



CHARMHAVEN TENNIS CENTRE

Caring for our Community

CHARMHAVEN TENNIS CENTRE INCORPORATED Constitution

Under the Associations Incorporation Act 2009

Disclaimer

This Document was adopted effective the Month of October in the year of 2020 and will remain the valid constitution until it is either repealed, amended, or otherwise altered according to law

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Part A OBJECTIVE

(1) *The objective of this community not for profit organisation known as Charmhaven Tennis Centre is as follows:*

- (a) *To promote the game of tennis within the community, by actively promoting diversity, equality and fairness while understanding, appreciating, and acknowledging that we are here to serve our community and must always care for our community and our people*
- (b) *We welcome participants and members from the ages of 4 and up and actively encourage community members to become members of our association, we prefer and preference members to be actively participating in the game of tennis.*
- (c) *Our centre is and always will be an Equal Opportunity not for profit organisation*

Part 1 Preliminary

1 Definitions

(2) *In this constitution: **ordinary Board member** means a member of the Board who is not an office-bearer of the association. **secretary** means:*

- (a) *the person holding office under this constitution as secretary of the association,
or*
- (b) *if no person holds that office - the public officer of the association.*

special general meeting *means a general meeting of the association other than an annual general meeting. **the Act** means the Associations Incorporation Act 2009.*

the Regulation *means the Associations Incorporation Regulation 2016.*

(3) *In this constitution:*

- (a) *a reference to a function includes a reference to a power, authority and duty, and*
- (b) *a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.*

(4) *The provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.*

Part 2 Membership

2 Membership generally

1. *A person is only eligible to be a **full member** of the association if:*
 - (a) *the person is a natural person, and*
 - (b) *the person has applied and been approved for membership of the association in accordance with clause 3 and*
 - (c) *the person is an active participant in the activity of tennis at the association having either played tennis or received coaching for a minimum of 10 days in the preceding financial year period, or*
 - (d) *If the board is so satisfied, a person who has a dependant minor child that meets the requirements of Clause 2.1 (c) is entitled to rely on their dependant's activity to satisfy the requirements of Clause 2.1 (c)*
 - (e) *The person has been moved and seconded for admission as a full member by 2 current full members and approved by the board of directors or their delegate.*
 - (f) *A minor who holds full membership may have their votes at a General Meeting or Annual General Meeting exercised by a Biological Parent, Adoptive Parent, Stepparent or Legal Guardian*
 - (g) *A full member is eligible for election as a board of director.*
2. *A person not eligible or approved for full membership may instead apply or be approved for **Associate Membership** and will be eligible for admission if they satisfy the following.*
 - (a) *the person was:*
 - (i) *previously a full member who no longer meets the eligibility requirements, or*
 - (ii) *The person has been moved and seconded for admission as an Associate member by 2 current full members and approved by the board of directors or their delegate.*
 - (b) *A person who holds associate membership, does have the right to attend a general meeting or annual general meeting however may not exercise a vote on any matter either in person, online or by postal ballot.*
 - (c) *A person who applied for Full Membership and was declined is automatically eligible for consideration and approval as an associate member without the need to submit a fresh application*
 - (d) *an associate member is NOT eligible for election as a board of director*

3. *a person that in the opinion of 75% of the board of directors present at a relevant meeting possess the character and has undertaken exceptional and dedicated service, may have installed upon them the status of **Life Member** subject to ratification by the membership by way of postal ballot.*
 - (i) *A member of any category of membership may nominate in writing for the board of director's consideration another member for life membership.*
 - (ii) *A person is eligible for consideration for life membership if they have been a member for 10 or so combined years of either Charmhaven Tennis Centre Incorporated or the now disbanded Charmhaven Tennis 355 organisation*
 - (b) *If the board of directors so determination's that a member is deserving of life membership, the secretary must cause a ballot to be conducted by way of post affording members 14 days to ratify the persons status as a life membership and such a ballot will require a 75% "Yay" result from ballots cast before life membership status is conferred upon the person.*
 - (c) *A life member is allowed 2 votes in any General or Annual General Meeting*
 - (d) *A life member is permitted to attend board of director meetings but is not permitted to vote on any matter before the board.*
4. *Any person who holds a level or type of membership under previous constitutions will automatically be transferred to the most applicable and relevant membership type at the time of commencement of this constitution.*

Example: *A person who held playing member prior to ratification of this constitution, subject to meeting the eligibility requirements will be automatically transferred and listed as a full member*

