

## **1. Name**

.1 The Club shall be called the "Lower Hutt Tennis Club Incorporated."

## **2. Objects**

.1 To encourage and promote the playing of the game of tennis.

.2 To provide, lay out, prepare and maintain tennis courts, club-house, grounds and other amenities for the members of the Club.

.3 To purchase, take on lease or otherwise acquire land and premises for the furtherance of the objects of the Club.

.4 To erect and maintain alter and repair any premises that may be required for the purposes of, or can be used in connection with, the Club.

.5 To purchase, take on lease or otherwise acquire or dispose of any real or personal property such acquisition or disposal is likely to prove to the benefit or advantage directly or indirectly of the Club.

.6 To buy, hire or otherwise acquire such equipment, furniture, fittings, tools, plant and machinery and other things required for or use in connection with the Club.

.7 To maintain, improve, repair or replace the property of the Club wherever necessary or expedient.

.8 To manage, let, sell, exchange or otherwise deal with the property of the Club in such manner and upon such terms as the Club shall deem expedient and proper.

.9 To provide prizes (other than money) trophies and cups to be competed for by members of the Club and other persons invited or permitted to take part in any, games or tournaments arranged by the Club either alone or in conjunction with any other club or association.

.10 To become affiliated to any association having control of tennis in the district and to pay all affiliation fees and dues in respect thereof.

.11 To do all such other lawful acts and things as are incidental or conducive to the attainment of any of the objects of the Club.

## **3. Membership**

.1 The Club shall consist of senior, non-playing, junior, intermediate, mid-week and life members.

.2 A senior member is 19 years or over on 31 December in the then current season.

.3 A non-playing member is one of any age who shall not be entitled to playing rights but who shall be entitled to transfer without payment of any entry fee to any other category of

membership for which that member is eligible on payment of the subscription for that category.

.4 A junior member is one who shall be under the age of 15 years on 31 December of the then current season, who shall have such playing privileges as shall be determined from time to time by the Management Committee and who shall not be entitled to vote at any meeting of the Club.

.5 An intermediate member is one who shall be not less than 15 years of age and not more than 18 years of age on 31 December, of the then current season, shall have such playing privileges as shall be determined from time to time at the Management Committee of the Club and shall not have any right to vote at any meeting of the Club.

.6 A mid-week member shall be one who is eligible to participate only in those activities organised by the Mid-Week committee of the Club recognised by the Management Committee for that purpose and in activities organised for like groups of another club or association.

.7 A life member is one granted the playing rights without payment of subscription or fee of any kind in consideration of services rendered by such life member to the Club. Persons shall be accorded life membership upon the recommendation of the Management Committee by a majority vote of members present at an annual or special general meeting of the Club and shall enjoy playing and voting the rights without payment of subscriptions or fees, of full membership of the Club.

.8 Any person whose application for membership is approved by the Management Committee shall, upon payment of an entrance fee (if any) and the relevant subscription, become a member of the Club and shall be bound by these rules.

.9 A register shall be maintained of all current members.

#### **4. Proposal of Candidates**

.1 Every applicant for membership shall apply in writing to the Honorary Secretary and the application shall be brought before a meeting of the Management Committee. Election to membership shall be by majority approval of the Management Committee.

#### **5. Officers**

.1 The Officers of the Club shall be President, Club Captain, Honorary Secretary, and ex-officio the Chairperson of the Management Committee.

.2 The Officers other than the Chairperson of the Management Committee shall be elected at the Annual General Meeting of the Club and shall, unless they resign or are otherwise removed or otherwise cease to be a member continue in office until the conclusion of the next Annual General Meeting.

#### **6. Management**

.1 The management and control of the affairs and finances of the Club shall be delegated to a Management Committee consisting of the President ex-officio, Club Captain, Honorary

Secretary, Honorary Treasurer and not less than four or more than twelve senior and mid-week members of the Club.

.2 The members of the Management Committee shall be elected at the Annual General Meeting of the Club.

.3 The Management Committee shall elect its own Chairperson who shall ex-officio be an Officer of the Club.

.4 The Management Committee shall have power to fill any vacancies which may occur in its number from time to time.

.5 Each member of the Management Committee personally present at its meetings shall have one vote and in the case of an equality of votes the Chairperson shall have a casting as well as a deliberative vote.

