

# CONSTITUTION & BYLAWS

## 1. NAME OF CLUB

The name of the Club shall be GLENBURN TENNIS CLUB INCORPORATED (hereinafter called "the Club").

## 2. INTERPRETATION

(a) In these rules, unless the contrary intention appears:

"Committee" means the General Management Committee of the Club

"Financial Year" means the year ending on 30<sup>th</sup> June

"General Meeting" means a general meeting of members convened in accordance with rules 12 or 13

"Member" means a member of the Club

"The Act" means the Associations Incorporation Act 1981

"The Regulations" means regulations under the Act

(b) In these Rules, a reference to the Secretary of the Club is a reference:

(i) Where a person holds office under these Rules as secretary of the Club – to that person, and

(ii) In any other case, to the public officer of the Club

(c) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Act Interpretation Act 1958 and the Act as in force from time to time.

## 3. STATEMENT OF PURPOSES

The Club is formed to provide for the members, tennis courts and a clubhouse, and to foster the game of tennis generally and related social activities, including the development of junior tennis, within the City of Monash.

## 4. AFFILIATION

The Club will be affiliated with such other Associations as may be considered necessary or desirable by the Committee from time to time.

## 5. MEMBERSHIP

(a) The Members of the Club shall be such persons as are from time to time admitted to membership of the Club by the Committee.

(b) The Committee may at any time and from time to time fix the maximum number of members of the Club or the maximum number of any category or categories of members and may for such period or periods as it thinks fit close the list of membership of any one or more categories of membership of the Club.

(c) Preference for membership of the Club shall be given to the following:

(i) Resident and/or ratepayer of the City of Monash

(ii) Reinstatement of senior member on leave of absence

(iii) Juniors attaining qualifying age

(iv) Children or spouses of members

(d) A person who is approved for membership as provided in these rules is eligible to be a member of the Club for one financial year on payment of the annual subscription payable under these rules.

(e) Each subsequent year membership shall be granted for one financial year on payment of the annual subscription.

(f) On receipt of joining fee and subscription the Secretary shall enter the name of the nominee in the register of members.

(g) Any member whose annual subscription is not paid at the expiration of one (1) month (*see amendment to Constitution AGM August 2004*) after the date of the Annual General Meeting shall for all purposes cease to be a member of the Club.

(h) A right, privilege or obligation of a person by reason of his membership of the Club:

(i) Is not capable of being transferred or transmitted to another person.

(ii) Terminates upon the cessation of his membership whether by death or resignation or otherwise.

## 6. TYPES OF MEMBERSHIP

(a) Senior Members

(b) Mid-Week Members

(c) Student Members (dependants who must be a full time student at school, college or university under the age of 25)

(d) Junior Members (18 years or under on 31<sup>st</sup> December) – (*see amendment to Constitution AGM 10/09/17*)

(e) Non-Playing Members

(f) Honorary Members

(g) Life Members

(h) Mid-Week Night Members (*added to Constitution AGM 31/8/03*)

(i) Competition (*added to Constitution AGM 31/8/14*)

## 7. LIFE MEMBERSHIP

A person may be appointed a Life Member at an Annual General Meeting, on recommendation of the Committee, and such person shall enjoy rights of a senior Member without payment of a subscription.

## **8. RIGHTS OF MEMBERS**

- (a) Senior Members, Mid-Week Members, Life Members and Students are permitted to attend, speak and vote at all General Meetings. All other Members may attend General Meetings but may only speak with the permission of the Chairman and shall have no right to vote.
- (b) Mid-Week Members are entitled to use the courts on all days except Saturdays, Sundays and Public Holidays, unless by invitation of the Committee either generally or individually.
- (c) Mid-Week Night Membership only entitles the member to play in organised night competitions representing the Club, there is no entitlement to court usage at other times. *(added to Constitution AGM 31/8/03)*
- (d) Senior Members, Student Members and Juniors shall be entitled to use the courts on all days except those designated by the Committee for use by specific groups.  
Notwithstanding the aforesaid provisions of this Clause 8, the facilities of the Club shall be available for casual use by the general public at such times and on such conditions and subject to the payment of such fees as the Committee in conjunction with the City of Monash shall from time to time determine.

## **9. REGISTER OF MEMBERS**

The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and, where applicable the date a person ceased to be a member. The register shall be available for inspection by members at the address of the Public Officer.

