

**Bulli & District Tennis
Association**

Constitution

2005

Table of Content

PART 1 PRELIMINARY.....	4
1. NAME.....	4
2. CONSTITUTION.....	4
3. AREA.....	4
4. OFFICIAL COLOURS.....	4
5. OBJECTS.....	4
PART 2 MEMBERSHIP.....	5
6. MEMBERSHIP QUALIFICATIONS.....	5
7. APPLICATION FOR MEMBERSHIP.....	5
8. CESSATION OF MEMBERSHIP.....	6
9. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE.....	6
10. RESIGNATION OF MEMBERSHIP.....	6
11. REGISTER OF MEMBERS.....	6
12. REGISTRATION AND AFFILIATION FEES.....	7
13. MEMBERS LIABILITIES.....	7
14. DISCIPLINING OF MEMBERS.....	7
15. RIGHT OF APPEAL OF DISCIPLINED MEMBER.....	8
PART 3 MANAGEMENT COMMITTEE.....	9
16. POWERS OF THE MANAGEMENT COMMITTEE.....	9
17. CONSTITUTION AND MEMBERSHIP.....	9
18. ELECTION OF MEMBERS.....	10
19. PRESIDENT.....	11
20. SECRETARY.....	11
21. TREASURER.....	12
22. MIXED AND MEN'S/LADIES' COMPETITION SECRETARY.....	12
23. LADIES COMPETITION SECRETARY.....	12
24. CASUAL VACANCIES.....	13
25. REMOVAL OF A MEMBER.....	13
26. MEETINGS AND QUORUM.....	13
27. VOTING AND DECISIONS.....	14
28. JUNIOR DEVELOPMENT SUB-COMMITTEE.....	14
PART 4 GENERAL MEETINGS.....	16
29. ASSOCIATION ANNUAL GENERAL MEETINGS-HOLDING CALLING OF.....	16
30. ASSOCIATION ANNUAL GENERAL MEETING-BUSINESS.....	16
31. LADIES MID-WEEK ANNUAL GENERAL MEETING.....	17
32. SPECIAL GENERAL MEETING.....	18
33. NOTICE.....	19
34. PRESIDING MEMBER.....	19

PART 5 MISCELLANEOUS	20
35. ALTERATION AND/OR ADDITION TO CONSTITUTION	20
36. APPROVING EXPENDITURE.....	20
37. AUDITING OR ACCOUNTS.....	20
38. COMMON SEAL	20
39. CONDUCTING OF TOURNAMENTS	20
40. COPY OF CONSTITUTION	20
41. CUSTODY OF BOOKS	21
42. FUNDS - MANAGEMENT.....	21
43. FUNDS - SOURCE	21
44. INSPECTION OF BOOKS, RECORDS	21
45. INSURANCE	21
46. LIFE MEMBERSHIP	22
47. TRANSFERS.....	22
48. TRUSTEES	22
49. WINDING-UP.....	23

PART 1 PRELIMINARY

1. NAME

- The name of the ASSOCIATION shall be the BULLI AND DISTRICTS TENNIS ASSOCIATION INCORPORATED (B. & D.T.A INC.).

2. CONSTITUTION

- The ASSOCIATION shall consist of registered members and tennis clubs/teams affiliated each year by payment of the prescribed fees set at the ASSOCIATION ANNUAL GENERAL MEETING.

3. AREA

- Territory under the control of the ASSOCIATION shall be the area bounded by the sea to the EAST, the boundary of the City of Wollongong to the NORTH and WEST back to the Mt. Pleasant line to the northern side of the Wollongong Education complex and eastward to Fairy Creek to the sea on the SOUTH.

4. OFFICIAL COLOURS

- The official colours of the ASSOCIATION shall be maroon and gold.

5. OBJECTS

The objects of the association shall be:

- 5.1 To promote and sponsor tennis mainly within the area allotted to it by the New South Wales Tennis Association Limited, and in accordance with the powers, authorities and responsibilities delegated to it from the New South Wales Tennis Association Limited.
- 5.2 To promote and control tennis games, tournaments and competitions.
- 5.3 To promote and control and manage (if necessary in conjunction with other bodies) any other games tournaments or competitions.
- 5.4 To settle all questions or disputes or any other matter relating to tennis which may be submitted for its adjudication and are within its power and authority.
- 5.5 To co-operate with other bodies for the purpose of furthering the interest of tennis.

- 5.6 To purchase, take on lease or in exchange, hire or otherwise acquire and to license, lease, sell, exchange or otherwise deal with any real or personal property.
- 5.7 To construct tennis courts and/or buildings and to license, lease or purchase or otherwise acquire and to license, lease, sell, exchange or otherwise deal with tennis courts, grounds, buildings and accessories thereto.
- 5.8 To appoint Trustees from time to time to hold real and personal property on behalf of the ASSOCIATION and to deal with the same as the ASSOCIATION may authorise.
- 5.9 To borrow, raise and lend money on security or without security.

PART 2 MEMBERSHIP

6. MEMBERSHIP QUALIFICATIONS

- 6.1 A person is qualified to be a member of the ASSOCIATION if, but only if the person is natural person who has been registered for membership of the ASSOCIATION as provided by RULE 7 and has been approved for membership by the MANAGEMENT COMMITTEE.
- 6.2 A club/team is qualified to be a member of the ASSOCIATION if, but only if the club's/teams' court/s has/have been affiliated for membership as provided by Rule 7 and has/have been approved for membership by the MANAGEMENT COMMITTEE.