.6 The Management Committee shall meet at regular intervals but not less than four times per year to transact the affairs of the Club.

.7 At all meetings of the Management Committee a majority of those members elected at the previous AGM shall constitute a quorum.

.8 Minutes shall be taken of all proceedings of the Management Committee and shall be open to the inspection of any member of the Club applying to the Honorary Secretary.

## **7. Sub-Committees**

.1 The Management Committee may from time to time appoint sub-committees consisting of any members of the Club whom it may deem suitable for the purpose whether or not they are members of the Management Committee.

.2 Such sub-committees shall be directly responsible to the Management Committee and shall act under the directions and control of the Management Committee which may without notice disband any subcommittee so formed.

## **8. Subscriptions**

.1 Every member shall pay to the Club by way of annual subscription such as shall be fixed at the Annual General Meeting of the Club.

.2 All annual subscriptions shall be payable on the first day of August in each year and if after a reminder has been given a subscription has not been paid on or before the thirty first of October following the defaulter shall, unless the Management Committee exercises its discretion under Rule 8.3, cease to be a member of the Club.

.3 If an explanation is given to the satisfaction of the Management Committee the defaulting member may be re-admitted to membership at the discretion of the Management Committee on payment of all arrears without payment of any further entrance fee.

.4 An Annual General Meeting of the Club may by a majority vote fix an entrance fee for any category of membership to be paid by persons wishing to become members of the Club.

.5 The Management Committee may remit in whole or in part renewal subscriptions for certain members in certain categories of membership and to charge rebated subscriptions for members joining at different stages of the then current season.

## **9. Resignation**

.1 Any member may resign their membership by giving notice in writing to that effect to the Honorary Secretary or in the case of a junior member appropriate sub-committee convenor but shall continue liable for any unpaid subscriptions and moneys due to the Club at the date of resignation, provided however that the Management Committee shall have the power to remit such proportion thereof as it sees fit.

## **10. Termination of Membership**

.1 The Management Committee on receiving a complaint in writing signed by four members or from an association to which the Club is affiliated that the conduct of any member or members is contrary to the rules or by-laws of the Club or association or inconsistent with the character or interest of the Club or association shall have power to deal with the matter in such manner as it may deem advisable.

.2 The Management Committee may upon the unanimous vote of its members expel from membership any member of the Club who wilfully disobeys the rules or by-laws of the Club or whose conduct renders them unfit in the opinion of the Management Committee to be a member of the Club. The member whose conduct has been the subject of complaint shall be given the opportunity to provide either in writing or in person, to the Management Committee an explanation of or excuse for that conduct before any resolution to expel the member is passed by the Management Committee.

## **11. Effect Of Ceasing To Be A Member**

.1 Any person ceasing to be a member of the Club shall forfeit all playing and voting rights.

## **12. Financial Year**

.1 The financial year of the Club shall end on the last day of May, in each year to which day the accounts of the Club shall be balanced.

## **13. Funds**

.1 The Honorary Treasurer shall be responsible for keeping a proper account of the income and expenditure of the Club.

.2 The funds of the Club shall be deposited with such bank or banks or other financial institutions as the Management Committee may from time to time decide.

.3 The authorised signatories for all such bank accounts shall be any two jointly of the President, Honorary Secretary, Honorary Treasurer and Chairperson of the Management Committee.

.4 All payments are to be made by cheque with the exception of amounts of petty cash approved by the Management Committee.

.5 The Management Committee may authorise the investment of the whole or any part of the funds of the Club which are not required for the immediate business of the Club in such securities and upon such terms as a prudent person of business would exercise in managing the affairs of others.

#### **14. Borrowing Powers**

.1 If at any time the Club in general meeting shall authorise the borrowing of money the Management Committee shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and on such security as shall be specified in such resolution and shall make all such dispositions of the Club property or any part of it and enter into such agreements in relation to it as the Management Committee may deem proper for giving security for such loans and interest.

.2 All senior and mid-week members of the Club whether voting on such resolution or not and all persons becoming senior and mid-week members of the Club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

#### **15. Insufficient Revenue**

.1 If the revenue of the Club for any year is insufficient to meet the expenditure for that year, a Special General Meeting properly called for the purpose may resolve to make a call or calls upon the members or classes of members to meet such deficiency provided that such calls shall not in any one year exceed ten percent of the membership subscription for that year.

