



**RULES OF TENNIS CLUB**  
**TAUPO TENNIS INCORPORATED**

**1. Name**

The Club shall be called the Taupo Tennis Incorporated. ("the Society")

**2. Objects**

2.1 The Primary objects of the Society are to:

- (a) Promote the playing of tennis in the Taupo region.
- (b) Provide facilities for members to play Tennis in the Taupo region.
- (c) Represent and promote the interests of members of the Society and
- (d) Do any act or things incidental or conducive to the attainment of any of the above objects.

2.2 Without detracting from the primary objects, the secondary objects of the Society are to:

- (a) Establish codes of behaviour applicable to members, and
- (b) Make regulations or bylaws to advance the attainment of any of the above objects.

**3. Powers**

3.1 In addition to its statutory powers, the Society:

- (a) May use such of its funds to pay the costs and expense of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient,
- (b) May purchase, lease, hire, or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient,
- (c) May invest in any investment in which a trustee might invest, and
- (d) Shall have power to borrow or raise money by debenture, bonds, mortgage and other means with or without security, but such borrowing powers shall not be exercised other than by resolution of a General Meeting of which at least 14 clear days written notice of the proposed resolution was given by circulation to all Members.

- (e) No member of the organization or any person associated with a member shall participate in or materially influence any decision made by the organization in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever.
- (f) Any such income paid shall be reasonable to that which would be paid in an arm's length transaction (being the open market value.) The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

3.2 Notwithstanding any other provision, the Society shall not expend any money:

- (a) Other than to further purposes recognized by law, nor
- (b) For the sole personal or individual benefit of any Member.

#### 4. Membership

4.1 The classes of membership and the method by which are admitted to different classes is as follows:

- (a) **Active Member** An Active Member is a senior, intermediate or junior individual or incorporated or unincorporated body admitted to membership under Rule 5 . And who or which has not ceased to be a member under any other rule.
  - a. A Junior Active Member must be under the age of 18 years as at the 31<sup>st</sup> day of October of the affiliation year
  - b. An intermediate Active member must be under the age of 23 years as at the 31<sup>st</sup> day of October of the affiliation year
  - c. Junior & Intermediate active members shall not be entitled to vote at meetings or to take part in the management of the club.
- (b) **Supporting Member** A Supporting Member is an incorporated or unincorporated body admitted to membership under Rule 5 and who or which has not ceased to be a member under any other rule.
- (c) **Life Member** A life member is a person honored for meritorious services to the Society after recommendation by the Executive and election as a Life Member by resolution of a General Meeting passed by two-thirds majority of those present and voting. A Life member shall have all the rights and privileges of an active member and shall be subject to all duties of an Individual Member except those of paying subscriptions and levies.
- (d) **Honorary Member** An Honorary Member is a person honored for services to the Society or in an associated field elected as an Honorary Member by resolution of a General Meeting passed by two-thirds majority of those present and voting. An honorary Member shall have no membership rights, privileges or duties.

- 4.2 Junior & Intermediate Active members shall be entitled to play on the Club's Courts when open for play at all times and may take part by invitation only in Senior competitions organized by the Club.
- 4.3. Every Corporate Member and Individual Member shall advise the Secretary of any change of address.
- 4.4 The secretary shall keep a membership register of Corporate Members and Individual Members recording their names, addresses and the dates each member became a member.

## **5. Admission of Members**

- 5.1 Applicants for membership shall complete an application form provided by the Executive and supply such information as may be required by the Executive
- 5.2 Membership applicants shall be considered by the Executive who may interview a membership applicant.
- 5.3 The Executive shall have discretion whether or not to admit a membership applicant, and shall advise the applicant of its decision.

## **6. Conduct of Manners.**

- 6.1 Members shall dress and present themselves in an appropriate manner for tennis. Clean and customarily acceptable tennis attire shall be worn at all times. Footwear must have a sole designed for tennis and be of a type permitted on the court surface being used.
- 6.2 Members shall at all times conduct themselves in a sportsmanlike manner, abide by the rules of tennis and give due regard to the authority of the officials and the rights of opponents and spectators.
- 6.3 No Drinks, cigarettes or confectionery are to be taken onto the surfaced areas of the court.
- 6.4 Members are required to adhere to the club's code of conduct. If a matter is not covered by the club's code of conduct, members are required to adhere to the New Zealand Tennis Players Code of Conduct.