7. APPLICATION FOR MEMBERSHIP

- 7.1 Application by a person or club/team for membership of the ASSOCIATION:
shall be made by the applicant or club/team in writing and be lodged with the REGISTRAR of the ASSOCIATION together with the prescribed registration and affiliation fees per RULE 12 and recorded by the Registrar.
- 7.2 As soon as practical after receiving the application for membership the ASSOCIATION shall issue the appropriate receipts for payment of the registration or affiliation fee and refer the application to the MANAGEMENT COMMITTEE which shall determine to approve or reject the application.
- 7.3 Where the MANAGEMENT COMMITTEE determines to approve an application for membership, the REGISTRAR shall as soon as practical after

that determination notify the member or club/team of that approval and enter the members name in the register of members.

- 7.4 Where the MANAGEMENT COMMITTEE determines to reject an application for membership, the SECRETARY shall as soon as practical after that determination notify the applicant in writing of that rejection and refund the registration or affiliation fee.

8. CESSATION OF MEMBERSHIP

- 8.1 A person ceases to be a member of the ASSOCIATION if the person:
- dies
 - resigns that membership,
 - is expelled from the ASSOCIATION, or
 - fails to pay their annual registration or affiliation fee.

9. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- 9.1 A right, privilege or obligation which a person has by reason of being a member of the ASSOCIATION:
is not capable of being transferred or transmitted to another person. and terminates upon cessation of the person's membership.

10. RESIGNATION OF MEMBERSHIP

- 10.1 A member of the ASSOCIATION may resign from membership by writing to the SECRETARY specifying their intention to resign and upon the SECRETARY'S written confirmation the member ceases to be a member.
- 10.2 Where a member of the ASSOCIATION ceases to be a member pursuant to clause 10.1 and in every other case where a member ceases to hold membership the REGISTRAR shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

11. REGISTER OF MEMBERS

- 11.1 The REGISTRAR of the ASSOCIATION shall establish and maintain a register of members of the ASSOCIATION specifying the name and address of each person or club/team who is a member of the ASSOCIATION together with the date on which the person or club/team became a member.
- 11.2 The register of members shall be kept at a suitable location determined by the MANAGEMENT COMMITTEE and shall be open for inspection free of charge by any member of the ASSOCIATION at any reasonable hour.

12. REGISTRATION AND AFFILIATION FEES

- 12.1 Amounts payable for member's registration and club/team court affiliation fees are to be reviewed and voted on at each ASSOCIATION ANNUAL GENERAL MEETING.
- 12.2 Member's registrations and club/team court affiliation fees shall be forwarded to the ASSOCIATION and recorded by the ASSOCIATION REGISTRAR.

13. MEMBERS LIABILITIES

- 13.1 The liability of a member of the ASSOCIATION to contribute towards the payment of debts and liabilities of the ASSOCIATION of the costs, charges and expenses of the winding up of the ASSOCIATION is limited to the amount, if any, unpaid by the member in respect of the membership of the ASSOCIATION as required by RULE 12.

14. DISCIPLINING OF MEMBERS

- 14.1 Any registered member accused of misconduct in connection with any activities of the ASSOCIATION or contravening the TENNIS of AUSTRALIA CODE OF CONDUCT may be reported in writing to the MANAGEMENT COMMITTEE by any club/team or registered member of the ASSOCIATION.
- 14.2 Where the EXECUTIVE COMMITTEE is of the opinion that the reported misconduct or contravening action warrants further inquiry the SECRETARY shall as soon as practical, cause a notice in writing to be forwarded to the alleged offender:
- setting out the complaint received and the grounds on which it is based.
 - stating the date, place and time of the EXECUTIVE COMMITTEE meeting during which the complaint will be actioned
 - informing the member that the member may do either or both of the following:
 - a) attend and speak at that meeting
 - b) submit to the EXECUTIVE COMMITTEE at or prior to the date of that meeting written comments relating to the complaint.
- 14.3 At the EXECUTIVE COMMITTEE meeting held as referred to in RULE 14.2 the EXECUTIVE COMMITTEE shall:
- give the member the opportunity to make oral or written representations.
 - give due consideration to any written representations submitted to the EXECUTIVE COMMITTEE by the member at or prior to the meeting and
 - by resolution determine either to:
 - a) dismiss the charge.
 - b) agree to alternative action and/or.
 - c) suspend the member from membership of the ASSOCIATION for a specified period and/or.
 - d) request Tennis New South Wales to suspend

the disciplined member from participating in any event conducted in New South Wales under the auspice of the New South Wales body or its affiliates for a specified period.

e) expel the member from the ASSOCIATION.

- 14.4 Where the EXECUTIVE COMMITTEE confirms a resolution under RULE 14.3 the SECRETARY shall, within 7 days after the meeting, inform the member by notice in writing of the fact and the members right of appeal under RULE 15.

