

Annual General Meeting of the

Kilbirnie Tennis Club Inc

3pm Sunday 17 August 2014

A G E N D A

1. Apologies

2. Minutes of 2013 Annual General Meeting

3. Matters Arising from Minutes

4. Presentation of Annual Reports

- **President's report – Stephen Bennett**
- **Club Captain's report – Ian Macfarlane**
- **Mid-week Tennis report – Diana Spice**
- **Junior Tennis report – Michelle McKibbin**
- **Treasurer's report – David McCrone**

5. Presentation of Financial Accounts – David McCrone

6. Election of Officers

7. Election of Committee Members

8. Election of Patron

9. Recommendation of Level of Subscriptions for 2014 / 2015 Season

10. Proposed Club Rule Revision

10. Notices of Motion

11. General Business

Josephine Draper

Club Secretary

Annual General Meeting of the Kilbirnie Tennis Club Inc Sunday 11 August 2013

Minutes Record

Present: Gary McKernan, Lance McEldowney, Graham Alderton, Diana Maunder, Steve Hunter, Jo Draper, Maria Soteris, Diana Spice, Richard Braakhuis, Steve Gracie, David McCrone, Ian Macfarlane, Stephen Bennett, Catherine Carter

1. **Apologies:** Michelle McKibbin, Marcia Rew, Chris Parker, Richard Xu, Moira Pearce, Troy Leamy (Assistant Coach)
2. **Minutes of 2012 Annual General Meeting**
One correction re names on Match Committee – should be Steve Gracie not Jo Draper.
Minutes accepted
Moved: Lance McEldowney Seconded: Diana Maunder
3. **Matters Arising from Minutes**
Agreed to leave any matters to follow annual reports.
4. **Presentation of Annual Reports** (full copies available on line)
 - **President's report – Stephen Bennett**
 - Good to have courts all done. Thanks to Graham.
 - Note of caution re finances – we are falling short. Tennis Central fees and lease are both going up.
 - Numbers at club time are down.
 - Helping out at the club would be welcomed. What will be the next project we tackle?
 Comment: need to concentrate on building the membership.
 - **Match Committee report – Ian Macfarlane**
We have had a good year's tennis.
Need to make the most of our excellent new courts – the best in Wellington. Need to concentrate on getting numbers up.
 - **Mid-week Tennis report – Diana Spice**
New courts – big thanks to Graham Alderton for all his work.
Mid-week still very much a going concern.
Mainly use the top courts but good to have the bottom courts for busy days in summer.

Lance raised a question about Mid-week sessions no longer having a social/tea break. Agreed that Diana will follow up with mid-week members.

- **Junior Tennis report – Michelle Mckibbin**

Michelle's last year – need to find a successor.

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- **Membership report – Gary McKernan**

An up to date indication of current members.

Gary appreciative of the background work/files established by John Hammond.

Question raised about whether we pay an affiliation fee for Life Members, particularly inactive members. (Ian will inquire and follow up with Tennis Central).

Follow up delay to track non-paying members.

Thanks to Gary for stepping in and taking on the role.

Annual Reports accepted:

Moved Jo Draper

Seconded: Graham Alderton

5. Presentation of Financial Accounts – Jo Draper

Noted: subscriptions are down but not much.

Changes coming up will put pressure on finances. Affiliation fees going up. Rent/rates will increase progressively over the next 3 years.

Repairs and maintenance could be \$2000+.

Challenging to make ends meet on current income.

