



## **130<sup>TH</sup> ANNUAL GENERAL MEETING**

**MONDAY 15<sup>TH</sup> JULY, 2019 7.30PM**

**QUEENS PARK CLUBROOMS**

**NOTICE IS HEREBY GIVEN THAT THE 130<sup>TH</sup> ANNUAL GENERAL MEETING OF THE HEALESVILLE TENNIS CLUB INC. WILL BE HELD AT THE QUEENS PARK CLUBROOMS ON MONDAY 15<sup>TH</sup> JULY, 2019 AT 7.30 PM.**

### **AGENDA**

- 1. MEETING OPENED.**
  - 2. MEMBERS PRESENT**
  - 3. APOLOGIES**
  - 4. APPROVE AND ADOPT AS A CORRECT RECORD, THE MINUTES OF THE 129<sup>TH</sup> ANNUAL GENERAL MEETING. (On website & club noticeboard)**
  - 5. BUSINESS ARISING**
  - 6. CONSIDER THE REPORTS OF THE**
    - PRESIDENT
    - TREASURER
    - CONVENORS
    - COACH
  - 7. ELECTION OF OFFICE BEARERS FOR 2019 – 2020**

All positions will be declared vacant

Nominations for positions must be received by the secretary in writing by Monday 8<sup>th</sup> July (Nomination form, or through the signup sheet in the clubhouse)

Executive: President, Vice President, Secretary, Treasurer

General Committee: 5 committee position available

Each committee position will hold a portfolio

Policies / Sponsorship, fundraising, events / IT
  - 8. FEES**

As approved at the 129<sup>th</sup> AGM: All membership and ball fees to remain unchanged for 2019 – 2020 membership year.
  - 9. GENERAL BUSINESS**
    - 9.1. Motion 1: To accept the Proposed Amendments to Model Rules.  
See attached
    - 9.2. (Business presented to the Secretary at least 7 days prior to the AGM.)
  - 10. MEETING CLOSED**
- SUPPER**

## 9.1 Proposed Amendments to Model Rules:

Old Model Rules Wording	Proposed New Wording
<p><b>2. Purposes</b> The purposes of the associations are <i>“to provide good quality tennis facilities for the community for all abilities, in a friendly, safe environment and promote the healthy sport of tennis”</i></p>	<p><b>2. Purposes</b> The purposes of the association are, <i>“to provide viable and sustainable tennis opportunities for the benefit of our community”</i></p>
<p><b>9. Application for membership</b> (1) To apply to become a member of the Association, a person must submit a written application to a committee member stating that the person—              (a) wishes to become a member of the Association; and              (b) supports the purposes of the Association; and              (c) agrees to comply with these Rules.          (2) The application—              (a) must be signed by the applicant; and              (b) may be accompanied by the joining fee.</p>	<p><b>9. Application for membership</b> (1) <i>Eligible persons shall become members by completing</i>              (a) <i>An online application through HTC website</i>              (b) <i>Payment of the membership fee</i>          (2) <i>Payment of the membership fees indicate that a person:</i>              (a) <i>Supports the purposes of the Association</i>              (b) <i>Agrees to comply with these rules</i></p>
<p><b>10. Consideration of application</b> (1) As soon as practicable after an application for membership is received, the Committee must decide by resolution whether to accept or reject the application.          (2) The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.          (3) If the Committee rejects the application, it must return any money accompanying the application to the applicant.          (4) No reason need be given for the rejection of an application</p>	<p><b>10. Consideration of application</b> (1) <i>All applications will be considered accepted following compliance with rule 9 (1)</i></p>
<p><b>11. New Membership</b> (1) If an application for membership is approved by the Committee –              (a) The resolution to accept membership must be recorded in the minutes of the committee meeting; and              (b) The Secretary must, as soon as practicable, enter the names and address of the new member, and the date of becoming a member, in the register of members          (2) A person becomes a member of the Association and, subject to rule 13(2), is</p>	<p><b>11. New membership</b> <i>A person becomes a member of the Association and, subject to rule 13(2), is entitled to exercise his or her rights of membership from the date the person pays the membership fee.</i></p>