Example: *A person who held none playing membership prior to ratification of this constitution, subject to eligibly and requirements will be automatically transferred as an associate member*

- (5) *Any person who may be been considered life members of the former Charmhaven Tennis 355 organisation or any other such organisation is not entitled to life membership of this organisation by way of transfer and instead may only be awarded life membership in the usual way under clause 3 (a) and (b)*

3 Application for membership

- (1) *An application by a person for new membership of the association:*
 - (a) *must be made in writing (including by email or other electronic means, if the Board so determines) in the form determined by the Board, and*
 - (b) *must be lodged (including by electronic means if the Board so determines) with the secretary of the association or their approved delegate.*
- (2) *As soon as practicable after receiving an application for membership, the secretary or their delegate must refer the application to the Board, which is to determine whether to approve or to reject the application*
 - (a) *The board may delegate this authority to a member of staff*
 - (b) *Clause 3.2 does not apply in the case of Parental Membership as this may be approved by the CEO or any other person operating with their delegation.*
- (3) *As soon as practicable after the Board makes that determination, the secretary or their delegate must:*
 - (a) *notify the applicant in writing (including by email or other electronic means, if the Board so determines) that the Board approved or rejected the application (whichever is applicable), and*
 - (b) *if the Board approved the application, request the applicant to pay (within 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as entrance fee and annual subscription. Failure to pay within 28 days will result in the membership being revoked without warning.*
- (4) *The secretary must, on payment by the applicant of the amounts referred to in subclause (3)*
 - (b) *within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.*
- (5) *An application for membership renewal is to be treated differently as an application for new membership in the following way.*
 - (a) *a member is eligible for membership renewal provided they renew their membership no later than 28 days after the end of the financial year.*
 - (b) *an application for membership renewal does not need to be approved by the board and instead may be approved by the CEO.*
 - (c) *The CEO may elect if they so wish to refer the application for membership renewal to the board of directors at his or her discretion.*
 - (d) *CEO may delegate this authority to any other member of staff and may revoke said authority as their discretion without notice.*

- (6) *The decision of the CEO or their delegate with respect to membership Renewal applications may be appealed to the board in writing within 7 days of notification of the decision.*
- (7) *Any decision of the board in respect to membership irrespective of new membership or membership renewal may not be appealed.*
- (a) *The board may decline an application for either new membership or membership renewal at their discretion for any reason, unless said reason is discriminatory and is not required to provide reason's*

4 Cessation of membership

- (1) *A person ceases to be a member of the association if the person:*
- (a) *dies, or*
- (b) *resigns membership, or*
- (c) *is expelled from the association, or*
- (d) *fails to pay the annual membership fee under clause 8 (2) within 21 days after the fee is due. (Excluding Life Members)*

5 Membership entitlements not transferable

A right, privilege, or obligation which a person has by reason of being a member of the association:

- (a) *is not capable of being transferred or transmitted to another person except where permitted under Membership Part 2 Clause 2.1 (e)*

6 Resignation of membership

- (1) *A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 14 days of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.*
- (2) *If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.*

7 Register of members

- (1) *The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.*
- (2) *The register of members must be kept in New South Wales:*
 - (a) *at the main premises of the association, or*
 - (b) *if the association has no premises, at the association's official address.*
- (3) *The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.*
- (4) *A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.*
- (5) *If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.*
- (6) *A member must not use information about a person obtained from the register to contact or send material to the person, other than for:*
 - (a) *the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or*
 - (b) *any other purpose necessary to comply with a requirement of the Act or the Regulation.*
- (7) *If the register of members is kept in electronic form:*
 - (a) *it must be convertible into hard copy, and*
 - (b) *the requirements in subclauses (2) and (3) apply as if a reference to the register of members a reference to a current hard copy of the register of members is.*

8 Fees and subscriptions

(1) A member of the association must, on first admission to membership, pay to the association a fee consistent to the level of Membership they hold in the following amount, or any other amount payable as determined from time to time by the board of directors

<i>i</i>	<i>Full Membership</i>	<i>\$30.00</i>
<i>ii</i>	<i>Associate Membership</i>	<i>\$15.00</i>
<i>iii</i>	<i>Life Membership</i>	<i>\$0.00</i>

(2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association an annual membership fee consistent to the level of Membership they hold in the following amount, or any other amount payable as determined from time to time by the board of directors

<i>(i)</i>	<i>Full Membership</i>	<i>\$30.00</i>
<i>(ii)</i>	<i>Associate Membership</i>	<i>\$15.00</i>
<i>(iii)</i>	<i>Life Membership</i>	<i>\$0.00</i>

9 Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or 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 membership of the association as required by clause 8

10 Resolution of disputes

(1) A dispute between a member and another member if appropriate must be referred to the CEO to resolve

(2) If a dispute is not resolved by the CEO within 3 months of CEO's intervention the dispute is to be referred to arbitration.