Financial Reports accepted:

Moved: Steve Gracie

Seconded: Gary McKernan

6. Election of Officers

President: Stephen Bennett

Secretary: Jo Draper (Nominated Graham Alderton, Seconded Ian Macfarlane)

Treasurer: David McCrone (Nom Jo Draper, Sec Richard Braakhuis)

Club Captain: Ian McFarlane (Nom Lance McEldowney, Sec David McCrone)

Match Committee (to assist Club Captain): Steve Hunter, Steve Gracie, Diana Maunder

7. Election of Committee Members

Gary McKernan (Nom Diana Maunder, Sec Graham Alderton)
 Catherine Carter (Nom Stephen Bennett, Sec Steve Gracie)
 Lance McEldowney (Nom Jo Draper, Sec David McCrone)
 Richard Braakhuis (Nom Diana Maunder, Sec Stephen Bennett)
 Michelle McKibben (Nom Graham Alderton, Sec David McCrone)
 Marcia Rew (Nom Diana Maunder, Sec Richard Braakhuis)

Mid-week Convenor: Diana Spice

Graham Alderton is stepping down from the committee but is still available for helping around the club.

8. Election of Patron: Brian Galt

Moved: Diana Maunder Seconded: Stephen Bennett

9. Recommendation of Level of Subscriptions for 2013/ 2014 Season

Stephen Bennett spoke to the proposal to raise the subscription fees for this year and for a new structure.

- A proposal to increase the proposed interclub supplement to \$50 was carried.
- A proposal to increase the Junior rate to \$130 was carried 8-4.
- Juniors playing senior interclub must pay the interclub supplement
- Need to make clear that Juniors sub includes coaching by a qualified coach
- Needs to be good communication between committee and team captains to ensure subs are paid before playing interclub.

Recommendation:

Senior	\$170
Tertiary	\$150
Junior (under 18)	\$130
Junior 'Peewee' (under 8)	\$100
SIULI	\$30
(see if you like it trial)	
Interclub Supplement (not Junior or Mid-week)	\$50

10. Notices of Motion

That a message of thanks should go to out-going role holders (Chris Parker, Treasurer and Catherine Carter, Secretary) and committee member Graham Alderton.

Proposed: Lance McEldowney Seconded: Gary McKernan
Carried

That a Life Membership should be given to John Hammond in recognition of his contribution to the club.

Proposed: Graham Alderton Seconded: Stephen Bennett
Carried. For consideration by the incoming committee.

That the club constitution be reviewed.
Generally endorsed.

11. **General Business**

Junior Coaching

Ian and Michelle met with Andy re coaching fees. May be able to cut back a bit.

- Tuesday and Friday sessions are 1 ½ hours and more social. Don't need 2 or 3 coaches.
- Sunday session is 1 hour. Couple of parents staying on. Only need 1 coach.

Roll call to be taken at club times, pre and post Christmas. Make sure all Juniors attending are paid up members.

Other matters

We need a commitment from Coaching contract to provide or make available coaching for Seniors.

The picture of Kilbirnie Tennis Club at the Renouf needs to be updated.

The Fun Doubles and the Renouf Centre night have been the most successful events of the year.

Web site. Gary has kept on doing this but could do with some help.

First Committee meeting Thursday 15 August at 7.30.

AGM closed at 5.25 pm

Catherine Carter
Club Secretary (out-going)

**KILBIRNIE TENNIS CLUB Inc
WELLINGTON**

ANNUAL GENERAL MEETING – August 2014

PRESIDENT'S REPORT 2013-2014 SEASON

Welcome everyone to the Kilbirnie Tennis Club's AGM for 2014.

Looking back over the last year, I see a period of consolidation. Membership has remained steady. Our interclub teams have performed creditably. The extension of the fun doubles concept to the summer season has guaranteed a presence at the club over the summer months. The cutting back of the scrubby bush on the street front has contributed to an increase in visibility for the club.

It was pleasing to see that the Havelock North Tennis Club were able to muster a team of players to bring down to Kilbirnie this year, for our annual fixture. Kilbirnie prevailed in the ensuing contest, as we also did in our annual fixture over at the Muritai club. If you have not played in either of these two fixtures, I urge you to put your name down for next time. Personally, I think they exemplify the best of reasons for playing tennis.