<p>entitled to exercise his or her rights of membership from the date, whichever is later, on which –</p> <ul style="list-style-type: none"> <li>(a) The Committee approves the person’s membership, or</li> <li>(b) The person pays the joining fee</li> </ul>	
<p><b>16. Ceasing membership</b></p> <ul style="list-style-type: none"> <li>(1) The membership of a person ceases on resignation, expulsion or death.</li> <li>(2) If a person ceases to be a member of the Association, the secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.</li> </ul>	<p><b>16. Ceasing membership</b></p> <p>The membership of a person ceases on <i>non-payment of renewal fees, or death</i></p>
<p><b>17. Resigning as a member</b></p> <ul style="list-style-type: none"> <li>(2) A member is taken to have resigned if – <ul style="list-style-type: none"> <li>(a) The members annual subscription is more than 12 months in arrears; or</li> <li>(b) Where no annual subscription is payable – <ul style="list-style-type: none"> <li>(i) the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and</li> <li>(ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.</li> </ul> </li> </ul> </li> </ul>	<p><b>17. Resigning as a member</b></p> <ul style="list-style-type: none"> <li>(2) A member is taken to have resigned if – <ul style="list-style-type: none"> <li>(a) The members annual subscription is more than 3 months in arrears; or</li> <li>(b) Where no annual subscription is payable – <ul style="list-style-type: none"> <li>(i) the <i>responsible officer</i> has made a written request to the member to confirm that he or she wishes to remain a member; and</li> <li>(ii) the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.</li> </ul> </li> </ul> </li> </ul>
<p><b>18. Register of members</b></p> <ul style="list-style-type: none"> <li>(1) The Secretary must keep and maintain a register of members that includes— <ul style="list-style-type: none"> <li>(a) for each current member— <ul style="list-style-type: none"> <li>(i) the member’s name;</li> <li>(ii) the address for notice last given by the member;</li> <li>(iii) the date of becoming a member;</li> <li>(iv) if the member is an associate member, a note to that effect;</li> <li>(v) any other information determined by the committee; and</li> </ul> </li> <li>(b) for each former member, the date of ceasing to be a member.</li> </ul> </li> </ul>	<p><b>18. Register of members</b></p> <ul style="list-style-type: none"> <li>(1) <i>The Treasurer (or delegate)</i> must keep and maintain a register of members that includes— <ul style="list-style-type: none"> <li>(a) for each current member— <ul style="list-style-type: none"> <li>(i) the member’s name;</li> <li>(ii) the address for notice last given by the member;</li> <li>(iii) the date of becoming a member;</li> <li>(iv) if the member is an associate member, a note to that effect;</li> <li>(v) any other information determined by the committee.</li> </ul> </li> </ul> </li> </ul>
<p><b>36. Quorum at general meeting</b></p> <ul style="list-style-type: none"> <li>(1) No business may be conducted at a general meeting unless a quorum of members is present.</li> <li>(2) The quorum for a general meeting is the presence (physically, by proxy or as allowed under rule 35) of 10% of the members entitled to vote.</li> </ul>	<p><b>36. Quorum at general meeting</b></p> <ul style="list-style-type: none"> <li>(1) <i>No business may be conducted at a general meeting unless a quorum of 50% of executive committee, 50% of committee members and 5% of HTC members are present (physically, by proxy or as allowed under rule 35)</i></li> </ul>
<p><b>41. Minutes of general meeting</b></p> <ul style="list-style-type: none"> <li>(3)</li> </ul>	<p><b>41. Minutes of general meeting</b></p> <ul style="list-style-type: none"> <li>(3)</li> </ul>