15. RIGHT OF APPEAL OF DISCIPLINED MEMBER

- 15.1 A member may appeal to the ASSOCIATION in a MANAGEMENT COMMITTEE MEETING against a resolution of the EXECUTIVE COMMITTEE under RULE 14.3 within 7 days after notice of the resolution is served on the member by lodging with the SECRETARY a notice to that effect.
- 15.2 At the following MANAGEMENT COMMITTEE MEETING: the EXECUTIVE COMMITTEE and the member shall be given the opportunity to state their respective cases orally or in writing, or both. And the remaining MANAGEMENT COMMITTEE members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 15.3 If the MANAGEMENT COMMITTEE passes a special resolution in confirmation of the resolution the resolution is confirmed.
- 15.4 Any decision made by the MANAGEMENT COMMITTEE under this RULE may be appealed to the New South Wales Tennis Association Limited.
- 15.5 No member disciplined under this RULE shall be given clearance from this ASSOCIATION to any other association until that member's obligations have been fully met.
- 15.6 The member may lodge an appeal to the New South Wales Tennis Association Limited with the SECRETARY within 7 days of the date on which the resolution is confirmed and the SECRETARY shall forthwith send such appeal to the Executive Director of the New South Wales Tennis Association Limited for consideration by its Board. The decision of the Board of the New South Wales Tennis Association Limited on any such appeal shall be final and no further appeal shall be made to any other body of court other than on a point of law.

PART 3 MANAGEMENT COMMITTEE

16. POWERS OF THE MANAGEMENT COMMITTEE

- 16.1 The management of the ASSOCIATION shall be vested in a MANAGEMENT COMMITTEE consisting of a maximum of 15 members elected under RULE 17.
- 16.2 The powers of the MANAGEMENT COMMITTEE generally shall be to achieve the objects of the ASSOCIATION under RULE 5 and specifically;
- 16.2.1 To control and manage the affairs of the ASSOCIATION.
- 16.2.2 To arrange and manage competition matches from time to time between clubs and registered members of the ASSOCIATION.
- 16.2.3 To arrange inter-association competition/matches with kindred associations.
- 16.2.4 To set up sub-committees such as Championship, Gradings, Junior Development, Ladies Mid-Week, Property and any other sub-committees as it thinks fit to assist in the efficient handling of the affairs of the ASSOCIATION. Such sub-committees may include registered members of the ASSOCIATION not on the MANAGEMENT COMMITTEE.
- 16.2.5 To arrange and manage tournaments.
- 16.2.6 To draw up, administer and interpret rules applying to competition matches, tournaments and any other matches which may come within the scope of the ASSOCIATION. The MANAGEMENT COMMITTEE shall also have the power to deal with and decide upon any matters not covered by these rules and the decision of the MANAGEMENT COMMITTEE shall in all cases be final.
- 16.2.7 To act as the ASSOCIATIONS DISPUTES & DISCIPLINARY COMMITTEE and a quorum of that committee shall make all decisions on properly notified disputes, protests, accused misconduct and behaviour matters arising from any competition match, tournament, fixture or activity arranged for or by the ASSOCIATION. Any decision made by the ASSOCIATION DISPUTES & DISCIPLINARY COMMITTEE may be appealed to Tennis New South Wales per RULE 15.
- 16.2.8 To remove a member from the MANAGEMENT COMMITTEE under RULES 14 & 25.
- 16.2.9 To fill any vacancy occurring in the membership of the MANAGEMENT COMMITTEE

17. CONSTITUTION AND MEMBERSHIP

- 17.1 The MANAGEMENT COMMITTEE shall consist of a maximum of 15 members made up of the Executive members and 5 other members elected at the ASSOCIATION ANNUAL GENERAL MEETING. Two extra positions to be filled by 2 ladies elected at and nominated by the LADIES MIDWEEK ANNUAL GENERAL MEETING. If the 2 positions are not filled by the ladies, the number of the MANAGEMENT COMMITTEE shall remain at 13. The fourteenth and fifteenth positions shall be filled by the President of the Junior Sub-Development Committee elected at the ASSOCIATION

Constitution of Bulli & District Tennis Association Inc.

ANNUAL GENERAL MEETING and one other nominated from the Junior Development Sub-Committee.

17.2 The EXECUTIVE MEMBERS of the ASSOCIATION MANAGEMENT COMMITTEE shall be:

- PRESIDENT
- VICE-PRESIDENT
- SECRETARY
- TREASURER
- MIXED & MEN'S/LADIES' COMPETITION SECRETARY
- LADIES COMPETITION SECRETARY
- JUNIOR DEVELOPMENT SUB-COMMITTEE PRESIDENT

17.3 Each member of the MANAGEMENT COMMITTEE shall, subject to these rules, hold office until the conclusion of the ASSOCIATION ANNUAL GENERAL MEETING following the date of the members election, but is eligible for re-election.

17.4 In the event of a casual vacancy occurring in the membership of the MANAGEMENT COMMITTEE, the MANAGEMENT COMMITTEE may appoint a member of the ASSOCIATION to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the ANNUAL GENERAL MEETING next following the date of the appointment.

18. ELECTION OF MEMBERS

18.1 Nominations for EXECUTIVE and MANAGEMENT COMMITTEE members (who must be members of the ASSOCIATION) -

- (a) Shall be made in writing and signed by two full members and by the candidate; and
- (b) Shall be delivered to the SECRETARY 21 days before the date of the ANNUAL GENERAL MEETING. The SECRETARY shall, at least 14 days before the ANNUAL GENERAL MEETING, notify the secretary of each Affiliate of the names of the candidates.

18.2 If insufficient nominations for the EXECUTIVE and MANAGEMENT COMMITTEE members are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the ANNUAL GENERAL MEETING.

18.3 If insufficient further nominations for EXECUTIVE and MANAGEMENT COMMITTEE members are received, any vacant positions remaining on the COMMITTEE shall be deemed to be casual vacancies.

18.4 If the number of nominations for EXECUTIVE and MANAGEMENT COMMITTEE members received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

Constitution of Bulli & District Tennis Association Inc.