(3) The Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.

11 Disciplining of members

- (1) *A complaint may be made to the Board of directors or CEO by any person, that a member of the association:*
 - (a) *has refused or neglected to comply with a provision or provisions of this constitution, or*
 - (b) *has wilfully acted in a manner prejudicial to the interests of the centre.*
 - (c) *has offended or violated the Charmhaven Tennis Centre Code of Conduct*
 - (d) *has offended or violated any other policy which made be current as the time of the complaint*
- (2) *If management excluding the CEO receives a complaint, they must refer to complaint to the CEO within 48 hours, if the CEO or the board of directors receives a complaint, they must refer such a complaint to the disciplinary Panel.*
 - (a) *The Board or CEO may refuse to refer a complaint to the Disciplinary Panel if it considers the complaint to be trivial or vexatious in nature.*
- (3) *Once referred, the Disciplinary Panel must follow the processes contained within the Charmhaven Tennis Centre code of conduct or any other relevant policy and further must cause the following to occur.*
 - (a) *must cause notice of the complaint to be served on the member concerned, and*
 - (b) *must give the member at least 10 days from the time the notice is served within which to make submissions to the Panel in connection with the complaint, and.*
- (4) *For the sake of clarity, The Board of directors nor the CEO is not required to approve of the decision of the Disciplinary panel and the Disciplinary Panels decision is final subject to a member exercising their right of appeal under Section 3.2 of the Code of Conduct and Clause 12 of this Constitution.*

12 Right of appeal of disciplined member

- (1) *A member may appeal to the Charmhaven Tennis Centre Appeal Panel against a decision of the Disciplinary Panel under the relevant clauses of the Code of Conduct, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.*
- (2) *The notice of appeal may be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal and an appeal lodgement Fee of \$100.00 which is non-refundable.*

- (3) *On receipt of a notice from a member and confirmation of payment, the secretary or their delegate must notify the Board, which is to convene an appeal panel under the provisions of the code of conduct and must comprise of the full board of directors excluding those who took part in the first hearing subject to the appeal and is to be held within 28 days after the date on which the secretary received the notice.*
- (4) *there is no right under the constitution to appeal further to the general members a decision of the appeals panel.*

Part 3 The Board

13 Powers of the Board

Subject to the Act, the Regulation, this constitution, and any resolution passed by the association in general meeting, the Board:

- (a) is to control and manage the affairs of the association, and*
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and*
- (c) has power to perform all the acts and do all things that appear to the Board to be necessary or desirable for the proper management of the affairs of the association.*
- (d) may delegate in a delegation of authority register any authority to a member of staff and may revoke such authority at any time without notice*

14 Composition and membership of Board

- (1) The Board is to consist of:*
 - (a) the office-bearers of the association, and*
 - (b) no more than 5 ordinary Board members, each of whom is to be elected at the annual general meeting of the association under clause 15.*
- (2) The total number of Board members is to be a maximum of 9.*
- (3) The office-bearers of the association are as follows:*
 - (a) the president,*
 - (b) the vice-president,*
 - (c) the treasurer,*
 - (d) the secretary.*

- (4) *A Board member may hold up to 2 offices (other than both the offices of president and vice-president).*
- (5) *There is no maximum number of consecutive terms for which a Board member may hold office.*
- (6) *Each member of the Board is, subject to this constitution, to hold office until immediately before the election of Board members at the annual general meeting following the date of 2 years after the member's election and is eligible for re-election.*
- (7) *In the event of an act of god or a natural disaster sufficient to prevent the holding of an annual general meeting to elect directors, The Public Officer holds the sole authority to extend to term of incumbent directors sufficiently to enable the continuation of the management of the organisation until such time as an annual general meeting can be held. This power is to be used rarely if ever and must be for the shortest possible time and only in the event of an emergency or and other disaster like event.*

15 Election of Board members

- (1) *Nominations of candidates for election as office-bearers of the association or as ordinary Board members:*
 - (a) *must be made in writing, signed by 2 members of the association, and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and*
 - (b) *must be delivered to the secretary or their delegate of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.*
- (2) *If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.*
- (3) *If insufficient further nominations are received, any vacant positions remaining on the Board are taken to be casual vacancies.*
- (4) *If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.*
- (5) *If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.*
- (6) *The ballot for the election of office-bearers and ordinary Board members of the Board is to be conducted at the annual general meeting in any usual and proper manner that the Board directs.*

