

**Eastern Districts Women's Tennis
Association Inc**
(Affiliated with T.V.)

Constitution



Website: www.tennis.com.au/edwta

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The following is the Constitution until November 26th, 2013. Thereafter if a discrepancy exists between these rules and the model rules as stated in the 'Associations Reform Act 2012' the model rules will apply.

1. Name

The name of the incorporated association shall be the **EASTERN DISTRICT WOMEN'S TENNIS ASSOCIATION (INCORPORATED)**, herein after called the Association.

2. Association Colours

The colours of the Association shall be dark blue background with pale blue lettering.

3. Objectives

The objectives of the Association are to:

1. Promote the game of tennis;
2. Organise a series of inter-club competitions;
3. Arrange social functions;
4. Participate in inter-association and other such tennis matches, competitions, social events and other tennis or sporting activities which are designed to further the game of tennis.

4. Property of the Association

The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the Objectives or Purpose of the Association as set forth in this constitution and no portion thereof shall be paid or transferred directly by way of dividend, bonus or otherwise however, by way of profit to members of the Association.

5. Management Committee

- (1) The Association shall be managed by a Management Committee elected at the Annual General Meeting : and shall consist of:
 - President
 - Secretary
 - Treasurer
 - Record SecretaryTogether with those members listed in the By-Laws.
- (2) All members of the Management Committee shall retire at the Annual General Meeting next following their election or appointment but may be elected or appointed to the same or another position.
- (3) The Management Committee may fill any vacancy in its committee, including a vacancy not filled at the Annual General Meeting, and may co-opt the services of any person from an affiliated club.
- (4) A vacancy on the Management Committee can occur by a committee member:
 - a) Resigning his/her position;
 - b) Not attending 3 consecutive Management Committee meetings and failing to supply a satisfactory explanation for such absence;
 - c) Being expelled by resolution passed at a Special General Meeting.
- (5) Six members of the Management Committee shall form a quorum for meetings which shall be conducted as the committee decides.
- (6) The Management Committee shall meet regularly or at least 6 times during the playing seasons, and in addition shall meet with affiliated club delegates at least once during each Association financial year.

6. Executive

The President, Secretary, Treasurer and Record Secretary shall constitute the Executive of the Association, and shall be empowered to act in conformity with the established policies of the Association, upon any matter which may arise. Such action shall be reported to the Next Management Committee meeting for ratification or otherwise.

7. General Meetings

1. The Annual General Meeting shall be held between the 31st August and the 1st November of each year. Notice in writing of all General Meetings shall be mailed, or otherwise delivered to all affiliated clubs at least 21 days prior to such meetings.
2. Any club desiring to have any matter resolved at a General Meeting, shall give notice in writing to the Secretary setting out the matters to be resolved at least one calendar month prior to the General Meeting.
3. The Secretary shall convene a Special General Meeting within one month of receipt of instructions from the President, Management Committee or by a requisition signed by at least 5 clubs. Such instructions or requisition must state the specific reason for which the meeting has been called.
4. Twenty five percent of clubs constituting the Association shall form a quorum at all General Meetings.
5. The order of business at all Annual General Meetings shall normally be:
 - i. Minutes, confirmation and matters arising;
 - ii. Correspondence;
 - iii. Presentation and adoption of:
 1. Annual Reports;
 2. Treasurer's Statement
 - iv. Election of the Management Committee
 - v. General business of which due notice has been given.
6. The business to be resolved at any Special Meeting shall only be that for which the meeting has been convened.

8. Finance

- 1) The funds of the Association shall be under the absolute control of the Management Committee and all accounts shall only be paid subject to ratification of the Management Committee.
- 2) The Management Committee shall in addition to any other powers have power to:
 - a. Raise funds to finance the Association's activities;
 - b. Set fees, fines and other charges;
 - c. Authorise payments to reimburse any person for expenses incurred in good faith at the instance of the Association.
- 3) The Treasurer shall receive and pay into the Association's bank account all monies received by him/her, and shall pay all accounts approved for payment by the Management Committee, or shall have ratified accounts paid pending such approval.
- 4) All cheques shall be signed by two of the following:-
President, Secretary or Treasurer
- 5) The Treasurer shall prepare a Statement of Accounts, a Balance Sheet and a Statement of Assets and Liabilities for submission to the Annual General Meeting and at such other times as the Management Committee may direct.
- 6) The Financial Year shall commence on the 1st September and conclude on the 31st August next.