- 18.5 If the number of nominations for EXECUTIVE and MANAGEMENT COMMITTEE members received exceeds the number of vacancies to be filled, a secret ballot shall be held.
- 18.6 Voting for election of EXECUTIVE and MANAGEMENT COMMITTEE members is open to all registered members present.
- 18.7 A person may be nominated for more than one position in the Committee. The ballot for the election of the various EXECUTIVE and MANAGEMENT COMMITTEE members shall be conducted in the order in which the office bearers are listed in Rule 17(2).

19. PRESIDENT

- 19.1 The PRESIDENT shall preside at all meetings of the MANAGEMENT and EXECUTIVE COMMITTEES and at the ASSOCIATION ANNUAL GENERAL MEETING and SPECIAL GENERAL MEETINGS and shall decide all matters of procedure provided that his/her decision may be overruled by such meetings.
- 19.2 At all such meetings the PRESIDENT shall have a deliberative or casting vote.
- 19.3 In the absence of the PRESIDENT, the VICE-PRESIDENT or in his/her absence some officer appointed by such meeting shall exercise the powers of the PRESIDENT for the purpose of the meeting.

20. SECRETARY

- 20.1 The SECRETARY shall generally perform the whole of the secretarial duties of the ASSOCIATION and carry out all directions given by it or its MANAGEMENT COMMITTEE.
- 20.2 The SECRETARY shall attend and prepare minutes of the business transacted at all MANAGEMENT COMMITTEE, EXECUTIVE COMMITTEE, ASSOCIATION ANNUAL GENERAL and SPECIAL GENERAL MEETINGS.
- 20.3 Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- 20.4 The SECRETARY shall attend to and keep a record of the correspondence of ASSOCIATION.
- 20.5 The SECRETARY shall be the PUBLIC OFFICER of the ASSOCIATION.

21 TREASURER

- 21.1 The TREASURER shall receive all monies for or on behalf of the ASSOCIATION, and issue receipts, and thereupon shall pay the same into such Bank or other Financial Institution as the MANAGEMENT COMMITTEE may direct, to the credit of an account styled "THE BULLI AND DISTRICTS TENNIS ASSOCIATION INC."; such account to be operated on by any two of the PRESIDENT, SECRETARY and TREASURER.
- 21.2 The TREASURER shall also ensure that all payments authorised by the MANAGEMENT COMMITTEE are paid from the account under RULE 21.1.
- 21.3 The TREASURER shall submit a Statement of Receipts and Disbursements as required by the MANAGEMENT or EXECUTIVE COMMITTEE and a properly audited yearly Financial Statement of Receipts and Disbursements together with a TREASURER'S report at the ASSOCIATION'S ANNUAL GENERAL MEETING.

22. MIXED AND MEN'S/LADIES' COMPETITION SECRETARY

- 22.1 The MIXED AND MEN'S/LADIES' COMPETITION SECRETARY shall be delegated the responsibility for:
- receiving team entries and the appropriate team entry fees.
 - preparing the necessary draws and team listings.
 - receiving the competition result slips, maintaining the competition records and publishing progressive point scores from time to time
 - preparing draws for semi-finals, finals and grand finals
 - general administration of the ASSOCIATION'S competition rules and shall present a report at each MANAGEMENT COMMITTEE MEETING.
- 22.2 The MIXED AND MEN'S/LADIES' COMPETITION SECRETARY shall be required to prepare a written report summarising the activities under his/her control for inclusion in the Association Annual Report.
- 22.3 The MIXED AND MEN'S/LADIES' COMPETITION SECRETARY shall preside at all Grading Meetings for these competitions and shall have a deliberative or casting vote.

23. LADIES COMPETITION SECRETARY

- 23.1 The LADIES COMPETITION SECRETARY shall be delegated the responsibility for:
- receiving team entries and the appropriate team entry fees.
 - preparing the necessary draws and team listings.
 - receiving the competition result slips, maintaining the competition records and publishing progressive point scores from time to time.

- preparing draws for semi-finals, finals and grand finals.
- general administration of the ASSOCIATION'S competition rules
- act as Secretary for the LADIES MID-WEEK ANNUAL GENERAL MEETING.
- and shall present a report at each MANAGEMENT COMMITTEE MEETING.

23.2 The LADIES COMPETITION SECRETARY shall also be required to prepare a written report summarising the activities under her control for inclusion in the ASSOCIATION ANNUAL REPORT.

23.3 The LADIES COMPETITION SECRETARY shall preside at all Grading Meetings for these competitions and shall have a deliberative or casting vote.

24. CASUAL VACANCIES

24.1 For the purpose of these rules, a casual vacancy in the office of the MANAGEMENT COMMITTEE occurs if the member:

- a) dies.
- b) ceased to be a member of the ASSOCIATION.
- c) becomes an insolvent under administration within the meaning of the Companies (NSW) code.
- d) resigns office by notice in writing to the SECRETARY.
- e) is removed from office under the RULE 25.
- f) is absent from three (3) consecutive meetings without giving an explanation satisfactory to the MANAGEMENT COMMITTEE.

25. REMOVAL OF A MEMBER OF THE COMMITTEE

25.1 The EXECUTIVE COMMITTEE in an EXECUTIVE or MANAGEMENT COMMITTEE MEETING may by resolution remove any member of the MANAGEMENT COMMITTEE from office before the expiration of the members term in office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.

25.2 A member of the COMMITTEE to whom a proposed resolution referred to in Rule 25(1) relates, may appeal such resolution and such appeal shall be made and conducted in accordance with the provisions of Rule 14 herein.