## **10. RESIGNATION OF A MEMBER**

Any member may resign at any time, but must do so in writing and shall be deemed liable for subscription for the financial year in which he resigns, unless otherwise determined at the discretion of the General Management Committee.

## **11. ENTRANCE FEE AND SUBSCRIPTIONS**

The amount of Entrance Fee and Yearly Subscription shall be determined at each Annual General Meeting. Each member shall pay any levy which may be made, provided a resolution to that effect shall have been carried at an Annual General Meeting or Special General Meeting.

The Committee is empowered to accept less than a full yearly subscription in the following circumstances:

- (a) In the case of a new Member admitted other than at the commencement of a financial year the subscription for that year may be reduced on a pro-rata basis.
- (b) In the case of Members granted leave of absence by the Committee, in which event subscriptions for that year may be reduced on a pro-rata basis.

## **12. ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting shall be held within three (3) months after the close of the financial year.
- (b) Senior Members, Life Members, Honorary Members, Mid-Week Members, Students and Non-Playing Members will be given at least fourteen (14) days notice in writing, by post or email, of such a meeting, accompanied by an annual report, an audited financial statement and an agenda.
- (c) The order of business at the Annual General Meeting shall be:
  - Minutes
  - Correspondence
  - Consideration and adoption of the various Committees Reports
  - Consideration of the Annual Reports
  - Treasurer's Statement, duly audited
  - Election of Office Bearers
  - Election of Various Committees
  - Election of Auditor
  - General Business
  - Other Matters
- (d) The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year.

## **13. SPECIAL GENERAL MEETINGS**

Special General Meetings may be called by either:

- (a) The Committee, or 5% of financial Members of the Club who must be Senior, Mid-Week, Non-Playing, Students or Life Members, by submitting their request in writing to the Committee through the Secretary. Such requests shall be dealt with forthwith and a meeting shall be called within twenty-eight (28) days.
- (b) Each Senior Member, Life Member, Honorary Member, Mid-Week Member, Non-Playing Member and Student Member will be given at least fourteen (14) days notice in writing of such a meeting.

#### 14. PROCEEDINGS AT GENERAL MEETINGS

- (a) No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- (b) Twenty-five (25) members shall form a quorum.
- (c) A quorum may be made up of those financial members present plus the written apologies, not exceeding five (5) held for the Meeting by the Secretary.
- (d) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place. If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.
- (e) The President, or in his absence, the Vice President, shall preside as Chairman at each general meeting of the Club.
- (f) If the President and the Vice President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.
- (g) A member who is unfinancial shall not be empowered to vote.
- (h) The President may cast a deliberate vote, and in addition a casting vote if necessary.

#### 15. OFFICE BEARERS

- (a) There shall be elected at each Annual General Meeting the following Office Bearers who shall hold office until the conclusion of the next Annual General Meeting and shall be eligible for re-election.

PRESIDENT	SECRETARY
VICE PRESIDENT	ASSISTANT SECRETARY
TREASURER	AUDITOR

The office of Treasurer and Secretary may be combined by decision of the Annual or a Special General Meeting.

- (b) There shall be elected at each Annual General Meeting, eight (8) members to form the Committee who shall hold office until the conclusion of the next Annual General Meeting, and shall be eligible for re-election. These members together with the Office bearers excluding the Auditor, shall constitute the General Management Committee.

#### 16. ELECTION OF OFFICE BEARERS AND GENERAL MANAGEMENT COMMITTEE

- (a) Only financial Senior Members, MidWeek Members and Life Members who have been members for a period of twelve (12) months preceding the General Elections, shall be eligible for nomination of Office Bearers and General Management Committee.
- (b) The proposer and seconder of any nomination shall be financial Senior Members, Mid-Week Members or Life Members.
- (c) Nominations are to be in writing, on the prescribed form signed by nominee, proposer and seconder, and lodged with the Secretary to be placed on notice board of the clubhouse at least seven days prior to the Annual General Meeting.