From a financial viewpoint, after many years of dedicated service, Chris Parker has stepped down from the Treasurer's position, allowing fresh, new blood, in the form of David McCrone, to grapple with this important position. The club is reporting a small surplus, but we must be ever vigilant in ensuring that our income meets our expenses. It is disappointing for me to have to report that the committee is reluctantly recommending a small increase to our subscriptions for the 2014-15 season. In recommending this, we are simply passing on an increase in affiliation fees from Tennis Central.

I'm looking forward to the 2014-15 season as a period of 'spring cleaning', 'renewal' and 'reinvigoration'. A few examples of what I mean:

- Repainting the clubhouse. First impressions are important. Now the general public can see our courts, let's now also smarten up our clubhouse. And while we're at it, let's also declutter, spring clean and redecorate the clubhouse interior.
- Improving access to the top courts. Particularly improving safety, by adding a handrail.
- A new Junior Convenor. After many years of sterling work, Michelle McKibbin is stepping down and Troy Leamy is stepping up to the job. Troy (and the rest of the club) have a challenge to build up our junior membership to the levels of previous years and those of neighbouring clubs.
- Lights! A perennial favourite subject. One of our committee is keen to take up this challenge once more.

- A new set of club rules. Many of our current club rules are quite dated. We are refreshing and simplifying the rules. Members will be fully informed of any changes at the AGM.

From time to time we will be calling on members to help out with some of these tasks. We look forward to your support when called upon.

As always, if you have any ideas, comments on any aspect of the club, or how it is run, how it can be improved please let me, or any other committee member know.

Happy tennis for 2014-15!

Stephen Bennett
Club President

Kilbirnie Tennis Club Club Captain's Report

Interclub Report

The 2013/14 Interclub season was a successful one for Kilbirnie Tennis Club.

Our Women's Team fielded a big team in the pre Xmas draw managing to retain their position in the Women's First Grade having been promoted last season. The team trained regularly with the Club's coach who helped their skills and tactics on the court.

The first men's team (a mix of Kilbirnie and Wellington players) won the Premier 3 grade pre-Christmas and finished runner up in the post-Christmas competition earning promotion to Premier 2 next season. The team combines a mix of junior, younger and older adults and includes two players from Wellington Club which works well for both clubs, providing the Wellington Club players with a team in a grade they did not have at Wellington Club and if the tradition continues could provide our up and coming juniors with access to a bigger club should they want to play in the top regional grades.

Our second mens team also had a very successful season winning their grade pre-Christmas and earning promotion to 3rd Grade which they also won in the post-Christmas Comp. At this stage we are unsure whether they will move up to 2nd grade for next season but the team had some standout results throughout the season. Again this team included senior and junior members.

The third mens team came second and were promoted to Grade 4 in the pre-Christmas competition and our fourth Mens team finished runners up post-Christmas.

The mixed team found the play challenging this year, coming in 7th in their grade.

A number of players were unbeaten in singles which bodes well for the coming season with the depth of our interclub players.

Club Fixtures

Successful exchange events were held between Kilbirnie and Havelock North on April 6 with a narrow win to Kilbirnie. This year the Muritai event was in Muritai, Eastbourne on 4 May. After a dodgy start weather-wise we enjoyed a great afternoon of competitive, but friendly tennis. The club president forgot to take the trophy for the fixture, but a major diplomatic crisis was averted by Kilbirnie winning the contest! As usual, the afternoon was wrapped up with a fine spread of afternoon tea and a cold (or hot) beverage or two.

Winter Interclub

Our B grade team have been competitive in a very tough league. After a tough start they beat what have turned out to be the league winners and finished up only 4 points from the top spot. Our C grade team were also in a tough league with lots of high quality teams, and can be commended for the displays they put in. Thanks as always go to our team captains who do a fantastic job of organising things.