## **7. Subscriptions & Levies**

- 7.1 The annual subscriptions, or the amount of any periodic payments if the General Meeting decides that is the payable installment for different classes of membership for the following calendar year, shall be set by resolution of a General Meeting.
- 7.2 The Executive may by 100% unanimous resolution impose a levy or levies on members in different classes of membership in any calendar year up to a maximum totaling 50% of the annual subscription for that year for each class of member.
- 7.3 Any member failing to pay the annual subscription, including any periodic payment, or any levy within one calendar month of the date the same was set shall be considered as unfinancial and shall, without being released from the obligation of payment, have no membership rights and shall not be entitled to participate in any Society activity until all arrears are paid. If such arrears are not paid within three months of the date the subscription or levy became overdue or such later date as the Executive may determine the member's membership shall be terminated and the member shall cease to hold himself or herself out as a member of the Society, and shall return to the Society all material produced by the Society (including any Membership certificate, handbooks, shoe tags, keys and manuals).

## **8. Cessation of Membership**

- 8.1 Any member may resign from that member's class of membership by written notice to the Secretary, and each such registration shall take effect from the end of the Society's then current financial year, but the member resigning shall remain liable to pay all subscriptions, levies and any other fees to the end of that year, and shall cease to hold himself or herself out as a member of the Society, and shall return to the Society all material produced by the Society (including any Membership certificate, handbooks, shoe tags, keys and manuals).
- 8.2 The executive may suspend and if deemed advisable, strike off the roll of membership any member:
  - (a) guilty of misconduct; or
  - (b) whom displays constant unsportsmanlike behavior; or
  - (c) brings the society into disrepute; or
  - (d) who breaches any of these Rules or any By-laws made by the General Committee.
- 8.3 Any member issued with suspension or struck off the membership roll may appeal to the Executive. Notice of the Appeal shall be filed in writing within fourteen (14) days of being notified of the breach of rules. Attached to and included with the Notice of Appeal shall be a statement by the member as to the facts and circumstances of such incident along with any other evidence that the member desires to submit. Upon receipt of such Appeal the Executive shall conduct a reasonable investigation of the facts and circumstances surrounding such incident, and shall affirm or reverse in whole or in part the original determination.

## **9 Re-admission of former Members**

- 9.1 Any former member may apply for re-admission in the manner prescribed for new applicants, and may only be re-admitted by decision of the Executive.
- 9.2 However, if a former member's membership was terminated under rule 7.3 and 8.2 the applicant shall not be re-admitted by the Executive without the prior approval of a General Meeting.

## **10. Election of Officers and Executives**

- 10.1 The following Officers shall be elected annually at the Annual General Meeting:
- (a) Patrons (optional), and
  - (b) A President, Vice-President, Secretary, Treasurer, club captain, Junior coordinator and three other Executive members who shall be the Society's Executive.
- 10.2 The President (and, in the absence of the President, the Vice-President) shall, in addition to all the other duties described in these rules, generally oversee and direct the affairs and business of the Society.

## **11. Management by the Executive**

- 11.1 From the end of each Annual General Meeting until the end of the next, the Society shall be administered, managed and controlled by the Executive, which shall be accountable to the Members for the implementation of the policies of the Society as approved by any General Meeting
- 11.2 Subject to these Rules and the resolution of any General Meeting the Executive may exercise all the Society's powers, other than those required by statute or by these Rules to be exercised by the Society in General Meeting.
- 11.3 The Executive will meet at least monthly at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise as convened by the President or Secretary.
- 11.4 All Executive meetings shall be chaired by the President or in the President's absence by the Vice-President, or in the absence of the both of them by some other Executive member elected for the purpose by the meeting, and any such chairperson shall have deliberative and casting vote.
- 11.5 The Executive may co-opt any person to the Executive for a specific purpose, or for a limited period, or generally until the next Annual General Meeting.
- 11.6 The quorum for Executive Meetings is at least half the number of the Executive Members.
- 11.7 Only Executive members who are present in person or by telephone or video link shall be counted in the quorum and entitled to vote.

