

Constitution of The Majura Tennis Club Incorporated under The Australian Capital Territory Associations Incorporation Act 1991.

- NAME OF THE ASSOCIATION 1) The name of the Association shall be the Majura Tennis Club Incorporated (hereinafter called "The Club").
- OBJECTS 2) The basic objects of the Club are:
- a) to manage and do all things necessary in the management of the tennis courts at Rosevear Place, Dickson;
 - b) to promote and develop the game of tennis;
 - c) to provide for the social enjoyment of members of the Club;
 - d) to liaise and cooperate with individuals, groups and institutions within the ACT and elsewhere in furtherance of the above aims;
 - e) to raise and administer funds for the above objects.
- POWERS OF THE CLUB 3) In addition to the basic objects of the Club, the objects and purposes of the Club shall be deemed to include:
- a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Club;
 - b) the buying, selling and supplying of, and dealing in, goods necessary to achieve any objects or purposes of the Club;
 - c) the construction, maintenance, and alteration of building or works necessary or convenient for any of the objects or purposes of the Club;
 - d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Club;
 - e) the taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Club, whether by way of donations, subscriptions or otherwise;
 - f) the printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Club;
 - g) the borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting; and securing the repayment of money so raised or borrowed or the payment of a debt or liability of the Club by giving mortgages, charges or securities upon or over all or any of the seal or personal property of the Club;
 - h) the investment, as determined from time to time by the committee, of any moneys of the Association not immediately required for any other object or purpose of the Association in investments of a kind authorized by the Trustee Ordinance 1957 or debentures of the Australian Capital Territory Lawn Tennis Association Incorporated;

- i) the making of gifts, subscriptions or donations to any of the funds, authorities, of institutions to which paragraph (a) of subsection (1) of section 78 of the Income Tax Assessment Act 1936, as amended, of the Commonwealth relates;
- j) the establishment and support or aiding in the establishment or support, of any other association formed for any of the basic objects of the Club;
- k) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects of the Club or of any of the objects and purposes specified in the foregoing provisions of this sub-rule.

RULES OF THE CLUB

- 4)
 - a) In these rules, unless the contrary intention appears:
 - "general meeting" means a general meeting of members convened in accordance with rule 14;
 - "ordinary committeeman" means a member of the committee to whom paragraph (ii) or sub-rule (a) of rule 24 relates;
 - "member" means a person whose name is shown on the list of financial members as determined by rule 6;
 - "sub-committee" means an assembly of 3 or more members of the Club elected for a particular purpose
 - b) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form
 - c) Words, expressions and powers in these Rules shall be interpreted in accordance with the provisions of the Interpretation Ordinance 1967.

CLUB'S OFFICE

- 5) The Office of the Club shall be the Clubhouse or such other place as the committee may from time to time determine.

MEMBERSHIP OF THE CLUB

- 6)
 - a) A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Club on payment of the annual subscription prescribed in, or fixed under, these rules
 - b) A person who is not a member of the Club at the time of the incorporation of the Club shall not be admitted to membership:
 - i) His/her admission as a member is approved by the Committee;
 - c) A member ceases to be a member if he/she fails to renew his/her annual membership upon which the Public Officer shall remove the name of the member from the register, where upon the member ceases to be a member of the Club
 - d) A right, privilege or obligation of a person by virtue of his membership of the Club -

- i) is not capable of being transferred or transmitted to another person; and
 - ii) terminates upon the cessation of his membership, whether by death, resignation or otherwise;
- e) A member of the Club is not liable to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of a winding up of the Club.

INCOME AND
PROPERTY OF
THE CLUB

7)

- a) The income and property of the Club, however derived, shall be applied solely towards the promotion of the object and purposes of the Club and no portion thereof shall be paid or transferred, directly or indirectly, by dividend bonus or otherwise to any member of the Club
- b) The Club shall not:
 - i) appoint a person who is a member of the committee to any office in the gift of the Club to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
 - ii) pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses);
- c) Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Club of:
 - i) remuneration in return of services actually rendered to the Club by the servant or member or for goods supplied to the Club by the servant or member in the ordinary course of business;
 - ii) interest at current bank overdraft rate on money lent; or
 - iii) a reasonable and proper sum by way of rent for premises let to the Club by the servant or member.

ACCOUNTS OF
RECEIPTS,
EXPENDITURE

8)

- a) True accounts shall be kept:
 - i) of all sums of money received and expended by the Club and the matter in respect of which the receipt or expenditure takes place; and
 - ii) of the property, credits and liabilities of the Club;
 and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Club for the time being, those accounts shall be open to the inspection of the members of the Club
- b) The Treasurer of the Club shall faithfully keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Club in such form and manner as the committee may direct
- c) The accounts, books and records referred to in sub-rules (a) and (b) of this rule shall be kept at the Club's office or at such other place as the committee may decide.