#### 17. POWERS OF THE GENERAL MANAGEMENT COMMITTEE

The General Management Committee shall have the following powers:

- (a) The General Management and control of the affairs of the Club.
- (b) To borrow funds in the course of the Club's business, subject to the approval of a duly constituted General Meeting.
- (c) To co-opt a representative from each of the Mid-Week and Junior members to be ex-officio members of the General Management Committee without voting rights.
- (d) To appoint Sub-Committees of the General Management Committee.
- (e) To co-opt other members to act upon such Sub-Committees.
- (f) To make or amend By-Laws as and when necessary to enable the proper function of the Club. (All such By-Laws shall be binding on the members until repealed by the General Management Committee or set aside by resolution of a General Meeting).
- (g) To suspend or terminate the membership of a member for any of the following:
  - (i) Taking any course of action or line of conduct in the opinion of the General Management Committee liable to bring the Club into disrepute.
  - (ii) Wilful infringement of any By-Laws or rules of the Club.
  - (iii) Refusing to abide by any decision of the General Management Committee.
- (h) To accept candidates for membership.
- (i) To determine the numerical strength of the Club.
- (j) Absolute control of all funds of the Club and the passing of accounts for payment.
- (k) To direct the function of all Sub-Committees as required.
- (l) Notwithstanding the provisions contained in Clause 8 to control the use of the Club premises and courts.

## 18. PROCEEDING OF COMMITTEE

- (a) The Committee shall meet at least three (3) times in each year at such place and such times as the Committee may determine.
- (b) Special meetings of the Committee may be convened by the President/Secretary or by any three (3) of the members of the Committee.
- (c) Any six (6) members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (d) No business shall be transacted 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 shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (e) At meetings of the Committee:
  - (i) The President or in his absence the Vice President shall preside; or
  - (ii) If the President and the Vice President are absent, such one of the remaining members of the Committee as may be chosen by the members present shall preside.
- (f) Questions arising at a meeting of the Committee or of any Sub-Committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by poll taken in such a manner as the person presiding at the meeting may determine.
- (g) Each member present at a meeting of the Committee or any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (h) Written notice of each Committee Meeting shall be served on each member of the Committee by delivering it to him or her at a reasonable time before the meeting or by sending it by pre-paid post addressed to him or her at his usual or last known place of abode at least two (2) business days before the day of the meeting.
- (i) Subject to Sub-Clause (d) the Committee may act notwithstanding any vacancy on the Committee.

## 19. DUTIES OF OFFICE BEARERS

### **President**

It shall be the duty of the President to preside at the Annual General Meeting, at General Meetings and at Committee Meetings throughout the year.

The term of office for the President shall be limited to a maximum period not exceeding three (3) consecutive Club years.

Any member having held the office of Club President may renominate for election after one (1) Club year remote from such office.

The President shall present a report of the year's transactions at the Annual General Meeting.

### **Secretary**

The Secretary shall keep the Minutes of all General and Committee Meetings in books kept for that purpose, attend to all correspondence, supervise all matters connected with the Club, advise members and officials of Meetings to be held, receive notice of motions and nominations and carry out any other duties delegated to him/her by the Committee.

### **Treasurer**

Subject to the provisions contained in Clause 23 the Treasurer shall receive all monies and pay all accounts and will work under the guidance of the General Management Committee. For each General Management Committee Meeting a signed statement of account shall be submitted.

A balance sheet, together with a Statement of Receipts and Expenditure of the Club, shall be prepared by the Treasurer and submitted by him or her at the Annual General Meeting or the General Management Committee at such time that the Secretary or Treasurer shall resign or is retired from office.

Prior to presentation, the Balance Sheet and Statement shall be audited and certified by the Auditor.

All books of the Club shall be available at any reasonable time to any member but no books shall be removed without the consent of the Secretary or Treasurer.

### **Club Captain**

Shall be responsible for the promotion of tennis play by members, embracing Matches, Tournaments, Championships and social play other than Night, Junior and MidWeek. *(added to Constitution AGM 5/9/93)*

## 20. REMOVAL OF MEMBER OF COMMITTEE

- (a) The Club in General Meeting, may by resolution remove any member of the Committee before the expiration of his/her term of office and appoint another member in his/her stead to hold office until the expiration of the term of the first mentioned member.
- (b) Where the member to whom a proposed resolution referred to in Sub-Clause (a) makes representations in writing to the Secretary or the President of the Club (not exceeding a reasonable length) and requests that they be notified to the members of the Club, the Secretary or the President may send a copy of the representations to each member of the Club, or if they are not so sent, the member may require that they be read out at the meeting.

## 21. VACANCIES AND RESIGNATIONS

- (a) If an Office Bearer resigns or ceases to be a member of the Club, the Office held by such member shall be declared vacant.
- (b) If a member of the General Management Committee be absent from three (3) consecutive General Management Committee meetings, the Office held by such member may be declared vacant by the General Management Committee.
- (c) The General Management Committee shall have the power to fill by election at the next General Management Committee meeting, any vacancy occurring, such vacancy to be filled by a financial Senior Member qualified as provided in Clause 16.