Wellington Regional Tennis Centre

I attended a number of meetings in the past year at the Renouf Tennis Centre which is need of long term maintenance and Wellington Tennis who owns the asset is considering options to fund this maintenance. Last year all Clubs in the region contributed an additional \$10 per member towards a fund for the long term maintenance of the Renouf Centre. This year Clubs are being asked for an additional \$10 per member which has meant that membership fees at most clubs will increase by a similar amount as we cannot cover this additional cost from existing membership fees. This created some healthy debate amongst Wellington tennis clubs as we are also required to fund our own court maintenance and activities from membership fees.

Like most other clubs Kilbirnie Tennis Club supported the additional contribution that will go towards a long term fund to maintain the Renouf Tennis Centre as it is an asset that is enjoyed by the tennis community in the region. Unfortunately this will mean a small increase in our membership fees this year.

Ian Macfarlane
Club Captain

Kilbirnie Tennis Club

Midweek Report 2014

As winter sets in with some amazingly windless days, cool and sunny, plus howling gales and eye-watering cold, we still have a hardy core who enjoy the exercise and relaxed atmosphere that like-minded players can generate. We can look back at warmth and sunshine and be so grateful for the lovely setting the Tiger Turf courts afford.

The annual visit of Mayu Suzuki's parents, Yoko and Toshia, brought their usual fun and laughter and their high standard of play. Richard Xu's parents, Ping and Jack, arrived later than usual due to a glitch with Jack's heart. He is recovering very well, and they were able to enter events while here. They enjoyed their visit to Muritai, and Ping tried her hand in the club champs. We miss them all and look forward to their smiling faces next year.

Our "Swingers" mixed interclub team came a very close second this time – well done all players who helped achieve this result. Big surprise when our Monday Womens interclub team won their grade – well done girls! Janice Davies really earned herself the title (and cup) for most improved player. Keep it going girl!

Diana Maunder has become our Midweek delegate and no doubt will be very efficient in the liaison needed with Tennis Central. Thanks Diana.

Big thanks also to Barry Campbell who has taken on keeping the drive and lower courts swept and free of rubbish. From time to time he has a go at the upper courts' grass; a bit of a pain job as the blimmin stuff keeps growing! Well done Barry!

Drina Jones has recently joined us, and for an Aussie plays a good game(!) Welcome.

Thanks from me to all Midweekers who read my 'courtesy expectations' (albeit with a bit of eye-rolling), and I must say appear to have acted on them. You are a great bunch of tennis lovers, and your help eases the way for organisation. More power to your tennis arms and legs for the coming year.

Diana Spice

Midweek Organiser

Junior Report for Kilbirnie Tennis Club AGM 2014

Another season is over and planning for the 2014/15 season is about to begin and hopefully it will be another good year for the junior section of the Kilbirnie Tennis Club.

The coaching sessions for juniors over eight years old were held on a Tuesday afternoon, sessions for under eight year olds were held on a Sunday morning and then teenage tennis was on Friday afternoons with reasonable numbers attending all sessions.

Troy Leamy and his team of coaches ran these coaching sessions, as well as a number of after school and holiday programmes, and ensured the juniors had fun while learning basic to advanced tennis skills, depending on ability.

Junior numbers were down on last year and we were only able to field six interclub teams pre Christmas and seven post Christmas. Some of our interclub teams enjoyed success this season with one team winning their grade pre Christmas and three teams finishing in the top three post Christmas. The disappointing thing is that we only have one girls' team and not many girls coming along to junior coaching so hopefully we can turn this around in the upcoming season.

I would like to thank Andrea Rota for her help at the beginning of the season with setting up the interclub teams and also Gary McKernan for his general help and for turning up on Sunday mornings to help with registrations. Also thanks to David McCrone for helping me keep track of our juniors.

I would also like to thank the team managers for their efforts in ensuring they could field a team every week. The ongoing success and growth of the junior club relies on people taking on these roles and parents for ensuring their child/ren turns up on time so thank you to everyone involved.

Once again we received a \$1,000 grant from the Eastern Suburbs Sports Trust / Pak 'n Save Kilbirnie this season. This funding went towards the cost of tennis balls used for coaching and interclub which is of great assistance in ensuring the club can keep the cost of subscriptions down.

