

Constitution of West End Lawn Tennis Club Incorporated

This constitution was passed at a Special General Meeting of its members held on the 13th day of April 2008, and was adopted in substitution for all existing rules.

1. *Name*

The name of the club shall be West End Lawn Tennis Club Incorporated.

2. *Affiliation*

The Club shall affiliate with Auckland Tennis Incorporated and such other organisations as shall be decided by the members at Annual General Meeting.

3. *Objects*

The objects of the club shall be to promote, encourage and advance the game of tennis , and to provide, control and maintain suitable grounds and premises for this purpose.

4. *Colours*

The colours of the Club shall be black, gold and white.

5. *Office bearers*

The offices of the club shall be elected at Annual General Meeting and shall consist of: President, Vice-presidents, Honorary Secretary and Honorary Treasurer. A Patron may be appointed, who is not an office bearer.

6. *Duties*

(a) The President, when present, shall preside at all meetings of the committee and at general meetings. He shall oversee the running of the club and ensure that resolutions passed at committee meetings and general meetings are enacted.

(b) The Honorary Secretary, who shall be an honorary playing member of the Club, shall attend and take minutes of all meetings and record the same in the minute book of the Club. He shall read and file all communications and other papers, shall issue notices of all meetings when required, and shall conduct the correspondence of the Club.

(c) The Honorary Treasurer, who shall be an honorary playing member of the Club, shall collect all moneys payable to the club and his receipt shall be a sufficient discharge therefor and all such moneys shall as soon as practicable be paid in to a banking account in the name of West End Lawn Tennis

Incorporated. He shall disburse all moneys under the direction of the Management Committee and keep the accounts.

7. *Management Committee*

(a) There shall be elected at each Annual General Meeting twelve general members of the committee. These members, together with the President, Secretary and Treasurer, shall constitute the Management Committee and shall be responsible for the general management and control of the affairs of the Club. The Management Committee shall have the power to appoint sub-committees and to co-opt any other member to act upon such sub-committees.

(b) Any extraordinary vacancy among the office-bearers or members of the Management Committee may be filled by the committee, to hold office until the next Annual General Meeting.

(c) There should be whenever possible an intermediate member representative on committee (non voting status).

8. *Membership*

Membership of the Club may be classified as follows:

- (a) Senior: Persons 18 years or over on 1st October in any one year.
- (b) Intermediate: Persons at secondary school on 1st October in any one year.
- (c) Junior: Persons in year 8 or below at school on 1st October in any one year.
- (d) Midweek member
- (e) Life member
- (f) Student: Persons studying full-time in a tertiary institution

The number of members in categories (a), (b), (c), (d) and (f) and the conditions and privileges pertaining thereto shall be determined by the Management Committee.

At any Annual General Meeting, on a Notice of Motion by the outgoing Management Committee, the club may by unanimous vote of those present, elect any member to be a life member without payment of subscription as recognition of outstanding service rendered to the Club.

9. *Expulsion*

The Management Committee may expel, punish or otherwise deal with any member whose conduct in their opinion is injurious to the interests of the Club. The decision of the committee in any such case shall be final, unless revoked or varied by an Extraordinary General Meeting called for the purpose and held within one month after notice of such decision shall have been delivered.

10. *Subscriptions*

(a) The annual subscriptions to the Club shall be fixed by the members at Annual General Meeting provided, however, that subscriptions cannot be

increased or reduced unless notice thereof in writing has been given to the Secretary fourteen days before the date of such meeting and thereupon the Secretary must give notice thereof in the circular or notice convening such meeting.

(b) The entrance fee, if any, payable by new members shall be fixed in the manner herein before provided for subscriptions.

(c) Such fees shall be payable in advance, on or before 1st October in the current Club year. The committee shall have the power to strike off the roll any member of the Club whose subscription has not been paid within one month after due date. Before doing so, however, the Secretary must give notice to any such member, and seven days grace must be allowed.

11. *Finance*

(a) The financial year of the Club shall commence on the first day of June in each year.

(b) All payments by or on behalf of the Club shall be first passed for payment by the Management Committee. All cheques drawn in the name of the Club shall be signed by the Treasurer and countersigned by either the President or the Secretary.

(c) The investment of the Club funds shall be under the control of the Management Committee.