## 22. OTHER COMMITTEES

- (a) **Selection and Handicap Committee**  
Senior Match Committee – chaired by the Club Captain with a further four (4) members elected at the Annual General Meeting. Their duties, subject to ratification of the General Management Committee, shall be to select Senior weekend teams, recommended player gradings and control all arrangements for playing of Senior matches, Championships and Tournaments. (*Constitution amended AGM 5/9/93*)
- (b) **Grounds Committee**  
A Committee consisting of at least five (5) members shall be appointed by the General Management Committee to be responsible for organising the care and maintenance of the courts and equipment and reporting any necessary replacements to the General Management Committee.
- (c) **Social Committee**
  - (i) The Social Committee shall consist of at least eight (8) members, of what at least five (5) shall be elected at the Annual General Meeting.
  - (ii) One of the Committee Members shall be a member of and appointed by the General Management Committee.
  - (iii) Two (2) only of the Committee Members shall be members of and appointed by the Mid-Week Committee.
  - (iv) The Committee shall elect Office Bearers of the Committee, shall have power to co-opt for special purposes and will be responsible for the social activities of the Club, subject to the requirements of the General Management Committee.
- (d) **Mid-Week Committee**  
The MidWeek Committee shall consist of five (5) members, of which four (4) shall be elected at the Annual General Meeting and one (1) shall be a member of and appointed by the General Management Committee, to control all arrangements for playing of social tennis, matches, and tournaments for Mid-Week members, subject to the provisions contained in Clause 8 (b) and subject to the requirements of the General Management Committee.
- (e) **Junior Committee**  
The Junior Committee shall consist of five (5) members, of which four (4) shall be elected at the Annual General Meeting and one (1) shall be a member of and appointed by the General Management Committee to control all arrangements for playing social tennis, matches and tournaments for Junior members, subject to the provisions contained in Clause 8 and subject to the requirements of the General Management Committee.
- (f) **Night Committee**  
The Night Committee shall consist of three (3) members of which two (2) shall be elected at the Annual General Meeting and one (1) shall be a member of and appointed by the General Management Committee. Its duties are to organise entries of night teams, arrangements for competition and social night play. (*added to Constitution AGM 5/9/93*)
- (g) **Nominations**  
Nominations are to be in writing, on the prescribed form signed by the nominee, proposer and seconder, and lodged with the Secretary to be placed on the notice board of the Clubhouse at least seven (7) days prior to the Annual General Meeting.
- (h) **Vacancies and Registrations**  
If a member of a Committee resigns or ceases to be a member of the Club, the Office held by such a member shall be declared vacant. The General Management Committee shall have the power to appoint any member to the Selection and Handicap Committee, Grounds Committee, Social Committee, Mid-Week Committee or Junior Committee to fill a casual vacancy. Any member so appointed shall hold office until the next following Annual General Meeting.

## 23. BANKING

All monies shall be banked to the credit of the Club at such bank or recognised financial institution as the General Management Committee shall nominate. Signatories of all cheques shall be any two (2) of the following:

- (a) Treasurer
- (b) Secretary
- (c) Assistant Secretary
- (d) President
- (e) Vice President

## 24. AMENDMENTS TO CONSTITUTION

- (f) The Constitution of the Club and Statement of Purposes may be amended at any General Meeting provided that four (4) weeks notice in writing be given to the Secretary of the proposed amendments. The amendments shall be posted to all members at least fourteen (14) days before meetings.
- (g) The requirement for passing of the proposed amendments shall be three quarters majority of members present at the meetings, and who are entitled to vote.

**25. SEAL**

- (a) The Common Seal of the Club shall be kept in the custody of the Secretary.
- (b) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two (2) members of the Committee or of one (1) member of the Committee and of the Public Officer of the Club.

**26. NOTICES**

- (a) A notice may be served by or on behalf of the Club upon any member either personally or by sending it by email, post or delivering it to the member at his address shown in the Register of Members.
- (b) Where a document is properly addressed pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

**27. DISBANDMENT**

The Club may be disbanded if a resolution to do so is passed by a simple majority of members present at a General Meeting duly called by a notice specifying an intention to submit such a resolution. In this event, the affairs of the Club shall be wound up according to the provisions of the Act and if after satisfaction of all debts and liabilities (including the provision of funds for any obligation to a co-operative which has provided facilities and/or equipment for the Club) there remains any property whatsoever, the same shall not be paid to or applied for the benefit of members, but shall be applied only to any charitable purposes or to the promotion or benefit in any way of tennis in the State of Victoria provided that all buildings and other improvements on land leased from the City of Monash and all fixtures and fittings thereto shall remain or become the property of the City of Monash.