26. MEETINGS AND QUORUM

26.1 The MANAGEMENT COMMITTEE shall decide the time and venue of all meetings.

26.2 The MANAGEMENT COMMITTEE shall meet at least 8 times each year at times to be determined by the MANAGEMENT COMMITTEE, and at these meetings a quorum shall consist of 7 members.

- 26.3 The EXECUTIVE COMMITTEE shall meet when summoned by the PRESIDENT or SECRETARY and at these meetings a quorum shall consist of 4 members.
- 26.4 SPECIAL GENERAL MEETINGS may be called by the SECRETARY per RULE 32.
- 26.5 No business shall be transacted at a meeting unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall be dissolved.
- 26.6 At a meeting the PRESIDENT or in the PRESIDENT'S absence, the VICE-PRESIDENT shall preside, or if the PRESIDENT or VICE-PRESIDENT are absent or unwilling to act, such one of the remaining members of the MANAGEMENT COMMITTEE as may be chosen by the members present at the meeting shall preside.

27. VOTING AND DECISIONS

- 27.1 Questions arising at a MANAGEMENT or EXECUTIVE COMMITTEE meeting or of any sub-committee appointed by the MANAGEMENT COMMITTEE shall be determined by a majority of votes of members of the committee or sub-committee present at the meeting.
- 27.2 Each member present at a meeting of the MANAGEMENT or EXECUTIVE COMMITTEE, or of any sub-committee appointed by the MANAGEMENT COMMITTEE (including the person presiding at the meeting) is entitled to one vote but, if in the event of an equality of votes on any question, the person presiding may exercise a deliberative or casting vote.

28. JUNIOR DEVELOPMENT SUB-COMMITTEE

- 28.1 The JUNIOR DEVELOPMENT SUB-COMMITTEE shall be responsible to the ASSOCIATION MANAGEMENT COMMITTEE for all activities of junior development.
- 28.2 The objects of the JUNIOR DEVELOPMENT SUB-COMMITTEE are:
to promote junior tennis within the boundaries of the ASSOCIATION.
to promote and control competitions, tournaments and championships for players under 19 years of age.
to co-operate with other bodies for the purpose of furthering junior tennis.
- 28.3 The office bearers of the JUNIOR DEVELOPMENT SUB-COMMITTEE shall be President and Secretary and both shall be elected at the ASSOCIATION ANNUAL GENERAL MEETING per RULE 30.

Constitution of Bulli & District Tennis Association Inc.

- 28.4 The President and Secretary shall have the power to form a sub-committee of a minimum of 6 members and a maximum of 12 members from interested registered members of the ASSOCIATION with a quorum of 3.
- 28.5 The ASSOCIATION PRESIDENT and SECRETARY shall be ex-officio members at all meetings of the JUNIOR DEVELOPMENT SUB-COMMITTEE.
- 28.6 The JUNIOR DEVELOPMENT SUB-COMMITTEE shall not conduct any competition, tournament or fixture that conflicts with any competition, tournament or fixture arranged by the ASSOCIATION MANAGEMENT COMMITTEE.
- 28.7 A written report on proceedings at all meetings of the JUNIOR DEVELOPMENT SUB-COMMITTEE shall be presented by the President to each MANAGEMENT COMMITTEE MEETING. Such report shall include a copy of the Financial Statement and any other information requested by the MANAGEMENT COMMITTEE.
- 28.8 All JUNIOR DEVELOPMENT SUB-COMMITTEE rules shall be passed or amended at JUNIOR DEVELOPMENT SUB-COMMITTEE meetings but require official ratification by the MANAGEMENT COMMITTEE prior to implementation.
- 28.9 A bank account in the name of the “BULLI & DISTRICTS TENNIS INC; JUNIOR DEVELOPMENT” shall be operated by 2 signatories of the JUNIOR DEVELOPMENT SUB-COMMITTEE, one the Treasurer and the other being the President or the Secretary’. This bank account shall be classified as forming part of the funds of the ASSOCIATION under RULE 42.
- 28.10 All annual receipts and disbursements through this account are to be reported to the ASSOCIATION ANNUAL GENERAL MEETING in a Financial Statement of Receipts and Disbursements prepared by the Treasurer and audited by the Honorary Auditor.

PART 4 GENERAL MEETINGS

29. ASSOCIATION ANNUAL GENERAL MEETINGS-HOLDING CALLING OF

- 29.1 The financial year of the ASSOCIATION shall end on the last day of August and the ASSOCIATION ANNUAL GENERAL MEETING shall be held during the first 21 days of November.
- 29.2 At least 14 days notice in writing shall be sent to the Secretary of each club or team affiliated with the ASSOCIATION-, and is to be displayed on the club notice board for all members to teams hiring the court/s. Such notice is to contain all Notices of Motion (with explanations) which are to be voted on at the ASSOCIATION ANNUAL GENERAL MEETING.
- 29.3 Notice/s of Motion may be proposed by affiliated clubs/teams or registered members and must be in the hands of the ASSOCIATION SECRETARY by the last day of September.
- 29.4 For the ASSOCIATION ANNUAL GENERAL MEETING each affiliated club is required to send up to 2 delegates per club court with a minimum of 1 delegate per club court and a maximum of 8 delegates in total for any one club. A competition team hiring a court may send 1 delegate. Clubs not represented as above may be fined \$50.00.

