

Delegate Registration Form



35th Annual General Meeting of Tennis NT Incorporated

10.30am Sunday 8 November 2015 at the Darwin Squash Centre, 6 Marrara Drv, Marrara.

Registration

Club/Association/Centre _____ (Name)

Authorisation _____ (Name & Signature)

Please nominate the delegates who will assume voting rights at the AGM.

Delegate (1) _____

Delegate (2) _____

Delegate (3) _____

Please identify additional observers for catering purposes. Observers are most welcome and encouraged to attend all proceedings.

Observer (1) _____

Observer (2) _____

Observer (3) _____

Voting Distribution _____ (based on registrations @ 31 December 2014)

Alice Springs Tennis Association	3
Darwin Tennis Association	3
AWOF Sports	3
Gove Peninsula Tennis Club	3
Katherine Tennis Club	3
Tennis Palmerston	3

Register by Sunday 25 October 2015

Post: 1/90 Ross Smith Ave. Fannie Bay 0820 Fax: 8981 5616 Email: sgibson@tennis.com.au

Appointment of Proxy



35th Annual General Meeting of Tennis NT Incorporated

Scheduled: 10.30am Sunday 8 November 2015 at the Darwin Squash Centre, 6 Marrara Drive, Marrara.

Appointment of Proxy, for

.....

[Name of club/centre/association]

In accordance with Tennis NT Incorporated's Constitution,

..... [insert name of club/centre/association], wishes to appoint

..... [insert name of proxy] as a proxy to attend and vote at the

Annual General Meeting in the place of..... [insert name of registered Delegate], who is unable to attend the Meeting.

This proxy will come to an end at the conclusion of the Meeting.

Signed:

.....

Signature of Member President

.....

Name of Member President

..... / /

Date

Director Nomination Form



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10.30am Sunday 8 November 2015 at the Darwin Squash Centre, 6 Marrara Drive, Marrara.

We the undersigned hereby nominate:

Name: _____

as: _____

(State Position: President or Director)

Nominated By:	
Name:	Signature:
Organisation Represented:	
Telephone: (w)	Telephone: (h)
Seconded By:	
Name:	Signature:
Organisation Represented:	
Telephone: (w)	Telephone: (h)

Nominee:

I am willing to be so nominated and agree to abide by the attached Directors Code of Conduct.

Signature of Nominee: _____

Date: _____

The nomination must be:

- Signed by the nominator and a seconder, both of whom shall be member delegates but not from the same Region;
- Signed by the nominee;
- Lodged at the Tennis NT Office: 1/90 Ross Smith Avenue, FANNIE BAY NT 0820 or Fax 8981 5616 or email sgibson@tennis.com.au

Nominations must be received by Sunday 1 November 2015

Post: 1/90 Ross Smith Ave. Fannie Bay 0820 Fax: 8981 5616 Email: sgibson@tennis.com.au

Directors Code of Conduct



I, (name).....

1. Acknowledge my fiduciary duty (duty of trust and loyalty) to Tennis NT represented by its members as a whole, its Stakeholders (both legal and moral), and creditors of Tennis NT and employees.
2. Acknowledge my duty to act in good faith and in the best interest of the organisation as a whole.
3. Acknowledge my duty to act with care and diligence.
4. Undertake to disclose all perceived, possible and actual Conflicts of Interest and submit myself to the directions of the President in dealings with such Conflicts of Interest. Matters of Conflict of Interest or potential Conflict of Interest involving the President shall be referred to the Board of Directors
5. Undertake to study and understand all financial reports of the organisation and accept that ignorance is no excuse in relation to responsibility for the financial standing of the organisation.
6. Will endeavour to attend all meetings as scheduled or called by the President subject to constraints imposed by my other commitments.
7. Will, if unable to attend any meeting, discuss the subject matters of the meeting with the President, another Director or the Manager so that my considerations and opinions can be voiced at the meeting.
8. Will prepare myself fully for each and every meeting by studying the papers distributed and asking questions of the Manager and others, as necessary, so that the process of the Board Meeting is one of taking resolutions after limited discussion not one of research and investigation.
9. Will commit myself to serve on committees and discharge duties in a timely and efficient manner.
10. Will not deal solely with any operational activity and acknowledge that, in all cases, the conduct and output of operational activities of the organisation will be through staff Coordinators and the Manager.
11. Will, in dealings with each and every staff member, treat them courteously and offer help and constructive comment within my areas of knowledge.
12. Will, at all times, consider myself an Ambassador of Tennis NT and conduct myself so as to never bring disgrace to or cause adverse comment to be directed at Tennis NT.
13. Will uphold confidentiality of discussions at Board meetings.
14. Will support all Board decisions, regardless of one's own personal view.
15. Will uphold and comply with policies of Tennis NT and Tennis Australia.
16. Will comply with the Australian Institute of Company Directors Code of Conduct

I, (name) being a member of the Board of Tennis NT confirm that I have read and understood the above points together with the contents of the Australian Institute of Company Directors Code of Conduct and hereby undertake to Tennis NT and my fellow Directors that I will discharge my responsibilities as a Director of Tennis NT in accordance with this Code of Conduct.

[Director's Signature]

Date

Special Service Award Nomination Form



35th Annual General Meeting of Tennis NT Incorporated

10.30am Sunday 8 November 2015 the Darwin Squash Centre, 6 Marrara Drive, Marrara.

Tennis NT is calling for nominations for *Special Service Awards*. This *Award* is intended to recognise outstanding, significant, long term service to tennis in the Northern Territory.

This *Award* is determined as follows:

- This Nomination Form is to be completed and lodged with Tennis NT not later than Sunday 25 October 2015.
- The Form must be accompanied by a short statement detailing the reasons for the nomination and any other background details that are considered relevant.
- The Tennis NT Board will decide in its absolute discretion which nominations to recommend to the Annual General Meeting.
- Written notice of each recommended nomination will be given to members and officers at least 10 days prior to the next Annual General Meeting.
- A nominee will be granted a *Special Service Award* if the Annual General Meeting so resolves by a majority of at least two-thirds of officers present and entitled to vote.

The successful nominee/s will be presented with their *Award/s* at the Presentation Dinner coinciding with the AGM and Workshop scheduled for the same weekend.

Details of Nominee

First name

Surname

Proposed By:	
Name:	Signature:
Club/Centre/Association:	
Telephone: (w)	Telephone: (h)
Seconder:	
Name:	Signature:
Club/Centre/Association:	
Telephone: (w)	Telephone: (h)

Statement of support attached.

Closing Date Sunday 25 October 2015

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