**28. CUSTODY**

Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Club.

**29. FUNDS**

The funds of the Club shall be derived from entrance fees, annual subscriptions, donations, and such other sources as the Committee determines.

**30. FINANCIAL YEAR**

For the purpose of Club accounting and subscription payments the Financial year of the Club will begin each year on 1<sup>st</sup> July. (added to Constitution AGM 31/8/14)

**Alterations to Constitution – Annual General Meeting 5<sup>th</sup> September 1993**

**Add to Clause 19:** *“Club Captain – Shall be responsible for the promotion of tennis play by members, embracing matches, tournaments, championships and social play other than Night, Junior and Mid-Week.”*

**Clause 22 Amended:** *“Senior Match Committee – chaired by the Club Captain with a further four (4) members elected at the Annual General Meeting. Their duties, subject to the ratification of the General Management Committee, shall be to select Senior weekend teams, recommend player gradings and control all arrangements for playing of Senior matches, championships and tournaments.”*

**New Clause 22 (f):** *“Night Committee – The Night Committee shall consist of three (3) members of which two (2) shall be elected at the Annual General Meeting and one (1) shall be a member of and appointed by the General Management Committee. Its duties are to organise entries of Night teams, arrangements for Competition and social night play.”*

**Addition to Constitution – Annual General Meeting 31<sup>st</sup> August 2003**

As the Club pays Tennis Victoria a levy for each player in night tennis teams, a new type of membership for players who are not members has been introduced to cover this situation. The members in this category would have no voting rights or court usage rights apart from playing in night competitions.

**Add to Clause 6. TYPES OF MEMBERSHIP:** *“(h) Mid-Week Night Members”*

**Clause 8. RIGHTS OF MEMBERSHIP (ii) – Add as new 2<sup>nd</sup> sentence:** *“Mid-Week Night Membership only entitles the member to play in organised night competitions representing the Club, there is no entitlement to court usage at other times”*

The Constitution has been updated to reflect recent amendments of 31/08/03  
W. Farrugia, Secretary

**Alterations to Constitution – Annual General Meeting August 2004**

Reduce two (2) Month Grace Period for Payment of Membership Subscriptions. Constitution currently states the following:

**5. MEMBERSHIP**

- (g) Any member whose annual subscription is not paid at the expiration of two (2) months after the date of the Annual General Meeting shall for all purposes cease to be a member of the Club.

**It is proposed that the clause that provides members two (2) months to pay subscriptions be changed to give only one (1) month (to take effect as of next year).**

**Amend the Constitution to state the following:**

**5. MEMBERSHIP**

- “(g) Any member whose annual subscription is not paid at the expiration of **one (1) month** after the date of the Annual General Meeting shall for all purposes cease to be a member of the Club.”*

The Constitution has been updated to reflect recent amendments of August 2004  
E Sieler, Secretary

**Alterations to Constitution – Annual General Meeting 31<sup>st</sup> August 2014**

**Add: “30. FINANCIAL YEAR**

For the purpose of Club accounting and subscription payments, the Financial year of the Club will begin each year on 1<sup>st</sup> July.”

**Add to Clause 6. TYPES OF MEMBERSHIP: “(j) Competition”**

The Constitution has been updated to reflect recent amendments of 31/08/14  
D Hornsby, Secretary

**Alterations to Constitution – Annual General Meeting 10<sup>th</sup> September 2017**

**Clause 6 TYPES OF MEMBERSHIP (d) Junior members (those under 17 years of age)**

**Amend the Constitution to state the following:**

**Clause 6 TYPES OF MEMBERSHIP (d) Junior members (18 years or under on 31<sup>st</sup> December .....)**

The Constitution has been updated to reflect recent amendments of 10/09/17  
P Hudson, Secretary

## **BY-LAWS**

### **A. GENERAL**

#### **1. General**

- 1.1 Any question arising as to the interpretation of these By-Laws shall be decided by the Committee.
- 1.2 Copies of the Club's Constitution and By-Laws shall be displayed at the Clubhouse.
- 1.3 Payment of fees shall be deemed to be acceptance, by a member, of the Constitution and By-Laws of the Club.
- 1.4 A member wishing to propose an amendment to any By-Law shall submit such amendment in writing to the Secretary at least twenty-one (21) days prior to the next Committee Meeting.
- 1.5 Any proposed amendment to the By-Laws shall be displayed on the Club Notice Board seven (7) days prior to the Committee Meeting at which such amendment shall be discussed.
- 1.6 Any alteration to the By-Laws shall not operate retrospectively.