I would like to thank Troy Leamy for being prepared to take on the role of Junior Convenor and wish him every success – I am sure the junior club will grow under his wonderful guidance!!

We now eagerly await the start of the 2014/15 season and some warmer weather to get everybody geared up for the summer season.

Michelle McKibbin
Junior Convenor

KILBIRNIE TENNIS CLUB INCSTATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 APRIL 2014

	2013-14	2012-13
	\$	\$
INCOME		
Court hire	2,621	1,379
Donations	490	25
Fundraising	2,827	-279
Grants	5,466	2,986
Interest	111	564
Interclub prize money	75	0
Sales	551	695
Subscriptions & levies	21,956	23,993
Swipe card deposits	100	60
TOTAL INCOME	<u>36,191</u>	<u>29,423</u>
LESS EXPENSES		
Advertising	0	82
Coaching	4,360	8,368
Court		
Maintenance	2,852	0
Refurbishment	284	0
Resurfacing	0	36,915
Electricity	824	847
Insurance	1,560	1,443
Lease & water rates	2,810	1,218
Loan repayments	3,000	0
Repairs & maintenance	2,015	1,338
Signage	939	0
T Shirts	1,026	0
Telephone & box rental	864	661
Tennis balls	3,116	2,475
Tennis Central fees		
Affiliation	5,790	4,711
Interclub	2,211	2,689
Trophies & engraving	144	144
Website	150	0
Other expenses	558	2,883
TOTAL EXPENSES	<u>34,466</u>	<u>63,774</u>
Net Surplus (Deficit)	<u>1,726</u>	<u>(34,351)</u>

STATEMENT OF FINANCIAL POSITION
AS AT 30 APRIL 2014

	2013-14	2012-13
CURRENT ASSETS		
Westpac bank:		
Current account	2,028	2,841
Online Saver account	2,696	
Term investment	0	86
Petty cash	62	166
Total	4,786	3,093
FIXED ASSETS	121,383	138,377
TOTAL ASSETS	126,169	141,470
CURRENT LIABILITIES		
Loans from members	(3,000)	(6,000)
Supplementary fees	0	(295)
NET ASSETS	123,169	135,175

FIXED ASSETS
AS AT 30 APRIL 2014

	Rate of depreciation	Book value 30.4.2013	Additions 2013-14	Depreciation 2013-14	Book value 30.4.14
Buildings	2.5%	15,188	0	380	14,808
Equipment	20.0%	66	610	13	663
Fences	10.0%	3,893	0	389	3,504
Courts	14.28%	119,136	284	17,012	102,408
Ball machine	20.0%	95	0	19	76
		138,377	894	17,813	121,383

(Signed) _____

D G McCrone
Treasurer
Kilbirnie Tennis Club

31 May 2014

Kilbirnie Tennis Club

Treasurer's financial report to the 2014 AGM

Despite a reduction in membership subscriptions, the Club's total income increased by 23 percent during the financial year ended 30 April 2014. Contributing to this result were substantial increases in proceeds from fundraising, grant applications, court hire, and donations.

With the completion of payments for court resurfacing, total expenditure fell by 46 percent. Expenditure on coaching was substantially lower, but there was a large one-off increase in ground lease rental paid to the Wellington City Council. An initial repayment of \$500 was made to each of six members who had each lent the Club \$1,000.

At the end of the 2013/14 financial year, there was a surplus of \$1,700 and the Club held cash reserves of about \$4,700, offset by current liabilities of \$3,000 for repayment of the balance of members' loans.

For the 2014/15 membership year commencing on 1 September, it is proposed by the Committee that:

1. Membership subscriptions be raised by \$10 in each membership category, to cover increases in affiliation fees payable to Tennis Central.
2. The household discount on membership fees be discontinued and the family membership discount reduced to 15 percent.
3. A levy of \$20 payable by midweek Interclub players be introduced, to cover the cost of Interclub fees in this category.

