the Club. Refer Life Membership Criteria Addendum A
- (b) The following procedures shall apply for nominations for Life Membership:-
  1. Nominations should be first submitted to the Management Committee for endorsement;
  2. Notice of nomination must be included in the notice of Annual General Meeting given to members;
  3. Nominations shall be supported by a majority of those present at the Annual General Meeting.
- (c) Life members shall have all rights and privileges of members.
- (d) Life members shall be exempt of the requirement to pay subscriptions but will be required to pay any fees imposed on the club from outside. e.g. Tennis SA and Seacliff Sports Club membership fees.

## **7. Subscriptions and Fees**

- (a) Subscriptions, fixed at the Annual General Meeting each year, become due on the Opening Day each season.
- (b) After the first of November, a fine shall be payable in addition to any unpaid subscription. The amount of such fine shall be set by the Management Committee.
- (c) No person shall be able to play for the Club without payment of the subscriptions after the date set by the Management Committee.
- (d) The annual subscription rate does not include any fees for participation in competitions other than Summer Saturday competitions.
- (f) A nominal fee, set by the Management Committee, will be required to retain membership status of non-active members, for a period of up to three years.
- (g) Any person who remains unfinancial at the conclusion of the playing season shall be liable to have their name submitted to Tennis SA for inclusion in the list of black-banned players and will not be eligible to play competition tennis until the outstanding moneys are paid.

## **8. Annual General Meeting**

- (a) The Annual General Meeting of the Club shall be held during the months of April or May each year, and fourteen day's notice in writing shall be given to each member.
- (b) The meeting shall receive the President's Report, Treasurer's Report including audited financial statement, Club Captain's Report and attend to any business.
- (c) The following Officers for the year will be elected at the meeting:-
  1. President
  2. Vice President
  3. Secretary
  4. Assistant Secretary
  5. Treasurer
  6. Club Captain
  7. Junior Co-ordinator
  8. Social Co-ordinator

The above mentioned form the Management Committee of the Club.

- (d) In addition the meeting shall appoint the following:-
  - 1. Two delegates to the Association
  - 2. Patron
  - 3. Auditor
- (e) The attendance of any fifteen (15) financial members, one of whom must be President or Vice President, shall constitute a quorum at any General meeting of the Club.

### **9. Duties of Officers**

- (a) President - to preside at all meetings of the Club and Management Committee. To be the official spokesperson of the Club and represent the Club at official functions.
- (b) Vice President(s) - to carry out the duties of the President in his/her absence, and perform such duties as directed by the Management Committee.
- (c) Secretary - to carry out all usual secretarial duties of the Club, including correspondence and distribution of notices.
- (d) Assistant Secretary - to take minutes at all Management Committee meetings, and distribute them to all Committee members prior to meetings, and carry out such other duties as delegated by the Secretary.
- (e) Treasurer - to manage the finances of the Club in accordance with these rules and as directed by the Management Committee, and to prepare necessary reports and statements.
- (f) Club Captain(s) to organise tennis and to be in charge in all ways of the courts at all times apart from match days. The Club Captain(s) shall chair the selection Committee and shall be responsible for organising and conducting the Annual Club Tournament
- (g) Junior Co-ordinator - shall organise the activities of the junior members, liaise with the Club Coach and shall chair the junior Sub-Committee.
- (h) Social Co-ordinator - shall organise the social activities of the Club and chair the Social Sub-Committee.

### **10. Duties of Management Committee**

- (a) The Management Committee shall manage all affairs of the Club, including:-
  - 1. finances
  - 2. works
  - 3. grading of teams
  - 4. coaching
  - 5. sponsorship
  - 6. promotion
  - 7. disputes, etc
- (b) A majority of members of the Management Committee shall constitute a quorum at any meeting of this Committee.
- (c) The Management Committee may, by resolution, delegate all or any of its powers to a sub-committee or sub-committees, consisting of one or more persons as it sees fit to appoint. It may at any time revoke or recall any such delegation or appointment.  
Such sub-committees may include:-
  - 1. The Selection Committee - to select each team on its merits each week by a method directed by the Management Committee. The Committee shall be chaired by the Club Captain(s). The Management Committee should decide the composition of, and appoint members to the Selection Committee prior to the start of each season.
  - 2. The Social Committee - to organise social and fundraising events. The Committee shall be co-ordinated by a member of the Management Committee.
- (d) In the event of any Committee member being unable to fulfil their duties, resigning, or failing, without good reason, to attend three consecutive meetings, the Management Committee shall be empowered to appoint any member to fill the vacancy so created for the balance of the term.
- (e) The Management Committee shall meet at least bi-monthly at such times and places as it may decide.