9. Membership

- 1) Any club, whether incorporated or not, may apply to become a member of the Association by:
 - a. Apply in writing to the Secretary;
 - b. Payment of the required fees and charges;
 - c. Satisfying the Management Committee of any matter which it so determines.
- 2) The Management Committee can accept or reject any application but need not give any reason for its actions.
- 3) The Secretary shall keep a register of all clubs affiliated with the Association.

10. Cessation of Membership

- 1) A Club may cease to be a member of the Association by either:
 - a. Resigning from the Association by giving one month's notice in writing to the Secretary of its intention to resign and upon the expiry of that period; OR
 - b. The non payment of the required fees, subscriptions, levies, fines or other dues or charges required to be paid are not paid as prescribed; OR
 - c. Upon the recommendation of a specifically convened committee, here-after referred to as the Disciplinary Committee, the Management Committee may:
 - i. Terminate a club's membership, or
 - ii. Suspend a club's membership, or
 - iii. Take such action as it deems necessary.
- 2) A By-law or By-laws specifically dealing with the matters raised in this Rule shall be made and shall include among other matters:
 - a. The reasons for which a club's membership may be terminated or suspended;
 - b. The procedure to be followed by the Disciplinary Committee
 - c. The manner and procedure for a club to appeal against the recommendations of the Disciplinary Committee.
- 3) The Management Committee may accept, reject or vary any recommendation of the Disciplinary Committee when imposing any penalty or determining any appeal.

11. General

- 1) The recording of all resolutions and proceedings of General and Management Committee meetings shall be the responsibility of the Secretary.
- 2) Where voting is equal on any resolutions or elections, the President or Chairperson presiding shall have a second or casting vote, in addition to a deliberative vote, but need not exercise the right to same.
- 3) The President shall preside at all meetings unless the privilege is relinquished. Where the President is not in attendance at a meeting then the meeting shall be chaired by a Vice-President. If there is no Vice-President in attendance then the meeting shall elect its own Chairperson.
- 4) All matters to be resolved at General or Management Committee meetings shall normally be decided by a simple majority. All elections or appointments to the positions shall be decided by the preferential voting system.

12. Representation

Each affiliated club may be represented by one delegate for each team entered in the Association's winter or summer competitions in the previous year up to a maximum of seven delegates. Each delegate shall be entitled to one vote.

13. Common Seal and Custody

- a) The secretary shall have the custody, and subject to the direction of the Management Committee, the use of the common seal of the Association, the custody of the books, documents and securities.
- b) The secretary shall make available for inspection, by affiliated clubs at reasonable times after having received seven days notice in writing of a request to inspect, the books and accounts of the Association.

14. Winding Up

The disposition of surplus assets upon the winding up of, or dissolution of the Association, other than for amalgamation, shall be to Tennis Victoria or other similar body who for the time being is controlling tennis in Victoria.

15. By-Laws

The Association may make, revoke, amend or vary by-laws for the good conduct of the Association's affairs in the following manner:

- a) By a simple majority of those present and voting at an Annual General or Special General Meeting. Notice of any proposed change must appear on the notice paper calling such meeting; or
- b) By at least six members of the Management Committee voting in favour of any proposed change at a Management Committee Meeting. At least fourteen days' notice must be given to members of the Management Committee of such proposed changes. Any changes shall be communicated to the affiliated clubs within fourteen days of such change being passed.

16. Constitutional Changes

The Statement of Purposes or the Rules of the Incorporated Association can only be revoked, amended, varied or made at a General Meeting of the Association, by a minimum of 75% of members present and voting in favour of any alteration. Notice of any revoking, amending, varying or the making of any new Rules must be lodged in writing by a Club or member of the Management Committee with the Secretary at least one calendar month prior to the General Meeting and shall appear on the notice paper of such meeting.

17. Any matter not covered in these Rules or the By-Laws made under these Rules, shall be determined by the Management Committee.