David McCrone
Treasurer

Kilbirnie Tennis Club: Proposed new Constitution

Proposal

The Committee proposes that the current rules be replaced by a new constitution, and submits the attached revision of the rules to the 2014 AGM for approval.

Significant changes

Proposed changes to the current Rules include:

1. Inclusion of a new rule [2.1.c] stating that the Club provides a benefit to the community.
May be required by grant funding providers or be of assistance in making applications for funding.
2. Replacement of rules specifying various membership categories and entitlements with a new rule [4.2] saying that membership may comprise different categories of membership as decided by the Club.
Allows changes to be made from time to time to membership categories, as the Club decides and without the need to change the constitution.
3. Inclusion of a new rule [5.2.d] specifying a process for setting membership subscriptions.
Membership subscriptions to be set by the AGM on the recommendation of the Committee.
4. Exclusion of the rule [5] allowing expelled members the right of appeal to a General Meeting.
Considered unnecessary. The Committee has delegated power to deal with complaints and terminate membership and is better placed than a General meeting of members to give careful consideration to such cases.
5. Exclusion of the rule [6.a.ii] requiring the Club to have one or more Vice Presidents.
Considered unnecessary for the Club to have one or more Vice Presidents.
6. A reduction in the number of Committee members (other than officers) to a maximum of three [6b, 6.1]
Research shows that small committees of up to seven members operate more efficiently and effectively than large committees.
Any positions of responsibility not allocated to Committee members can be delegated to members of the Club who report to the Committee.
7. Inclusion of a new rule [8.1] setting out the responsibilities of the President.
8. A reduction in the quorum for a General Meeting from 12 to 10 [5.5]
9. Exclusion of the rule [9.c.iv] requiring the Club to elect an auditor at the AGM.
10. Inclusion of a new rule [9.5] allowing for the Club's accounts to be audited if requested by a majority of members, or at the discretion of the Committee.
The accounts of an incorporated society are not required to be audited. Control over income prior to its being recorded is limited and there are no practical audit procedures that can guarantee that all income is properly recorded and accounted for.

Proposed New Rules of the Kilbirnie Tennis Club Incorporated

1.0 Name and Registered Office

- 1.1 The name of the society is the Kilbirnie Tennis Club Incorporated ("the Club").
- 1.2 The registered office of the Club is at 14 Crawford Road, Kilbirnie, Wellington.

2.0 Purposes

- 2.1 The purposes of the Club are to:
 - (a) provide members with opportunities to play social and competitive tennis;
 - (b) provide a well-maintained venue for playing tennis; and
 - (c) promote the game of tennis in the community and provide a facility for members of the community to play tennis

3.0 Powers

- 3.1 In order to carry out its purposes and manage its affairs, the Club may:
 - (a) employ or contract the services of any person or company;
 - (b) purchase, lease, and hire equipment and facilities;
 - (c) sell and dispose of its assets and equipment;
 - (d) invest in any investment that a trustee might invest in; and
 - (e) borrow or raise money, as authorised by a resolution of a General Meeting.
- 3.2 The Management Committee ("Committee") shall exercise the Club's powers, except for those required by its rules ("Rules") to be exercised by resolution of a General Meeting.