30. ASSOCIATION ANNUAL GENERAL MEETING-BUSINESS

- 30.1 At the ASSOCIATION ANNUAL GENERAL MEETING the order of business shall unless otherwise agreed by a majority of those present and entitled to vote at such meeting be as follows:
- Recording of attendance of Officers and Delegates.
 - Reading and confirmation of the Minutes of the previous ASSOCIATION ANNUAL GENERAL MEETING and of SPECIAL GENERAL MEETINGS (if any) held during the preceding year.
 - Receiving from the MANAGEMENT COMMITTEE reports upon the activities of the ASSOCIATION during the preceding financial year.
 - Receiving and confirmation of the Financial Statements of Receipts and Disbursements prepared by the TREASURER and audited by the Honorary Auditor.
 - Election of Office Bearers of the ASSOCIATION MANAGEMENT COMMITTEE.
 - President and Secretary of the JUNIOR DEVELOPMENT SUB-COMMITTEE.
 - Honorary Auditor and Honorary Solicitor.
 - Determination of the competition, registration and affiliation fees for the ensuing year.
 - Determination of the honorariums for the last year. The MANAGEMENT COMMITTEE shall recommend the amount deemed appropriate and for which positions.

Voting on Notices of Motion.

General Business

Election of Trustees.

At every ASSOCIATION ANNUAL GENERAL MEETING a quorum shall consist of at least two 2 officers of the EXECUTIVE COMMITTEE, plus representatives of at least 40% of affiliated clubs. If a quorum is not present within 30 minutes of the appointed time of the meeting, the meeting shall be adjourned to such date, time and place as may be determined by those present.

30.2 Other than voting for election of EXECUTIVE AND COMMITTEE members, voting on all matters shall be confined to those delegates defined in RULE 29.4.

30.3 Voting shall be by secret ballot on NOTICES of MOTION, voting to be on slips supplied and initialled by the SECRETARY and handed to club/team delegates as they sign the attendance book.

31. LADIES MID-WEEK ANNUAL GENERAL MEETING

31.1 The LADIES MID-WEEK ANNUAL GENERAL MEETING shall be held during the first 21 days of OCTOBER.

31.2 At least 14 days notice in writing shall be sent to captains of each B & D.T.A. Inc. Ladies team participating in the B & D.T.A. Inc. Thursday competition. Such notice is to contain all Notices of Motion (with explanations), which are to be voted on at the LADIES MID-WEEK ANNUAL GENERAL MEETING.

31.3 Notice of Motion may be proposed by affiliated clubs/teams or registered members and must be in the hands of the LADIES COMPETITION SECRETARY by the last day of August.

31.4 For the LADIES MID-WEEK ANNUAL GENERAL MEETING each B & D.T.A.Inc. ladies team is required to send 2 delegates. B & D.T.A. Inc ladies teams not represented as above be fined \$20.00.

31.5 At the LADIES MID-WEEK ANNUAL GENERAL MEETING the order of business shall unless agreed by a majority of those present and entitled to vote at such meetings, be as follows:

Recording of attendance of officers and delegates

Reading and confirmation of the minutes of the previous LADIES MID-WEEK ANNUAL GENERAL MEETING held during the preceding year.

Receiving the report from the LADIES COMPETITION SECRETARY.

Election of office bearers and the 2 representatives to the MANAGEMENT COMMITTEE under RULE 17.

Voting on Notice of Motion.

General Business

- 31.6 Any GENERAL COMPETITION RULES passed and/or amended at a properly constituted LADIES MID-WEEK ANNUAL GENERAL MEETING or SPECIAL GENERAL MEETING regarding ladies mid-week tennis shall become part of the GENERAL COMPETITION RULES after ratification by the ASSOCIATION MANAGEMENT COMMITTEE.
- 31.7 At every LADIES MID-WEEK ANNUAL GENERAL MEETING a quorum shall consist of a least Two 2 officers of the LADIES EXECUTIVE COMMITTEE, plus representatives of at least 40% of affiliated teams. If a quorum is not present within 30 minutes of the appointed time of the meeting, the meeting shall be adjourned to such a date, time and place as may be determined by those present.
- 31.8 Voting for election of LADIES EXECUTIVE COMMITTEE members is open to the members present and shall be by a show of hands.
- 31.9 Voting on all other matters shall be confined to those delegates defined in RULE 31.4.
- 31.10 Voting on Notice of Motion shall be by secret ballot and to be on voting slips supplied and initialled by the LADIES COMPETITION SECRETARY.

32. SPECIAL GENERAL MEETING

- 32.1 A SPECIAL GENERAL MEETING shall be called by the ASSOCIATION SECRETARY when so directed by the MANAGEMENT or EXECUTIVE COMMITTEE or upon a written request from at least 30% of affiliated clubs/teams.
- 32.2 A written requisition for a SPECIAL GENERAL MEETING:
- shall state the purpose or purposes of the meeting.
 - shall be signed by the clubs/teams making the requisition.
 - shall be lodged with the ASSOCIATION SECRETARY.
 - may consist of several documents in similar form each signed by one or more of the members making the requisition.
- 32.3 A SPECIAL GENERAL MEETING shall be held within 28 days after receipt of such direction or requisition and only the business mentioned therein shall be dealt at the meeting.
- 32.4 Notice of such meeting and of the business to be dealt with shall be sent to each MANAGEMENT COMMITTEE officer and to the Secretary of each affiliated club/team at least 14 days before the meeting.

Constitution of Bulli & District Tennis Association Inc.

