

## **THE AVONHEAD TENNIS CLUB (INCORPORATED)**

1. NAME: The name of the Club shall be “The Avonhead Tennis Club Incorporated”.
2. OBJECTS: The objects of the Club shall be:
  - (a) To foster the promotion and playing of the game of tennis by the general public.
  - (b) To purchase, take on lease, sell or exchange, hire or otherwise acquire any real or personal property.
  - (c) To provide playing facilities and amenities for the use of members and the general public.
  - (d) To make rules or by-laws for the regulation of play and for the good conduct of the Club.
  - (e) To do all things incidental or conducive to the above objects.

3. BORROWING MORTGAGES:

The Club may by resolution of a General Meeting borrow and raise money and secure the repayment thereof by debentures or bonds, payable to the bearer or otherwise and either secured or not secured by mortgage or charge of all or any part of the property of the Club or by Bills of Exchange or promissory notes or other obligations or securities or in such a manner as the Club may determine.

4. MEMBERSHIP:

- (a) All candidates for membership shall be elected by the Committee after being proposed and seconded by current members. The Committee shall have the power to strike any member off the role whose subscription has not been paid within four months after due date, and to terminate or suspend membership for conduct prejudicial to the well-being or good government of the Club. Before doing so the Honorary Secretary shall give notice to any such member, and seven days grace must be allowed. Then a member shall have the right of appeal to a special general meeting of the Club.
- (b) Life Members may be elected by three-quarters of the votes recorded at any General Meeting, upon the recommendation of the Committee for specially meritorious services rendered on behalf of the Club.
- (c) The Committee has the power to appoint honorary members to the Club: e.g. Coaches.
- (d) The Club shall fix different classes of membership and the rights (including voting rights) of these members in general meeting.

- (e) No member of the club or any person associated with a member shall participate in or materially influence any decision by the club, in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being the open market value). The provisions and effect of this rule shall not be removed from this document, and shall be included and implied into any document replacing this document.

## 5. SUBSCRIPTIONS:

The rates of annual subscription payable by each class of member shall be fixed by the Annual General Meeting of the Club, and such Annual General Meeting shall have the power to set entrance fees, if any. In addition, at the Annual Meeting or a General Meeting levies may be imposed.

## 6. RESIGNATIONS:

No member shall resign from the Club until he or she has paid the subscription and any arrears due, and shall have given notice of resignation in writing to the Secretary before 30 September or the member will be liable for the subscription for the ensuing year.

## 7. MEETINGS:

- (a) Notice of all General Meetings and Annual General Meetings shall be sent to each member not later than seven clear days prior to the date of such meetings. The Annual General Meeting shall be held within four months of the end of the Club's Financial Year. Special General Meetings shall be called by the Committee or on the written requisition of twelve members.
- (b) The mode of voting at a General Meeting shall be by show of hands unless a ballot is demanded by any three members entitled to vote, in which case it shall be by ballot.
- (c) At any General Meeting a quorum shall be 13 members or 25 percent of the membership, whichever is the less.
- (d) The President shall be Chairman at all meetings and in his absence a Chairman shall be elected by the meeting.
- (e) In the event of any tie of votes the Chairman shall have a deliberative and a casting vote.
- (f) To vote in a general meeting, members must be financial, over the age of 18 and not in a membership class that has been denied voting rights.

## 8. OFFICERS:

- (a) The officers of the Club shall consist of a Patron, a President, a Vice-President, a Secretary, a Treasurer, a Club Captain, a Junior Convenor and a Midweek Captain. A person may be elected to more than one officer position.
- (b) **PATRON:** There shall be a Patron of the Club elected annually at the Annual General Meeting. The Patron is an honorary position and has the right to attend and speak at General Meetings, but no other rights.
- (c) **PRESIDENT:** The President of the Club shall be elected at the Annual General Meeting of the Club and subject to termination of office by resignation or otherwise shall remain in office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The President shall preside over all meetings and keep order at those meetings, shall conduct the business and decide all points of order at meetings. The retiring President shall be eligible for re-election and shall remain as Chairman of the Annual General Meeting until its termination.
- (d) **VICE PRESIDENT:** The Vice President of the Club shall be elected at the Annual General Meeting of the Club and subject to termination of office by resignation or otherwise shall remain in such office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The retiring Vice President shall be eligible for re-election. The Vice President shall assist the President in carrying out his/her duties and in the absence of the President shall preside over meetings, keep order thereat, conduct the business and decide all points of order.
- (f) **SECRETARY:** The Secretary of the Club shall be elected at the Annual General Meeting of the Club and subject to termination of office by resignation or otherwise shall remain in office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The Secretary shall attend in person or by Deputy at all meetings of the Club and the Committee, take minutes of the proceedings and conduct all correspondence on behalf of the Club.
- (g) **TREASURER:** The Treasurer of the Club shall be elected at the Annual General Meeting of the Club and subject to termination of office by resignation or otherwise shall remain in office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The duties of the Treasurer shall be to keep account of all receipts, expenditure, assets and liabilities of the Club and to promptly bank all money received in the name of the Club to the Credit of the Club's bank account. The Secretary and Treasurer may be the same person.