- (7) *A person nominated as a candidate for election as an office-bearer or as an ordinary Board member of the association must be a member of the association with the exception of when appointed under clause 18 in which case that person does not have to be a member however must become a member prior to being re-elected for the position*
- (8) *Each board member is elected for a 2-year term.*

16 Secretary

- (1) *The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.*
- (2) *It is the duty of the secretary to keep minutes (whether in written or electronic form) of:*
- (a) *all appointments of office-bearers and members of the Board, and*
 - (b) *the names of members of the Board present at a Board meeting or a general meeting, and*
 - (c) *all proceedings at Board meetings and general meetings.*
- (3) *Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.*

17 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) *that all money due to the association is collected and received and that all payments authorised by the association are made, and*
- (b) *that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.*

18 Casual vacancies

- (1) *In the event of a casual vacancy occurring in the membership of the Board, the president at their discretion may appoint a full member, associate member, life member or a none member to fill the casual vacancy and that person so appointed is to hold office, subject to this constitution, for the balance of the term they are appointed to fill.*
- (2) *If a person appointed to fill a casual vacancy wishes to be elected to the board of directors after the term of the casual vacancy expires, they must be a full member if not already so, in order to be eligible for election.*

- (3) *A casual vacancy in the office of a member of the Board occurs if the member:*
- (a) *dies, or*
 - (b) *ceases to be a member of the association, or*
 - (c) *is or becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or*
 - (d) *resigns office by notice in writing given to the secretary, or*
 - (e) *is removed from office under clause 19, or*
 - (f) *becomes a mentally incapacitated person, or*
 - (g) *is absent without the consent of the Board from 3 consecutive meetings of the Board, or*
 - (h) *is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.*

19 Removal of Board members

- (1) *The association in general meeting may by resolution remove any member of the Board from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.*
- (2) *If a member of the Board to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.*

20 Board meetings and quorum

- (1) The Board must meet at least 6 times in each period of 12 months at the place and time that the Board may determine.*
- (2) Additional meetings of the Board may be convened by the president or by any member of the Board.*
- (3) written notice of a meeting of the Board must be given by the secretary to each member of the Board at least 48 hours (or any other period that may be unanimously agreed on by the members of the Board) before the time appointed for the holding of the meeting.*
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which the Board members present at the meeting unanimously agree to treat as urgent business.*
- (5) Any 3 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.*
- (6) No business is to be transacted by the Board 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 is to stand adjourned to the same place and at the same hour of the same day in the following week.*
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.*
- (8) At a meeting of the Board:*
 - (a) the president or, in the president's absence, the vice-president is to preside, or*
 - (b) if the president and the vice-president are absent or unwilling to act, one of the remaining members of the Board chosen by the members present at the meeting is to preside.*

21 Use of technology at Board meetings

- (1) A Board meeting may be held at 2 or more venues using any technology approved by the Board that gives each of the Board's members a reasonable opportunity to participate.*
- (2) A Board member who participates in a Board meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.*

22 Delegation by Board to sub-Committee

- (1) *The Board may, by instrument in writing, delegate to one or more Sub-Committee s (consisting of the member or members of the association that the Board thinks fit) or any member of staff the exercise of any of the functions of the Board that are specified in the instrument, other than:*
 - (a) *this power of delegation, and*
 - (b) *a function which is a duty imposed on the Board by the Act or by any other law.*
- (2) *A function the exercise of which has been delegated to a Sub-Committee or staff under this clause may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee or staff in accordance with the terms of the delegation.*
- (3) *A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.*
- (4) *Despite any delegation under this clause, the Board may continue to exercise any function delegated.*
- (5) *Any act or thing done or suffered by a Sub-Committee or staff member acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the Board.*
- (6) *The Board may, by instrument in writing, revoke wholly or in part any delegation under this clause.*

23 Voting and decisions

- (1) *Questions arising at a meeting of the Board or of any sub-Committee appointed by the Board are to be determined by majority of the votes of members of the Board or sub-Committee present at the meeting.*
- (2) *Each member present at a meeting of the Board or of any sub-committee appointed by the Board (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.*
- (3) *Subject to clause 20 (5), the Board may act despite any vacancy on the Board.*
 - (4) *Any act or thing done or suffered, or purporting to have been done or suffered, by the Board or by a Sub-Committee appointed by the Board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Board or Sub-Committee .*