4.0 Membership

- 4.1 The membership year begins on 1 September and ends on 31 August.
- 4.2 Membership may comprise different categories of membership as decided by the Club.
- 4.3 Life membership may be conferred upon any member in recognition of special or distinguished service to the Club.
- 4.4 Life members shall be elected at an Annual General Meeting by a three-fourths majority vote. Any two members of the Club may nominate a person for life membership by making a written submission to the Committee at least four weeks before the date of the Annual General Meeting. The Committee shall decide whether the nomination shall be submitted to the Annual General Meeting.
- 4.5 A life member is entitled to all rights and privileges of membership, without payment of an annual membership subscription.
- 4.6 A person may become a member of the Club by completing a membership registration and paying the membership subscription in full. The Committee may interview an applicant for membership or decline a membership application.
- 4.7 The Membership Secretary shall keep a membership register recording the names and contact details of all members, and all payments of subscriptions and fees. Members shall advise the Membership Secretary of any changes to their contact details.
- 4.8 Membership subscription renewal notices shall be sent to all members prior to the start of each membership year. Any member who has not renewed their subscription by 31 October shall lose all membership rights and privileges until their subscription is paid.
- 4.9 All members shall promote the purposes of the Club, and shall do nothing to harm the interests of the Club or bring it into disrepute.
- 4.10 The Committee shall deal with any complaint submitted to it in writing about the conduct of a member. If the Committee considers that there is sufficient substance to the complaint, it shall give the member written notice of the complaint and invite the member to attend a meeting of the

Committee to discuss the matter, or to provide a written response. The Committee may state what the member must do in order to remedy the situation.

- 4.11 The Committee may terminate a person's membership if it considers that the member is in material breach of the Club's Rules or code of conduct, or has acted in a manner inconsistent with the purposes and interests of the Club.
- 4.12 A member shall cease to be a member of the Club who:
- (a) resigns by giving notice in writing to the Secretary;
 - (b) fails to pay their membership subscription renewal by the due date of 31 October; or
 - (c) receives written notice from the Committee that his or her membership is terminated.

5.0 General Meetings

- 5.1 The Annual General Meeting shall be held not later than 20 August.
- 5.2 The business of the Annual General Meeting is to:
- (a) receive the Annual Financial Statements and reports from the President and Treasurer;
 - (b) elect officers and Committee members;
 - (c) elect a Patron, if the Committee so recommends;
 - (d) set annual membership subscriptions on the recommendation of the Committee;
 - (e) consider any notices of motion; and
 - (f) consider any other business.
- 5.3 The Committee may call a Special General Meeting at any time and must call a Special General Meeting if the Secretary receives a written request, signed by at least ten members, stating the purpose of the meeting.
- 5.4 Notice of a General Meeting and any motions to be considered shall be given in writing to all members at least 14 days prior to the meeting.
- 5.5 Ten members shall form a quorum at a General Meeting. If there is no quorum present the Chair shall adjourn the meeting to a date and time to be determined by those present. If at that meeting there is no quorum present then those members present shall constitute a quorum.
- 5.6 Voting at General Meetings shall be by voice, show of hands, or secret ballot, at the discretion of the Chair. In the event of a tied vote the Chair shall have a second or casting vote.

6.0 Management Committee

- 6.1 The Club shall have a Management Committee ("Committee") comprising the officers of the Club and up to three Committee members.
- 6.2 The officers of the Club are the President, Secretary, Treasurer, and Club Captain.
- 6.3 All officers and Committee members shall be members of the Club.
- 6.4 Officers and Committee members shall be elected for a one-year term at the Annual General Meeting, and shall be eligible for re-election from year to year.
- 6.5 If the position of any officer becomes vacant between Annual General Meetings, the Committee may appoint another Committee member to fill the vacancy until the next Annual General Meeting.
- 6.6 If the position of any Committee member becomes vacant between Annual General Meetings, the Committee may appoint another Club member to fill the vacancy until the next Annual General Meeting.
- 6.7 The Committee shall meet as often as needed for proper management of the Club's affairs.
- 6.8 Four members constitute a quorum at meetings of the Committee.
- 6.9 Decisions of the Committee shall be made by consensus or majority vote. In the event of a tied vote, the Chair shall have a casting vote.