## **12. Secretary**

- 12.1 The Secretary shall record the minutes of all General Meetings and Executive Meetings, and all such minutes when confirmed by the next such meeting and signed by the chairperson of that meeting shall prima facie be a true and correct record of what occurred at that meeting.
- 12.2 The Secretary shall hold the Society's records, documents, and books.
- 12.3 The Secretary shall deal with and answer correspondence and perform such other duties as may be required by the Executive.

## **13. Registered Office**

- 13.1 The registered office of the Society shall be at such place as the Executive from time to time determine.

## **14. Functions of Treasurer**

- 14.1 The Treasurer shall keep such books of account as may be necessary to provide a true record of the Society's financial position, report on the Society's financial position to each Executive meeting, and present an annual Statement of Accounts(Income and Expenditure Account and Balance Sheet) to the Annual General Meeting together with a budget for the next financial year.
- 14.2 The Executive shall maintain bank accounts in the name of the Society, and all cheques and withdrawal forms shall be signed by two members of the Executive or the Secretary and counter-signed by a member of the Executive.
- 14.3 All money received on account of the Society shall be banked within seven days of receipt.
- 14.4 All accounts paid or for payment shall be submitted to the Executive for approval of payment.
- 14.5 The Society's financial year shall commence on 1 July of each year and end on 30 June of the following year.

## **15 Appointment of Auditor**

- 15.1 The club shall not require and audit of the annual accounts on the condition that the financial statements are prepared by a chartered accountant in a public practice.

## **16. Execution of Documents**

- 16.1 The Common Seal of the Society shall be retained by the Secretary.
- 16.2 Documents shall be executed for the Society pursuant to a resolution of the Executive:
- (a) By affixing the Common Seal witnessed by the President or Vice-President and countersigned by some other member of the Executive, or
  - (b) Where the document is not required by statute to be executed under Common Seal, by the President or Vice-President, Secretary or Treasurer signing on behalf of the Society

## **17. General Meetings**

- 17.1 The Annual General Meetings shall be held in no later than 31 October of each year at a time and place fixed by the Executive.
- 17.2 Special General Meetings may be called by the Executive, or by written requisition to the Secretary signed by not less than a quarter of the financial Members.
- 17.3 At least 14 clear days before any General Meeting the Secretary shall send to all Members and Life members written notice of the business to be conducted at the General Meeting (including in the case of the Annual General Meetings, a list of and information about nominees, and notice of any motions and the Executive's recommendations in respect thereof). The failure for any reason of any member to receive such notice shall not invalidate the Meeting or its proceedings.
- 17.4 General Meetings may be attended by all Members of whatever class of membership, but only Senior financial Members and Life Members are entitled to vote.
- 17.5 A financial Member or Life Member shall be entitled to vote by written proxy in favour of another financial Member present at the meeting, but no other proxy voting shall be permitted.
- 17.6 The quorum for General Meetings is 10% of financial Members
- 17.7 All General Meetings shall be chaired by the President or in the President's absence by the Vice-President or in the absence of both of them by some other Executive member elected for the purpose by the Meeting, and any other such chairperson shall have deliberative and casting vote.

## **18. Alterations of Rules**

- 18.1 These Rules may be amended or replaced by resolutions of any General Meeting passed by two-thirds majority of those Members present and voting.
- (a) Any amendments shall not affect the nonprofit aims, personal or benefit or winding up-clauses.
- 18.2 Any proposed motion from any non-executive member to amend or replace these Rules shall be signed by at least 15 Members and given in writing to the Secretary at least 28 clear days before the General Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- 18.3 At least 14 clear days before the General Meeting at which any such proposal is to be considered the Secretary shall send written notice to all Members and Life members of the proposed motion, of the reasons for the proposal, and of any recommendations from the Executive in respect thereof.
- 18.4 Operational rules/Procedural manual can be amended by resolution at any executive meeting.

## **19. Winding up**

- 19.1 The Society may be wound up under the provisions of the Incorporated Societies Act 1908.
- 19.2 If the Society is wound up, the surplus assets after payment of all debts, costs, and liabilities shall be disposed of for such purposes in New Zealand as may be determined in accordance with the statute or resolution to wind up, but no distribution shall be made to any Member.