- (h) **CLUB CAPTAIN:** The Club Captain shall be elected at the Annual General Meeting of the Club and subject to termination of office by resignation or otherwise shall remain in office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The Club Captain shall be responsible for the organisation of play, ladders, coaching and tournaments as defined by the Committee.
- (i) **MID WEEK CAPTAIN:** The Mid Week Captain shall be elected at the Annual General Meeting of the Club and subject to termination of office by resignation or otherwise shall remain in office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The Mid Week Captain shall be nominated by a Mid Week Player and duties shall be such as may be defined by the Committee from time to time.
- (j) **JUNIOR CONVENOR:** The Junior Convenor shall be elected at the Annual General Meeting of the Club and subject to termination of office until his/her successor is appointed at the next Annual General Meeting following his/her appointment. The Junior Convenor shall be responsible for the organisation and management of all Junior tennis in the Club.

#### 9. COMMITTEE:

- (a) The Committee shall consist of:
  - (1) The officers (except the Patron) and persons elected at the Annual General Meeting of the Club, who, subject to termination of office by resignation or otherwise, shall remain in office until the next Annual General Meeting.
  - (2) The number of persons on the committee shall be a minimum of 8 and maximum of 15
- (b) The committee shall have the power to co-opt additional persons to the Committee.
- (c) Five members of the Committee present at the meeting shall form a quorum.
- (d) Any member of the Committee failing to attend two consecutive meetings shall cease to be a member of the Committee unless he/she furnishes reasons for absence which the Committee considers satisfactory. If any member resigns or ceases to be a member of the Committee through non attendance, the Committee may appoint a replacement to fill the vacancy.
- (e) Four members of the Committee shall have power at all times to instruct the Secretary to call a meeting of the Committee. Seven days notice of such meetings shall be given to all committee members. The President may call a special meeting of the Committee at 24 hours notice for urgent business.

- (f) The Committee of the Club shall have power to appoint and dissolve sub-committees including an Executive or emergency sub-committee for any particular purpose in the furtherance of the affairs of the club or its objects.
- (g) Any member having refused to comply with the rules or having in the opinion of the Committee been guilty of misconduct may be called upon by the Committee to resign or be suspended or expelled as a member of the Club. Only the Committee shall have the power to suspend or expel a member proved to be guilty of misconduct or any infringement of the rules. The member against whom such a complaint may be made shall be given reasonable notice to attend the meeting of the Committee at which the complaint is considered. If the Member then fails to attend the meeting in question, he/she may be suspended.

10. AUDITOR:

An Auditor shall be appointed at the Annual General Meeting.

11. SEAL: The Common Seal of the Club shall be kept in the custody of the Honorary Secretary who, with the President and/or Vice President and/or Treasurer, shall affix it to such documents as the Committee may from time to time direct. Each occasion that the seal is used shall be noted in the minute book.

12. ALTERATION TO RULES:

- (a) Any of the foregoing rules may be rescinded, altered or added to, or any new rule introduced by a vote of 3/5th majority of members present at a General Meeting of the Club called for that purpose. Notice of motion to amend shall be set out on the notice calling the General Meeting.
- (b) Affiliation, or any other question not provided for in the rules or any difficulty arising from the rules shall be referred to a General Meeting of Members.
- (c) No addition to or alteration or recession of the rules shall be approved if it affects the non profit aims, personal benefit rule or the winding up rule. The provisions and effect of this rule shall not be removed from this document and shall be included and implied into any document replacing this document.

13. CONTROL OF ASSETS:

Control of the assets and property of the Club shall be vested in the Committee.

14. DISSOLUTION OF THE CLUB:

- (a) Members present at a meeting convened for the purpose may resolve that the Club be dissolved as from the date named in such resolution in accordance with the Incorporated Societies Act.
- (b) If upon the winding up or dissolution of the club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the club, but shall be given or

transferred to some other organisation or body having objects similar to the objects of the club, or to some other charitable organisation or purpose, within New Zealand.

15. FINANCIAL YEAR:

The Financial Year of the Club will end on 30 April each year.