### **11. General Meetings**

A general meeting shall be called by the President, or any eight financial members may demand the President to call a General Meeting. Such demand must be made in writing, setting out the reasons for the meeting. Fourteen day's notice in writing must be given to all members, and the meeting must be held within three weeks of the President being notified.

### **12. Voting**

- (a) Only financial members present in person shall be entitled to a vote at General Meetings.
- (b) All votes at any meeting shall be by show of hands or secret ballot, as determined by the Chairperson of the meeting.
- (c) A simple majority shall be required to determine any vote at any meeting except where otherwise specified in these rules.
- (d) The Chairperson of any meeting of the Club shall have a casting vote only.

### **13. Common Seal**

- (a) The Club shall have a common seal, with its corporate name in legible characters appearing on it.
- (b) The seal must not be used without the express authority of the Management Committee. The affixing of the seal must be witnessed by two Management Committee members.
- (c) The seal will be kept in the custody of the Public Officer.

### **14. Indemnity of Management Committee**

The Club will indemnify and keep indemnified the Management Committee, any sub-committee appointed by the Management Committee and all members of the Management Committee against all and any claims of whatever nature made against all or any of them personal (whether jointly or severally) arising out of or in any way incidental to any action or thing done or omitted to be done by all or any of them in the course of the proper administration of their duties as members of the Management Committee, as a member of any sub-committee appointed by the Management Committee, or as an officer of the Club.

### **15. Finances**

- (a) The Club shall maintain accounts at financial institutions as determined by the Management Committee.
- (b) A receipt must be issued for all moneys received.
- (c) All moneys received must be paid into the Club's accounts intact, as soon as possible.
- (d) All payments must be made by either cheque or EFT and must be signed or approved by two signatories, as appointed by the Management Committee. All payments in excess of \$2,000.00 must be approved by the Management Committee.
- (e) The treasurer shall maintain a ledger of receipts and payments, which shall be kept at the Club's premises or in the custody of the Treasurer, and shall be available for inspection by the Management Committee at any time.
- (f) The Financial Year of the Club shall be the period commencing on the 1st April each year and concluding on the 31<sup>st</sup> March.
- (g) An auditor shall be appointed at the Annual General Meeting and must not be a member of the Management Committee. The Auditor shall be a member of either the Institute of Chartered Accountants, the Australian Society of CPA's, or the National Institute of Accountants.
- (h) An audited financial statement for the previous financial year shall be presented to the Annual General Meeting.

## **16. Team Captains**

- (a) The captain of each team shall be appointed by the Selection Committee prior to the first match.
- (b) The duties of Team Captains shall include:-
  - 1. Control of players and courts, etc on match days;
  - 2. Ensuring all Association Rules relating to match play are adhered to;
  - 3. Encouraging team members' involvement in all aspects of the Club;
  - 4. Organising performance of team duties in accordance with roster issued by the Management Committee.
- (c) A meeting of all captains shall be held prior to the first match of the season, at which duties and Association Rules shall be explained.

## **17. Tournament**

- (a) The Club shall hold a tournament annually.
- (b) The tournament shall offer such events as determined by the Management Committee.
- (c) Tournament Rules shall be set by the Management Committee each year, and notified to members.

## **18. Discipline**

- (a) Should any member be reported for any conduct which, in the opinion of the Management Committee, is detrimental to the Clubs interest or the Club, the Management Committee may call on such person to show cause why he or she should not be disciplined.
- (b) The person against whom the charge is made shall be fully informed of the complaint made against him or her, and may be present at the Management Committee meeting at which the complaint is considered.
- (c) No charge shall be investigated unless a quorum of the Management Committee is present.
- (d) The Management Committee shall be empowered to suspend the member for any period, or discipline the member in such other manner as it may determine.
- (e) Any member suspended forfeits Club rights during suspension.