.2 Notice of making of such calls shall be given in writing by the Honorary Secretary to every member affected.

.3 Such calls shall be deemed to be due and payable on and from the date of the resolution passed by the Special General Meeting.

#### **16. Meetings**

.1 The Annual General Meeting of the Club shall be held within three calendar months of the annual balance date in each year at a date to be fixed by the Management Committee.

.2 The business of the Annual General Meeting shall be to receive an annual report, the financial statements for the preceding year and an auditors report thereon; to elect the Officers of the Club, the Management Committee and the Honorary Auditor for the ensuing year; to set subscriptions for the ensuing year; and to deal with any other business of which due notice has been given.

.3 Any member wishing to move any resolution at the Annual General Meeting shall give notice in writing to the Honorary Secretary not less than twenty-one (21) days before the date of such meeting.

.4 A Special General Meeting of the Club may be called by requisition in writing signed by five senior and mid-week members of the Club and forwarded to the Honorary Secretary

who shall forthwith on receipt of the requisition call the requested meeting in accordance with Rule 16.5.

.5 The Honorary Secretary shall give fourteen (14) clear days notice in writing to all senior and mid-week members of any Annual or Special General Meeting specifying the date, time and venue and the business to be conducted at such meeting and no business other than that of which notice has been given shall be brought forward at such meeting.

.6 At the Annual General Meeting and all other General Meetings of the Club ten (10) senior and midweek members shall constitute a quorum.

.7 Every financial senior and mid-week member personally present at an Annual or Special General Meeting shall have one (1) vote. The Chairperson of any such meeting shall decide any matter put to the meeting upon a show of hands in the first place but any member present may require a ballot to be taken. In the case of equality the Chairperson shall have a deliberative as well as a casting vote. Proxy votes shall not be allowed.

.8 A member shall be deemed to be financial if their subscriptions for the financial year - in the case of the Annual General Meeting to the year end immediately preceding the Annual General meeting and in the case of a Special General meeting the then current financial year - has been paid in full.

.9 The Honorary Secretary shall be responsible to keep a true and correct record of the proceedings of all General Meetings of the Club and all meetings of the Management Committee.

## **17. Review of Annual Financial Statements**

.1 An appropriate qualified or experienced person, who is not a member of the Management Committee, should undertake a review of the financial statements.

## **18. Common Seal**

.1 The Club shall have a Common Seal which shall be held by the Honorary Secretary and shall be affixed to such documents as the Management Committee shall resolve and attested to by any two of the President, the Club Captain, the Honorary Secretary, the Honorary Treasurer and the Chairperson of the Management Committee.

## **19. Payment of Members**

.1 No member shall, except for professional, trade or business services rendered at the request of the Management Committee or voted by way of honorarium at an Annual General Meeting of the Club, receive any profit or emoluments from the funds or transactions of the Club.

.2 The Management Committee may approve the retention of prizes won by members while playing for teams representing the Club.

.3 The Management Committee may from time to time approve reimbursement of expenses incurred by specified members in representing the Club.

## **20. Alteration of Rules**

.1 These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting of the Club provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the members voting.

## **21. Property of the Club**

.1 All real and personal property owned by the Club shall be held in the name and title of the Club.

## **22. By-laws**

.1 The Management Committee shall from time to time make repeal and amend all such by-laws and regulations (not inconsistent with these rules and the Incorporated Societies Act 1908 and its amendments or subsequent enactments) as they shall think expedient for the internal management of the Club, use of the courts and premises, conduct of members and well-being of the Club.

.2 All such by-laws and regulations shall be binding upon the members until repealed or amended by the Management Committee or set aside by a General Meeting of the Club.

## **23. Dissolution**

.1 The Club may be wound-up if a resolution is passed by at least a two-thirds majority of senior and mid-week members voting at a General Meeting called for the purpose.

.2 The assets of the Club shall after all liabilities are paid be distributed to an organisation or association having similar objects or interests and upon completion of such division the Club shall be dissolved.

## **24. Registered Office**

.1 The registered office of the Club shall be the Club's premises at Wilford Reserve, Wilford Street, Lower Hutt.

## **25. Interpretation**

.1 Any matters not provided for in these Rules and any questions arising as to their interpretation shall be decided by resolution of the Management Committee.