<p>(d) the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and</p>	<p>(d) the certificate signed by two <i>executive</i> committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and</p>
<p><b>46. President and Vice President</b></p> <p>(1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.</p> <p>(2) If the President and the Vice-President are both absent, or are unable to preside, the chairperson of the meeting must be –</p> <p>(a) In the case of a general meeting – a member elected by the other members present: or</p> <p>(b) in the case of a committee meeting—a committee member elected by the other committee members present.</p>	<p><b>46. President and Vice President</b></p> <p>(1) The President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.</p>
<p><b>47. Secretary</b></p> <p>(2) The Secretary must—</p> <p>(a) Maintain the register of members in accordance with rule 18; and</p> <p>(b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and</p> <p>(c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and</p> <p>(d) perform any other duty or function imposed on the Secretary by these Rules.</p>	<p><b>47. Secretary</b></p> <p>(2) The Secretary must—</p> <p>(a) Keep custody of the common seal (if any) of the association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the association in accordance with rules 72 and 75; and</p> <p>(b) Subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and</p> <p>(c) Perform any other duties or function imposed on the secretary by these Rules.</p>
<p><b>48 Treasurer</b></p> <p>(1) The Treasurer must—</p> <p>(a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and</p> <p>(b) ensure all moneys received are paid into the account of the Association within 5 working days; and</p> <p>(c) make any payment authorised by the Committee or by a general meeting of the Association from the Association's funds; and</p> <p>(d) ensure cheques are signed by at least 2 committee members.</p>	<p><b>48 Treasurer</b></p> <p>(1) The Treasurer must—</p> <p>(a) receive all moneys paid to or received by the Association and issue receipts <i>upon request</i> for those moneys in the name of the Association; and</p> <p>(b) ensure all moneys received are paid into the account of the Association within 5 working days <i>or as soon as reasonably practical</i>; and</p> <p>(c) make any payment authorised by the Committee or by a general meeting of the Association from the Association's funds; and</p>

<p>(2) The Treasurer must –</p> <p>(a) Ensure that the financial records of the Association are kept in accordance with the Act; and</p> <p>(b) Coordinate the preparation of the financial statements of the Association and their certification by the committee prior to their submission to the annual general meeting of the Association</p> <p>(3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.</p>	<p>(d) <i>All payments are appropriately authorised.</i></p> <p>(2) The Treasurer must –</p> <p>(a) Ensure that the financial records of the Association are kept in accordance with the Act; and</p> <p>(b) Coordinate the preparation of the financial statements of the Association and their certification by the committee prior to their submission to the annual general meeting of the Association</p> <p>(3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.</p> <p>(4) <i>The Treasurer (or delegate) must maintain the register of members in accordance with rule 18.</i></p>
<p><b>52 Election of President etc</b></p> <p>(1) At the annual general meeting, separate elections must be held for each of the following positions –</p> <p>(a) President;</p> <p>(b) Vice-President;</p> <p>(c) Secretary;</p> <p>(d) Treasurer.</p>	<p><b>52 Election of <i>Executive Committee</i></b></p> <p>(1) At the annual general meeting, separate elections must be held for each of the following positions –</p> <p>(a) President (<i>maximum consecutive tenure of 3 years</i>)</p> <p>(b) Vice-President;</p> <p>(c) Secretary;</p> <p>(d) Treasurer.</p>
<p><b>63 Quorum</b></p> <p>(1) No business may be conducted at a committee meeting unless a quorum is present</p> <p>(2) The quorum for a committee meeting is the presence (in person or as allowed under rule 62) of a majority of the committee meetings holding office.</p>	<p><b>63 Quorum</b></p> <p>(1) <i>No business may be conducted at a committee meeting unless a quorum of 50% of executive committee and 50% of committee members are present (in person or as allowed under rule 62)</i></p>
<p><b>69 Management of funds</b></p> <p>(4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members</p> <p>(5) All funds of the Association must be deposited into the financial accounts of the Association no later than 5 working days after receipt.</p>	<p><b>69 Management of funds</b></p> <p>(4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments <i>are appropriately authorised.</i></p> <p>(5) All funds of the Association must be deposited into the financial account of the Association within 5 working days after receipt, <i>or as soon as reasonably practical</i></p>