#### **2. Identification**

All members shall be issued with a membership shoe tag for identification purposes. These must be worn when playing on Club courts. Failure to do so may result in a member being asked to pay visitors fees.

#### **3. Behaviour**

- 3.1 Members and their visitors are to behave in an orderly and sportsmanlike manner, having proper regard for the rights of other members and the interest of the Club.
- 3.2 Players may not smoke on the premises.
- 3.3 Alcoholic beverages will not be permitted within the precincts of the Club without the approval of the Committee

#### **4. Complaints**

- 4.1 Any complaint with regard to the conduct of a member, or of a general nature, shall be in writing and shall be lodged with the Secretary, who shall refer the same to the Committee if she/he is unable to resolve the complaint.
- 4.2 Complaints relative to the playing arrangements of sets are to be made to the Court Captain and a member, the dispute shall be reported to the Secretary for the Committee to adjudicate.

#### **5. Damage**

- 5.1 Any accidental damage to Club property must be immediately reported to the Club Secretary.
- 5.2 Any member responsible for wilful damage to Club property shall be personally liable for any expense incurred and may be subject to disciplinary action by the Committee.

#### **6. Rules of Tennis**

Except as varied by these By-Laws or otherwise by the Selection and Handicap Committee, the rules of lawn tennis as adopted by the VTA or an approved District Association shall apply to all matches and competitions conducted by the Club.

#### **7. Membership Waiting List**

- 7.1 In the event of the Committee declaring any category of membership to be full, the names of applicants for such category of membership shall be placed on a membership waiting list.
- 7.2 Admission to membership of the Club to persons on a membership waiting list shall in general be in date of order of application.
- 7.3 Juniors shall not be admitted to a waiting list until after their eighth birthday.

### **B. CLUBHOUSE**

#### **1. Access**

- 1.1 The Clubhouse is for the use of members and visitors accompanying members.
- 1.2 Arrangements relating to the opening of the Clubhouse shall be determined by the Committee and members informed by a notice placed on the notice board in the Clubhouse.
- 1.3 Access to keys to the Clubhouse shall be determined by the Committee.
- 1.4 Animals shall not be permitted to enter the Clubhouse.
- 1.5 Smoking is not permitted in the Clubhouse, or anywhere on the premises.

#### **2. Maintenance and Security**

- 2.1 Members using the Clubhouse shall ensure that it is restored to the condition in which they found it.
- 2.2 Members using the Clubhouse shall ensure that it is not left open and unattended at the close of play.

### **C. COURTS**

#### **1. Access**

- 1.1 The courts are for the use of members and visitors accompanying members (see By-Law C5).
- 1.2 Access shall be by key which is available to members.
- 1.3 Gates must be locked by members leaving the courts – if no other members are present.
- 1.4 Children are not permitted upon courts unless actually playing tennis.

#### **2. Attire**

- 3.1 The standard of dress for players shall be regulation tennis attire.
- 3.2 Only approved flat-soled tennis shoes are to be worn on courts. Joggers, ripple soled and other rough soled shoes are not permitted.



### **3. Competition**

- 3.1 Notice of opportunities to participate in teams representing the Club in interclub competition shall be placed on notice boards in the Clubhouse.
- 3.2 Each member who satisfies any conditions stated in such notices shall be given equal consideration in team selection.
- 3.3 In selecting teams to represent the Club, the Selection and Handicap Committee shall consider the claims of each member to selection in a team but shall be guided by the interests of nominees as a whole.
- 3.4 Players selected to represent the Club in competition shall conduct themselves in a manner which will reflect creditably to the Club.
- 3.5 Any player who is reported to the Selection and Handicap Committee for misbehaviour shall be liable to suspension from his/her team for the balance of the season.
- 3.6 Any member withdrawing from a team without adequate justification after team selections have been posted shall forfeit any right to consideration for selection in teams until the close of the season following that to which the original selection applied.
- 3.7 The responsibilities of Team Captains, arrangements for the conduct of matches, fees payable to cover the cost of balls and other matters relating to competition play shall be determined by the Selection and Handicap Committee and advised to players by a notice placed on the notice board in the Clubhouse.