(d) The Club may by a resolution of two-thirds of the members present at Annual General Meeting or Extraordinary General Meeting convened for the purpose borrow such sum or sums of money as may be required for the purposes of the Club and give security therefor by issue of or upon bonds, debentures, or other obligations or securities, or by mortgage or charge upon all or any part of the lands or other property vested in the Club.

(e) The accounts of the Club shall be audited at the end of each year, and the Auditor (who shall not be a committee member) shall be elected at the Annual General Meeting. Any extraordinary vacancy in the office of Auditor may be filled by the committee, to hold office until the next Annual General Meeting.

12. *Meetings*

(a) The Annual General Meeting shall be held in August of each year. The order of business shall be:

- (i) Minutes of the last Annual General Meeting.
- (ii) Consideration of the President's annual report and the Treasurer's statement duly audited
- (iii) Election of officers
- (iv) Election of Management Committee
- (v) Election of Auditor
- (vi) General business of which due notice has been given

(b) A Special or Extraordinary General Meeting shall be called by the Secretary whenever directed by the committee, or on a written requisition signed by not less than one-eighth of the senior club members and general meetings, so convened, shall be summoned to be held at a date not later than one month from the receipt of the requisition. Notice in writing of all such general meetings of the Club shall be posted to members at least seven days prior to the meeting. Such notice shall set out the business to be transacted at the meeting, and discussion shall be restricted to the matters set out in the notice of the meeting.

(c) Notice of any general meeting shall be given at least seven clear days before such meeting by notice posted to members. No business shall be transacted other than that specified in the notice or such as shall in the opinion of at least two-thirds of the members present arise directly therefrom.

(d) The management Committee shall meet at such times as may be necessary for the transaction of business. The Secretary shall at any time or upon a requisition in writing of not less than three members of the committee convene a meeting of the committee and shall give notice thereof to all members of the committee. Any member of the committee who shall absent himself from two consecutive meetings without reasonable excuse delivered to the Secretary shall be deemed to have vacated his position.

13. *Voting*

Life members, officers, senior members, students and midweek members 18 years and over present at any general meeting shall each be entitled to one vote but the chairman shall have a casting vote as well as a deliberative vote. The voting at all meetings provided for by these rules shall be by a show of hands unless a ballot be demanded by at least two members entitled to vote at such meeting. The voting upon the motion or resolution in respect of which such demand shall have been made shall be by ballot.

14. *Quorums*

At any general meeting twenty members shall form a quorum. At any Management Committee meeting seven members shall form a quorum.

15. *By-laws.*

The committee shall be empowered to make and rescind by-laws not inconsistent with the rules of the Club. Such by-laws to be posted on the notice board of the Club.

16. *Alteration of rules*

(a) No rule shall be framed, altered or rescinded except by a resolution of the majority of members present at a general meeting especially convened for the purpose of at the Annual General Meeting of the Club upon not less than

fourteen days' notice having been given to each member or published in the Club's pavilion. Notices of Motion re the proposed alteration, repeal or new Rules, must be handed to the Secretary 14 days before such meeting is called, and must be notified by him in the circular or notice convening such meeting.

(b) No alteration, repeal or new rule shall be made or adopted which contravenes Rules 17 or 18 hereof.

17. *Winding up*

The Club may at any time be wound up by a resolution of a majority of the members thereof present at any General Meeting of the Club convened for that purpose by notice to members in writing, such notice to state the object of the meeting, and to be posted to members (at their last known address) at least fourteen clear days before the day fixed for such meeting of the Club and such resolution to be confirmed by a like majority at a Special General Meeting convened for the purpose held not earlier than thirty days nor later than forty days after the date on which such resolution shall have been passed and notice of such resolutions shall be sent to the Registrar. If upon winding up of the Club there remains, after the satisfaction of all its debts and liabilities, any property, it shall not be paid or distributed amongst the members of the Club but shall be given or transferred to some other charitable organisation or body having objects similar to objects of the Club, or some other charitable purpose, within New Zealand.

18. *Remuneration*

The income and property of the Club whence derived shall be used and applied solely in promotion of its objects as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of a dividend, bonus or otherwise by way of profit to or amongst the members of the Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced to the Club or otherwise owing by the Club to the member or of remuneration to any officers or servants of the Club or to any member of the Club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

President
Phil Jamieson

Honorary Solicitor
Ross France

Secretary
Elizabeth Vesty

Date