Part 4 General meetings

24 Annual general meetings - holding of

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.*
- (2) The association must hold its annual general meetings:
 - (a) within 6 months after the close of the association's financial year, or*
 - (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.**

25 Annual general meetings - calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to clause 25, to be convened on the date and at the place and time that the Board thinks fit.*
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,*
 - (b) to receive from the Board reports on the activities of the association during the last preceding financial year,*
 - (c) to elect office-bearers of the association and ordinary Board members,*
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.**
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.*

26 Special general meetings - calling of

- (1) The Board may, whenever it thinks fit, convene a special general meeting of the association.*
- (2) The Board must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.*
- (3) A requisition of members for a special general meeting:*

- (a) must be in writing, and*
 - (b) must state the purpose or purposes of the meeting, and*
 - (c) must be signed by the members making the requisition, and*
 - (d) must be lodged with the secretary, and*
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.*
- (4) If the Board fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.*
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the Board.*
- (6) For the purposes of subclause (3):*
- (a) a requisition may be in electronic form, and*
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.*

27 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.*
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.*

Note. *A special resolution must be passed in accordance with section 39 of the Act.*

- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 26 (2).*
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.*

28 Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.*
- (2) Five members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction 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, the meeting:*
 - (a) if convened on the requisition of members—is to be dissolved, and*
 - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated 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 a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.*

29 Presiding members

- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.*
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.*

30 Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.*
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the*

place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (3) *Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.*

31 Making of decisions

- (1) *A question arising at a general meeting of the association is to be determined by:*
- (a) *a show of hands or, if the meeting is one to which clause 36 applies, any appropriate corresponding method that the Board may determine, or*
 - (b) *if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.*
- (2) *If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.*
- (3) *Subclause (2) applies to a method determined by the Board under subclause (1) (a) in the same way as it applies to a show of hands.*
- (4) *If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.*

32 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

33 Voting

- (1) *On any question arising at a general meeting of the association a member has one vote only excluding life members who may exercise 2 votes as a special privilege.*
- (2) *In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.*

- (3) *A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.*
- (4) *A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.*

34 Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting or board Meeting

35 Postal or electronic ballots

- (1) *The association may hold a postal or electronic ballot (as the Board determines) to determine any issue or proposal (other than an appeal under clause 12).*
- (2) *A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.*

36 Use of technology at general meetings

- (1) *A general meeting may be held at 2 or more venues using any technology approved by the Board that gives each of the association's members a reasonable opportunity to participate.*
- (2) *A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.*

Part 5 Miscellaneous

37 Insurance

- (a) *The association may affect and maintain any insurance of any kind deemed necessary by the board of directors*
- (b) *The association may affiliate with Tennis NSW at their discretion and may disassociate upon a majority resolution of the board of directors*

38 Funds - source

- (1) *The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the Board determines.*
- (2) *All money received by the association must be deposited as soon as practicable*
- (3) *The association must, as soon as practicable after receiving any money, issue an appropriate receipt.*

39 Funds - management

- (1) *Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the Board determines.*
- (2) *The association may not use cheques as a form of management of funds*
- (3) *The association may operate a Debit Card and obtain a credit card or loans and manage such an account or line of credit in accordance with relevant internal financial policies*

40 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs to provide a pecuniary gain for any of its members.

41 Distribution of property on winding up of association

- (1) *Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.*
- (2) *In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.*

42 Change of name, objects, and constitution

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a Board member.

43 Custody of books etc

Except as otherwise provided by this constitution, all records, books, and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the Board determines), or*
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.*

44 Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - (a) records, books, and other financial documents of the association,*
 - (b) this constitution,*
 - (c) minutes of all general meetings and board of director meetings of the association.**
- (2) A member of the association may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$2.50 for each page copied.*
- (3) Despite subclauses (1) and (2), the Board may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.*

45 Service of notices

- (1) *For the purpose of this constitution, a notice may be served on or given to a person:*
- (a) *by delivering it to the person personally, or*
 - (b) *by sending it by pre-paid post to the address of the person, or*
 - (c) *by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.*
- (2) *For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:*
- (a) *in the case of a notice given or served personally, on the date on which it is received by the addressee, and*
 - (b) *in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and*
 - (c) *in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.*

46 Financial year

The financial year of the association is:

- (a) *the period commencing on the date of incorporation of the association and ending on the following 30 June, and*
- (b) *each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.*