### **4. Visitors**

- 4.1 Each member is permitted to invite up to three (3) visitors per occasion to participate in social play.
- 4.2 Visitors may be refused admission if Court Captain considers their presence could cause overcrowding.
- 4.3 Visitors must be accompanied by a Club member.
- 4.4 The Committee shall determine the fee payable by visitors.
- 4.5 Members inviting a visitor shall ensure that he/she is correctly attired and the appropriate fee has been deposited in the visitors box prior to commencement of play
- 4.6 Members shall be responsible for the general conduct of visitor(s).
- 4.7 Visitors are expected to comply with the same conditions of play as members.

## **D. PLAY**

### **1. Court Captains**

- 1.1 Court Captains may be appointed by the Committee and shall take charge of playing arrangements.
- 1.2 Upon any occasion where an official Court Captain is not in attendance a Committee member may act as Court Captain.
- 1.3 When no Office Bearer of the Club is in attendance the members present may elect one (1) of their number to act as Court Captain
- 1.4 It is the responsibility of the Court Captain to ensure that as far as is practical each player participates in the number of sets commensurate with his/her time of arrival and duration of attendance at the courts.
- 1.5 It is the responsibility of the Court Captain to arrange sets to ensure that each member has varied tennis in so far as the numbers present will permit.

### **2. Control of Play**

- 2.1 Upon arrival at the courts, all players shall report to the Court Captain. The order of arrival shall be used by the Court Captain in the determination of social matches.
- 2.2 The Court Captain shall control the order of play.
- 2.3 Any player considered by the Court Captain to be guilty of misconduct or unsportsmanlike behaviour may be censured and a report of the incident forwarded to the Committee.

### **3. Times of Play**

- 3.1 The Courts shall be available for play daily.
- 3.2 The specific times allocated for Senior, Junior and Mid-Week play competition and coaching will be displayed on the notice board
- 3.3 Club tournaments and allocated playing times shall be announced by the Committee and displayed on the notice board.

### **4. Court Usage**

- 4.1 Courts in use for competition and Club tournament matches will not be available for use by other members
- 4.2 No court shall be monopolised by two (2) players when doubles matches are possible and desired by members present at the time.
- 4.3 Four (4) players shall not occupy a court for more than a maximum of thirty (30) minutes while other members are waiting to play except during competition or tournament play.
- 4.4 Doubles play shall take precedence over singles in any situation in which members are waiting to play and no other court is available.

### **5. Club Coach**

- 5.1 The Club Coach shall be appointed by the Committee.
- 5.2 Coaching times shall be decided by the Committee.

## UPDATE TO THE CLUB BY-LAWS – To Include Member Protection By-Law (MPB) (AGM August 2004)

### E. MEMBER PROTECTION BY-LAW

1.

“In accordance with Clause {E1} of the Rules of Glenburn Tennis Club Incorporated, The Committee of the Club adopts the Tennis Australia Member Protection By-Law as the By-Law Number {E1} of Glenburn Tennis Club Inc., with any amendments made from time to time.”

#### **Background**

Adopt Guidelines for “Screening” and “Complaints” established by Tennis Australia Member Protection By-Law (MPB).

*The Tennis Australia introduction of a Member Protection By-Law, adopted by Tennis Victoria Council, reflects the commitment of the association to the health, safety and well being of all its members and participants. Tennis is a game that we enjoy for a variety of reasons and the MPB reflects a desire that the current positive environment is assured for future participants.*

**Screening** individuals is a club, association or centre responsibility and relates specifically to Part 2 – Preventative Action of the By-Law.

**Complaints** must be made in writing and are referred to Member Protection Officers at Tennis Victoria. Clubs, associations and centres may promote a member’s ability to make complaints and advertise to existing and potential members that tennis operates within a safe environment.

Refer to [www.tennisaustralia.com.au](http://www.tennisaustralia.com.au) for more information.

The Constitution has been updated to reflect By-Law Amendment of August 2004

E Sieler, Secretary

A general update was also implemented and published by Val Love on 26 Feb 2018  
This followed a review by Geoff Cook (President), Peter Hudson (Secretary) and Val Love in 2017