## **19. Alteration of Rules**

The Annual General Meeting, or a Special General Meeting convened for that purpose, shall not vote to alter or rescind a rule of the Club, or adopt new rules, unless fourteen days notice in writing is given to all members specifying the object of the meeting.

## **20. Income and Property**

All income and property of the Club, however derived, must be applied towards the promotion of the objects of the Club, and no portion of it will be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to the Members of the Club or relatives of members, provided that nothing in these Rules prevent the payments in good faith or remuneration to any officer or servant of the Club or to any member of the Club in return for any services actually rendered to the Club or reasonable and proper rental for premises let to the Club by any member.

## **21. Dissolution**

- (a) The Club may be dissolved or wound up by a resolution passed at a Special General meeting of members called by the Management Committee for the purpose.
- (a) The resolution must be approved by a least 75% of the members present and voting at the meeting and provided further than at least one calendar months' notice in writing of the meeting shall have been first given to all members

## **22. Disposition of Assets**

Upon a winding-up of the Club the assets of the Club must be realised and converted to cash and the moneys from the realisation and any other moneys held by the Club must first be applied in payment of all debts and liabilities of the Club and the residue must be transferred to such other non-profit body or bodies formed for promoting objects similar to the objects of the Club as the meeting at which the motion for the winding-up was carried approves.

## **23. Interpretation**

- (a) The interpretation of these rules, or of any question arising out of or not provided for in these rules shall be in the discretion of the Management Committee, whose decision shall be final and binding on all members.
- (a) Any member, upon request, shall be supplied with a copy of these rules.
- (b) Continuation of membership in this Club is contingent on the member's agreement to comply with, and be bound by the rules of the Club.

### **Amendments:**

#### **AGM April 12 2002**

Annual General Meeting: Rule 8 (e)

#### **AGM April 12 2011**

Life Membership: Rule 6 (a)

Annual General Meeting: Rule 8 (a)

Finances: Rule 15 (g)

#### **AGM April 18 2012**

Life Membership: Rule 6 (d)

Subscriptions and Fees: Removed Rule 7 (e)

#### **AGM April 17 2013**

Annual General Meeting: Rule 8 (c)

Duties of Officers: Rule 9 (g)

Duties of Officers: Rule 9 (h)

#### **AGM April 20 2016**

Membership: Rule 5 (f) 3.

Membership: Rule 5 (f) 4.

#### **AGM April 30 2019**

Finances: Rule 15 (d) & (e) replaced.

Finances: Rule 15 (f) to (i) re-numbered as (e) to (h)

## LIFE MEMBERSHIP CRITERIA

### **Addendum A**

#### **This Addendum forms part of Rule 6. Life Membership in the STC Rules**

Life Membership is an honour and should be awarded by the Club to a member who has demonstrated a commitment to the betterment of the Club over a long period.

Seacliff Tennis Club Members can be considered for Life Membership if any of the following criteria are established.

1. A member who has been a Committee person for 15 years and has concurrently played for at least 10 years, as a senior player on Saturday. The positions of President, Secretary, Treasurer, Club Captain and Junior Co-ordinator, should be treated in the following manner: each year of service in any of these five positions shall count as 2 years towards life membership. The years counted towards this honour do not need to be consecutive.
2. A member who is not a playing member can be considered for life membership if they have served on the Committee, in any capacity, for a minimum of 20 years. Again, this need not be consecutive and each year served in the positions of President, Secretary, Treasurer, Club Captain and Junior Co-ordinator, will count as 2 years.
3. A member can be considered for the honour if they are solely playing members. They would be eligible once they have played a minimum of 400 games over any number of years. Junior games will not count towards this achievement.
4. A member can be considered for life membership in exceptional circumstances. A member, who has made an outstanding contribution to the Club and not met fully any of the above criteria, can be nominated by a Committee Person at a Committee Meeting. This nomination needs to be seconded and passed with 90% of the Committee voting in favour. This vote requires 80% of the full Committee, for that year, to be in attendance.

Any nominations resulting from any of the above criteria will be presented for a vote by the membership at the Annual General Meeting each year.

Written: Monday 8 March 2010

Amended: Tuesday 22 February 2011 (Junior Co-ordinator added to Items 1 and 2)