- 32.5 For a SPECIAL GENERAL MEETING each affiliated club is required to send up to 2 delegates per club court with a minimum of 1 delegate per club court and a maximum of 8 delegates in total for any one club. A competition team hiring a court may send 1 delegate. Clubs not represented as above may be fined \$50.00.
- 32.6 At every SPECIAL GENERAL MEETING a quorum shall consist of at least two 2 officers of the EXECUTIVE COMMITTEE, plus representatives of at least 40% of affiliated clubs/teams. If a quorum is not present within 30 minutes of the appointed time of the meeting, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- 32.7 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Full Members present (being not less than 21) shall constitute a quorum.
- 32.8 Voting for election of EXECUTIVE and COMMITTEE members is open to all registered members present and shall be by a show of hands. Voting on all other matters shall be confined to those delegates defined in RULE 32.5. Voting on NOTICES of MOTION shall be by secret ballot on slips supplied and initialled by the secretary and handed to club/team delegates as they sign the attendance book. Voting on all other matters shall be by a show of hands.

33. NOTICE

- 33.1 All matters notified in writing by the ASSOCIATION SECRETARY to the Secretary of any affiliated club/team are to be taken as notified to individual members of each club/team

34. PRESIDING MEMBER

- 34.1 The PRESIDENT or, in the PRESIDENT'S absence, the VICE-PRESIDENT, shall preside as chairperson at each GENERAL MEETING of the ASSOCIATION.
- 34.2 If the PRESIDENT and the VICE-PRESIDENT are absent from a GENERAL MEETING or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

PART 5 MISCELLANEOUS

35. ALTERATION AND/OR ADDITION TO CONSTITUTION

35.1 The Constitution shall not be altered, amended or rescinded except at the ASSOCIATION ANNUAL GENERAL MEETING, or at a SPECIAL GENERAL MEETING convened for that purpose, provided the Notice of Motion be submitted in writing to the SECRETARY, and provided that all club secretaries have been given at least 14 days notice, that there is an intention to alter or add to the Constitution.

36. APPROVING EXPENDITURE

36.1 The MANAGEMENT COMMITTEE may set an expenditure limit for Executive Members to spend without prior approval at each December Meeting.

37. AUDITING OR ACCOUNTS

37.1 The accounts of the ASSOCIATION shall be audited before the ASSOCIATION ANNUAL GENERAL MEETING and the Honorary Auditor's certificate submitted thereon.

38. COMMON SEAL

38.1 The common seal of the ASSOCIATION shall be kept in the custody of the PUBLIC OFFICER.

38.2 The common seal shall not be affixed to any instrument except by the authority of the MANAGEMENT COMMITTEE and the affixing of the common seal shall be attested by the signatures either of 2 members of the EXECUTIVE COMMITTEE.

39. CONDUCTING OF TOURNAMENTS

39.1 A club shall not conduct any open tournament or Club fixture in opposition to any competition, tournament or exhibition held by the ASSOCIATION without the approval of the MANAGEMENT COMMITTEE.

40. COPY OF CONSTITUTION

40.1 A copy of the Constitution shall be supplied to each Club Secretary of the affiliated clubs or teams each year.

- 40.2 A copy of the Constitution shall also be provided to any registered member requesting a copy of the Constitution from the ASSOCIATION SECRETARY.

41 CUSTODY OF BOOKS

- 41.1 Except as otherwise provided by these by these rules, the PUBLIC OFFICER shall keep in his/her custody or under his/her control all records, books and other documents relating to the ASSOCIATION.

42 FUNDS - MANAGEMENT

- 42.1 Subject to any resolution passed by the ASSOCIATION in GENERAL MEETING, the funds of the ASSOCIATION shall be used in pursuance of the objects of the ASSOCIATION in such manner as the MANAGEMENT COMMITTEE determines.
- 42.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 members of the EXECUTIVE COMMITTEE.

43. FUNDS - SOURCE

- 43.1 The funds of the ASSOCIATION shall be derived from registration, affiliation fees, team entry fees, hirings and court lease rentals, tournament and championship entry fees, social activities, donations and, subject to any resolution passed by the ASSOCIATION in GENERAL MEETING, such other sources as the MANAGEMENT COMMITTEE determines.
- 43.2 All money received by the ASSOCIATION shall be deposited as soon as practicable and without deduction to the credit of the ASSOCIATION'S bank accounts.
- 43.3 The ASSOCIATION shall, as soon as practicable after receiving any money, issue an appropriate receipt.

44. INSPECTION OF BOOKS, RECORDS

- 44.1 The records, books and other documents of the ASSOCIATION shall be open to inspection, free of charge, by a member of the ASSOCIATION at any reasonable hour.

45. INSURANCE

- 45.1 The ASSOCIATION shall effect and maintain insurance pursuant to section 44 of the Act.

- 45.2 In addition to the insurance under RULE 45.1, the ASSOCIATION may effect and maintain other insurance.

46. LIFE MEMBERSHIP

- 46.1 The ASSOCIATION, through the MANAGEMENT COMMITTEE, shall have the right to bestow the honour of Life Membership on any member or person, who, through outstanding services to tennis and to the ASSOCIATION may be deemed worthy of same. Recipients of Life Membership of (formerly) the Near South Coast Tennis Association and Bulli & Districts Tennis Association Inc are recognised as full Life Members of BULLI & DISTRICTS TENNIS ASSOCIATION Inc.
- 46.2 Recipients of life membership of the ASSOCIATION shall be entitled to receive automatic registration by the ASSOCIATION and shall have full voting rights at any ANNUAL_ GENERAL or SPECIAL GENERAL MEETING. In addition they shall be entitled to free entry to any social tennis day activities arranged by the ASSOCIATION. N.B. Any meal or other associated costs shall be borne by the life member/s.
- 46.3 The MANAGEMENT COMMITTEE on special occasions shall be empowered to pay for meals/associated costs of life members attending any ASSOCIATION organised activity.