BANKING AND
FINANCE

- 9)
- a) The Treasurer, President and Vice-President of the Club shall, on behalf of the Club, receive all moneys paid to the Club and forthwith after the receipt thereof issue official receipts therefore
 - b) The committee shall cause to be opened with such bank as the committee selects a banking account in the name of the Club into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof
 - c) The committee may receive from the Club's bank or bankers for the time being the cheques drawn by the Club on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Club
 - d) All payments of \$100 or more will by cheque drawn on or by direct credit from bank accounts of the Club.
 - e) No cheques shall be drawn on the Club's bank account except for the payment of expenditure that has been authorised by the committee
 - f) All cheques, drafts, bills of exchange, promisory notes and other negotiable instruments shall be signed or authorised electronically by any two of the following members of the committee: Treasurer, Secretary, President and Vice President

AUDITOR

- 10)
- a) At each annual general meeting of the Club the members present shall appoint a person who is not a member of the executive committee or the public officer of the Club as the auditor of the Club
 - b) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment
 - c) The first auditor of the Club may be appointed by the committee before the first annual general meeting, and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at the general meeting, in which case the members at the meeting may appoint an auditor to act until the first annual general meeting
 - d) If an appointment is not made at an annual general meeting the committee shall appoint an auditor of the Club for the then current financial year of the Club
 - e) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Club, the committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding annual general meeting.

AUDIT OF
ACCOUNTS

- 11)
- a) Once at least in each financial year of the Club, the accounts of the Club shall be examined by the auditor
 - b) The auditor shall certify as to the correctness of the accounts of the Club and shall report thereon to the members present at the annual

- general meeting
- c) In his/her report, and in certifying to the accounts, the auditor shall state -
 - i) whether he has obtained the information required by him;
 - ii) whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Club according to the information at his disposal and the explanations given to him and as shown by the books of the Club; and
 - iii) whether the rules relating to the administration of the funds of the Club have been observed;
 - d) The Treasurer of the Club shall cause to be delivered to the auditor a list of all the accounts, books and records of the Club
 - e) The auditor -
 - i) has a right of access to the accounts, books, records, vouchers and documents of the Club;
 - ii) may require from the servants of the Club such information and explanations as may be necessary for the performance of his/her duties as auditor;
 - iii) may employ persons to assist him in investigating the accounts of the Club; and
 - iv) may, in relation to the accounts of the Club, examine any member of the committee or any servant of the Club.

ANNUAL
GENERAL
MEETING

- 12)
 - a) The Club shall, in each year hold an annual general meeting
 - b) The annual general meeting shall be held on such day (being not later than two months after the close of the financial year of the Club) as the Committee may determine
 - c) The annual general meeting shall be in addition to any other general meetings that may be held in the same year
 - d) The annual general meeting shall be specified as such in the notice convening it
 - e) The ordinary business of the annual general meeting shall be:
 - i) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - ii) to receive from the committee, auditor, and servants of the Club reports upon the transactions of the Club during the last preceding financial year;
 - iii) to elect the officers of the Club and the ordinary committee persons;
 - iv) to elect the sub-committee members of sub-committees as per rule 29;
 - v) to elect members to positions as in rule 31;
 - vi) to transact any ordinary business not requiring special notice as determined by these rules;
 - f) The annual general meeting may transact special business of which notice is given in accordance with these rules
 - g) All general meetings other than the annual general meeting shall

SPECIAL

13)

GENERAL
MEETINGS

- a) The committee may, whenever it thinks fit, convene a special general meeting of the Club
- b) The committee shall, on the requisition in writing of not less than six members, convene a special general meeting of the Club
- c) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Club and may consist of several documents in the like form, each signed by one or more of the requisitionists
- d) If the committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefor is deposited at the office of the Club, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after two months from the date of the deposit of the requisition
- e) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner or as nearly as possible as that in which those meetings are convened by the committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring them.

NOTICE OF
GENERAL
MEETINGS

- 14) The Secretary of the Club shall, at least fourteen days before the date fixed for holding a general meeting of the Club, cause to be displayed on the Club's website, and on the Club's notice board at the Majura Tennis Courts, an advertisement specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.

BUSINESS AND
QUORUM AT
GENERAL
MEETINGS

- 15)
 - a) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business
 - b) 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
 - c) Twenty per cent of the total number of members of the Club or ten members personally present (being members entitled under these rules to vote thereat) – whichever is the lesser constitute a quorum for the transaction of the business of a general meeting
 - d) If within one 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 in any other case it shall stand adjourned to the same day in the next week, at the same time (unless another place is specified by the chairperson at the time of the adjournment or by written notice members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

- PRESIDENT TO PRESIDE AT GENERAL MEETINGS 16)
- a) The President, or in his/her absence, the Vice-President, or in the absence of both the President and the Vice-President, the Secretary shall preside as chairperson at every general meeting of the Club
 - b) If the President and both the Vice-President and the Secretary are absent from a general meeting, the members present shall elect one of their number to preside as chairperson thereat.
- ADJOURNMENT OF GENERAL MEETINGS 17)
- a) The chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place
 - b) Where a meeting is adjourned for fourteen days or more, the like Notice of the adjourned meeting shall be given as in the case of the original meeting
 - c) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.
- DETERMINATION OF QUESTIONS ARISING AT GENERAL MEETINGS 18)
- A question arising at a general meeting of the Club shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried, or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the minute book at the Club is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- VOTES 19)
- a) Upon any question arising at a general meeting of the Club, a member has one vote only
 - b) All votes shall be given personally
 - c) In the case of an equality of voting on a question the chairperson of the meeting is entitled to exercise a second or casting vote.
- TAKING OF POLL 20)
- If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairperson may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.
- WHEN POLL TO BE TAKEN 21)
- A poll that is demanded on the election of a chairperson, or on a question of adjournment, shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairperson may direct.
- AFFAIRS OF THE CLUB TO BE 22)
- a) The affairs of the Club shall be managed by a committee of