7.0 Role of the Management Committee

7.1 The role of the Committee is to:

- (a) carry out the purposes of the Club in accordance with the Rules;
- (b) manage the financial affairs of the Club;
- (c) delegate responsibility and appoint members as required to assist in the running of the Club;
- (d) set dates, times and agendas for General Meetings;
- (e) make recommendations on membership subscriptions to the Annual General Meeting;
- (f) deal with complaints, disputes, and breaches of the Rules;
- (g) comply with the terms and conditions of the Wellington City Council's *Leases Policy* and the Club's ground lease agreement with the Council; and
- (h) decide on questions of interpretation of the Rules and any matters not covered in the Rules, or refer them to a General Meeting.

7.2 The Committee may appoint a Match Committee, whose responsibilities are to organise interclub teams and arrange Club tournaments and fixtures with other tennis clubs.

8.0 Duties of Officers

8.1 The President is responsible for:

- (a) overseeing and directing the operation of the Club in accordance with the Rules
- (b) chairing General and Committee meetings
- (c) reporting on the operations of the Club at the Annual General Meeting.

8.2 The Secretary is responsible for:

- (a) preparing agendas for Committee and General meetings
- (b) recording minutes of all Committee and General meetings
- (c) receiving and replying to correspondence
- (d) providing members with written notice of General Meetings
- (e) filing annual financial statements with the Registrar of Incorporated Societies
- (f) notifying the Registrar of Incorporated Societies of any changes to the Rules approved by members at a General Meeting.

8.3 The Treasurer is responsible for:

- (a) keeping proper accounting records of all payments and monies received
- (b) ensuring that the Club has enough cash flow to meet its financial obligations as they fall due
- (c) preparing budgets and providing regular financial reports to the Committee
- (d) maintaining bank accounts and authorities for those accounts as required by the bank and approved by the Committee
- (e) submitting summaries of accounts to the Committee for approval of payment
- (f) establishing appropriate, secure systems for the handling and banking of money, ordering and purchase of supplies and services for the Club, and control of stock held by the Club
- (g) preparing annual financial statements and a report on the finances of the Club for presentation at the Annual General Meeting.

8.4 The Club Captain is responsible for:

- (a) maintaining overall control of all games played on the courts and overseeing the operations of the Match Committee
- (b) negotiating contracts for the provision of professional coaching services
- (c) representing the Club at meetings of Tennis Central Region and Wellington Tennis Inc
- (d) liaising with Tennis Central Region on arrangements for interclub matches
- (e) liaising with other tennis clubs in the region.

9.0 Finances

- 9.1 The Club's financial year begins on 1 May and ends on 30 April.
- 9.2 The Club's financial and other assets may not be used for the private benefit or profit of any member. No member shall derive any personal pecuniary gain from membership of the Club.
- 9.3 All expenditure shall be approved by the Committee, or by majority vote at a General Meeting. All accounts paid or for payment shall be submitted to the Committee for approval of payment.
- 9.4 The Club's funds may be invested in any investment in which a trustee might invest or as the Club may determine by resolution passed at a General Meeting.
- 9.5 An audit of the Club's accounts is not required unless requested by a majority of members at a General Meeting.

10.0 Common seal

- 10.1 The Secretary shall have custody of the Club's common seal, which shall be used only by the authority of the Committee. Documents to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.

11.0 Alteration of the Rules

- 11.1 The Rules of the Club may be amended or replaced by a resolution passed by a two-thirds majority of members voting at a General Meeting.
- 11.2 Members shall be given written notice of any motion to change the Rules at least 14 days in advance of the General Meeting at which the motion is to be considered.

12.0 Winding-up provisions

- 12.1 The Club may be wound up by means of a resolution passed by a two-thirds majority of members at a Special General Meeting convened for the purpose.
- 12.2 After the payment of all outstanding dues, any surplus financial assets shall be transferred to Wellington Tennis Incorporated for distribution amongst the member clubs.
- 12.3 Club equipment may be sold or donated to one or more tennis clubs as decided by the Meeting.
- 12.4 In the event of expiry or early termination of the Club's lease of the land it occupies, the terms and conditions of the Wellington City Council's leases policy shall apply to disposal of the clubhouse and any other buildings or structures owned by the Club.