

The Mount Pleasant Tennis Club Incorporated Rules

1. NAME AND OBJECTIVES

The name of the club shall be 'The Mount Pleasant Tennis Club Incorporated' and the objectives of the Club are:

- a) To promote the game of tennis, including for casual players.
- b) To provide members with tennis courts and grounds together with a Club House, and for recreational purposes to do all such things incidental or conducive to the attainment of the Club objectives.
- c) To make rules or by-laws for the conduct of play, for the efficient operation of the club, and the fitting conduct of its members.
- d) To make rules or bylaws or policy for the health and safety of members and visitors.
To achieve these objectives the Club shall have all the rights, powers, privileges and obligations of a natural person.

2. COLOURS

The colours of the Club shall be Royal blue and gold.

3. MEMBERSHIP

All applications for membership shall be made on the prescribed form. The Committee shall have the power to strike off any member whose subscription has not been paid within four months of the due date. Before doing so, the Secretary shall have given seven days notice to the member.

4. CONDUCT OF MEMBERS

All members are expected to respect other members and visitors. Any inappropriate behaviour shall be considered to be misconduct and shall be referred to the Committee.

5. RESIGNATION OF MEMBERS

No member shall retire from the Club until he or she has paid the subscription and any arrears due, and shall have given notice in writing to the Secretary of his or her wish to resign. Such notice must be given before the Annual General Meeting, or the member will be liable for the subscription for the ensuing season. The Committee has discretion to deal with all cases arising from this rule.

6. MEETINGS

- a) Notice of the Annual General Meeting shall be sent to each member and posted in the Club House not less than seven clear days prior to the date of the proposed meeting. The Annual General Meeting shall be held in August or September when the regular business, which shall take priority over all other business, shall be to receive the Reports and Financial Statements for the year, and to elect Officers, etc.
- b) Special General Meetings may be called by the Committee or on the written request of ten members. Notice of such meeting shall be notified to members not less than seven clear days prior to the date of the proposed meeting.
- c) At an Annual General Meeting or Special General Meeting, twelve shall form a quorum. Voting at these meetings shall be by way of hands, unless a ballot is requested by any two members entitled to vote, in which case it shall be by ballot. At any Committee meeting, six shall form a quorum.
- d) Any material or discussion of a confidential nature dealt with at a Committee meeting, must be confined to the meeting.
- e) Use of the Club newsletter, website or social media by, or associated with the Club is subject to the approval of the Committee, or its delegated personnel.
- f) The Club shall have a Common Seal which may only be used by the authority of the Committee in the presence of 2 other office bearers. Any document to which the Common Seal is attached, must be countersigned by the Secretary or other person appointed by the Club.

7. OFFICERS

- a) The Officers of the Club shall consist of President, Vice-President, Club Captain, Honorary Secretary, Honorary Treasurer, Junior tennis representative, and four other members, who together shall constitute the Committee, and who shall be elected at each Annual General Meeting. A Patron may also be elected. All shall hold office until the next Annual General Meeting.
- b) The roles of all officers and committee members will be detailed in the "Executive & Committee," roles document maintained by the Secretary.
- c) Special Representatives. The Annual General Meeting may appoint special representatives, delegates, or other sub-committees, as it may deem necessary. The Committee shall have the power to appoint any special sub-committee to assist it in the management of the Club's affairs.
- d) The Secretary shall keep minutes of all meetings, read and file all communications and other papers, issue notices of meetings, conduct all correspondence and keep a list of members.
- e) The Treasurer shall collect and pay all subscriptions into the Club's bank account; pay all accounts due, and furnish a report for the financial year, including a statement of all moneys received and paid during the preceding twelve months ending 31 July, and a statement of assets and liabilities, signed off by a financial reviewer (for presentation at the Annual General Meeting), and generally in all financial matters carry out the wishes of the Committee. No moneys shall be paid out unless authorised by two signatories of the Committee.
- f) The position of Secretary and Treasurer may be held by one person, but in each case, he or she can only exercise one vote on the Committee.
- g) The Club shall be run by the Committee which shall look after the affairs of the Club. Any member of the Committee who is absent from three consecutive meetings shall, at the discretion of the Committee cease to hold office, and the vacancy shall be filled as provided for in Clause 10.
- h) All paperwork and assets (including keys) relating to the Club are the property of the Club and not the individual. When leaving the Club, a member should return any relevant paperwork or assets to the Committee.

8. ELECTION OF LIFE MEMBERS

Based on Committee recommendations, life members may be elected at an Annual General Meeting. Life membership is to acknowledge past services. Life members shall be entitled to all the privileges of membership without being called upon for any subscription.

9. SUBSCRIPTIONS

An annual subscription and any entrance fees payable by the different classes of member shall be fixed by the Club at the AGM or Special Meeting and also any special levies on all or any class of members. Notice of any proposed change or for the imposition of any levy shall be included in the notice to members of the meeting at which it is to be discussed.

10. CAUTIONING, SUSPENDING AND EXPULSION OF MEMBERS

Any member having neglected or refused to comply with the rules of the Club, or having in the opinion of the Committee been guilty of misconduct, may be cautioned or suspended on such terms as the Committee shall see fit, or be called on by the Committee to resign. In the event of their refusal to resign, the Committee shall have the power to expel them. Notice of such caution, suspension or expulsion shall be immediately sent to him or her in writing. Any member suspended or expelled by the Committee shall have the right of appeal. Any appeal must be lodged with the Secretary within 14 days. The Executive will consider any appeal, and then make a final decision. Any member resigning or being expelled under this rule shall forfeit his or her subscription.

11. RESERVING COURTS

The Committee shall have power to prohibit play on any court it may consider unfit for use, and to set aside any or all of the courts for tournaments or matches or any special event(s).

12. AFFILIATION

The Club may be affiliated to the Canterbury Tennis Association, or any other Association deemed advisable.

13. DISPOSITION OF FUNDS ON WINDING UP

Members present at a meeting may resolve, in accordance with Section 24 of the Incorporated Societies Act 1908 (as amended), that the Club be put into liquidation. On liquidation of the Club, or on its dissolution, all surplus physical assets after the payment of all costs, debts and liabilities shall be transferred to and vested in the Christchurch City Council.

14. ALTERATION TO RULES

Any of the foregoing rules may be rescinded, altered or added to, or any new rule introduced by a vote of three-fifths majority of the members present at an Annual General Meeting, or Special General Meeting of the Club called for that purpose, provided such alterations or suspensions shall have been notified to members not less than seven clear days before the date of any such meeting. In the event of any issues or questions not provided for in the Rules, it shall be referred to the Committee to decide and their decision shall be final.

15. HEALTH AND SAFETY OF MEMBERS AND VISITORS USING THE FACILITIES

All members have a duty of care to keep themselves and any attendees at Club functions safe. Contractors and others (including members) working on the premises must comply with the Club's Safety Regulations and be given a copy of them if appropriate. Any safety concerns or incidents must be raised immediately with a senior member of the Club.

Dated 21st December 2019