47. TRANSFERS

- 47.1 In the event of any member desiring to transfer from one club to another, he or she must produce evidence to show that all financial obligations with his or her late club have been fulfilled to the date of application for such transfer.
- 47.2 Any player wishing to obtain a clearance from this ASSOCIATION to any other association must apply in writing to the ASSOCIATION SECRETARY. Such application to be placed before the MANAGEMENT COMMITTEE for consideration.

48. TRUSTEES

- 48.1 The ASSOCIATION may at an ASSOCIATION ANNUAL GENERAL MEETING or a SPECIAL GENERAL MEETING appoint from time to time 3 Trustees to hold any property or enter into any contracts on behalf of the ASSOCIATION and may remove a Trustee and may appoint another Trustee in his/her place. Any property held or acquired by the ASSOCIATION may be transferred to or vested in such Trustees and shall be held by them on behalf of the ASSOCIATION on terms agreed between the MANAGEMENT COMMITTEE and the Trustees. The ASSOCIATION shall indemnify the Trustees against all liability loss and expense arising out of all acts done by them in good faith as such Trustees.

- 48.2 The Trustees for the time being of the ASSOCIATION may with the consent and approval of a MANAGEMENT COMMITTEE or ASSOCIATION ANNUAL GENERAL or SPECIAL GENERAL MEETING duly convened for such purpose:

Purchase, take on lease or otherwise acquire for and on behalf of the ASSOCIATION any property at such price as may be resolved by such meeting.

Sell, license, exchange, lease, mortgage, or encumber all or any portion of the real or personal property of the ASSOCIATION as may be resolved by such meeting.

Institute, conduct, defend, compound and abandon any legal proceedings by or against the ASSOCIATION or its Officers of otherwise concerning its affairs and also compound and allow time for payment of any debts due and any claims or demands by or against the ASSOCIATION.

Generally make do and execute all acts, deeds, matters and things necessary or expedient for the above purposes provided that before any action taken under this RULE, involving an expenditure in excess of \$5000.00 the consent and approval of at least 70% of those present and entitled to vote at such meeting shall be obtained.

49. WINDING-UP

- 49.1 The ASSOCIATION shall not be dissolved or wound-up except by way of a secret ballot of registered members carried by at least 70% of the formal vote.
- 49.2 All Bulli and District Members must be given 28 days notice of the secret ballot.
- 49.3 A SPECIAL GENERAL MEETING of members to be called, if necessary, for the purpose of dissolving or winding up the ASSOCIATION.
- 49.4 If upon the dissolution or winding-up of the ASSOCIATION there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the association but shall be paid or distributed to such institution or institutions to be determined by the members of the ASSOCIATION present at such meeting herein first mentioned.

Constitution of Bulli & District Tennis Association Inc.

A

ALTERATION AND /OR ADDITION TO
CONSTITUTION · 20
APPLICATION FOR MEMBERSHIP · 5
APPROVING EXPENDITURE · 21
AREA · 4
ASSOCIATION ANNUAL GENERAL MEETING
BUSINESS · 17
ASSOCIATION ANNUAL GENERAL
MEETINGS HOLDING CALLING · 16
AUDITING OR ACCOUNTS · 21

C

CASUAL VACANCIES · 14
CESSATION OF MEMBERSHIP · 6
COMMON SEAL · 21
CONDUCTING OF TOURNAMENTS · 21
CONSTITUTION · 4
CONSTITUTION AND MEMBERSHIP · 10
COPY OF CONSTITUTION · 21
CUSTODY OF BOOKS · 21

D

DISCIPLING OF MEEMBERS · 7

E

ELECTION OF MEMBERS · 11

F

FUNDS MANAGEMENT · 22
FUNDS SOURCE · 22

I

INSPECTION OF BOOKS, RECORDS · 22
INSURANCE · 22

J

JUNIOR DEVELOPMENT SUB COMMITTEE ·
15

L

LADIES COMPETITION SECRETARY · 13
LADIES MID WEEK ANNUAL GENERAL
MEETING · 18
LIFE MEMBERSHIP · 22

M

MEETING AND QUORUM · 14
MEMBER LIABILITIES · 7
MEMBERSHIP ENTITLEMENTS NOT
TRANSFERABLE · 6
MEMBERSHIP QUALIFICATIONS · 5
MIXED AND MEN'S COMPETITION
SECRETARY · 13

N

NAME · 4
NOTICE · 20

O

OBJECTS · 4
OFFICAL COLOURS · 4

P

POWERS OF THE MANAGEMENT
COMMITTEE · 9
PRESIDENT · 11
PRESIDING MEMBER · 20

R

REGISTER OF MEMBERS · 7
REGISTRATION AND AFFLICATION FEES · 7
REMOVAL OF A MEMBER · 14
RESIGNATION OF MEMBERSHIP · 6

S

SPECIAL GENERAL MEETING · 19

T

TRANSFERS · 23
TREASURER · 12
TRUSTEES · 23

V

VOTING AND DECISIONS · 15

W

WINDING UP · 24