MANAGED BY
THE COMMITTEE

- management constituted as provided in rule 24
- b) The Committee -
 - i) shall control and manage the business and affairs of the Club;
 - ii) may, subject to these rules, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Club; and
 - iii) subject to the Ordinance and these rules, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Club

OFFICERS OF THE CLUB 23)

- a) The officers of the Club or Executive Committee shall be -
 - i) a President;
 - ii) a Vice-President;
 - iii) a Treasurer; and
 - iv) a Secretary;
- b) The provisions of sub-rules (b), (c) and (d) of rule 25, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (a) of this rule
- c) Each officer of the Club shall hold office until the annual general meeting next after the date of his election but is eligible for re-election
- d) In the event of a casual vacancy in any office mentioned in sub-rule (a) of this rule, the committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

CONSTITUTION OF THE COMMITTEE 24)

- a) The general committee shall consist of -
 - i) the officers of the Club; or Executive committee; and
 - ii) up to four (4) ordinary committee members elected at the annual general meeting
- b) Each ordinary committee persons shall, subject to these rules hold office until the annual general meeting next after the date of his election, but is eligible for re-election
- c) In the event of a casual vacancy occurring the office of an ordinary committee person, the committee may appoint a member of the Club to fill the vacancy, and the member so appointed shall hold office, subject to these rules until the conclusion of the annual general meeting next following the date of his appointment.

ELECTION OF MEMBERS OF COMMITTEE OR SUBCOMMITTEES 25)

- a) Nominations of candidates for election as officers or committee members of the Club or as ordinary committee persons -
 - i) shall not necessarily be made in writing but seconded by another member present at the time of the election and the

- ii) consent of the candidate; and
- shall be delivered at the time of the election at the annual general meeting;
- b) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at a later date
- c) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected
- d) If the number of nominations exceeds the number of vacancies to be filled, a ballot should be held
- e) The ballot for the election of officers and ordinary committee persons shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

VACATION OF OFFICE

- 26) For the purposes of these rules, the office of an officer of the Club or of an ordinary committee person becomes vacant if the officer or committee person -
- a) dies;
 - b) resigns his office by writing under his hand addressed to the committee;
 - c) fails, without leave granted by the committee, to attend three consecutive meetings of the committee;
 - d) ceases to be a member of the Club; or
 - e) fails to pay all arrears of subscription due by him within fourteen days after he has received a notice in writing signed by the public officer stating that he has ceased to be a financial member of the Club.

MEETINGS OF THE COMMITTEE

- 27)
- a) The committee shall meet at least once in every three months at such place and at such times as the committee may determine
 - b) Special meetings of the committee may be convened by the President, or any two of its members
 - c) Notice shall be given to members of the committee of any special meeting, specifying the general nature of the business to be transacted, and no other business shall be transacted at such a meeting
 - d) Any five members of the committee constitute a quorum for the transaction of the business of a meeting of the committee
 - e) 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 at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses
 - f) At meetings of the committee:
 - i) the President, or in his/her absence the Vice-President, or in the absence of both the President and the Vice-President, the Secretary shall preside;
 - ii) if the President, the Vice-President and Secretary are absent, such one of the remaining members of the committee as may

- be chosen by the members present shall preside;
- g) Questions arising at meetings 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 a poll taken in such manner as the person presiding at the meeting may determine
 - h) Each member present at a meeting of the committee or of any subcommittee 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 of any question, the person presiding may exercise a second or casting vote
 - i) Each member of the committee shall be given at least 3 days notice of the intention to hold a meeting of the committee.
- DISCLOSURE OF INTEREST IN CONTRACTS 28)
- a) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Club shall disclose his interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if his interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of his interest
 - b) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into he shall disclose his interest at the first meeting of the committee after he becomes so interested
 - c) No member of the committee shall vote as a member of the committee in respect of any contract or arrangement in which he is interested and if he does so vote his vote shall not be counted.
 - d)
- SUB-COMMITTEES 29)
- a) Election of members to sub-committees to follow the procedure laid out in rule 25
 - b) Any members including those on the committee are eligible to be elected to any sub-committee
 - c) The President of the Club shall be an ex-officio member of all subcommittees
 - d) Three (3) members of a sub-committee constitute a quorum at a meeting of the sub-committee
 - e) Notice of meetings of sub-committees shall be given to members of the sub-committee at least three (3) days prior to the meeting.
- 30)
- a) The committee may at any time appoint a sub-committee from the committee or other members as it may think fit and shall prescribe the powers and functions thereof
 - b) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not these persons are members of the Club, but a person so co-opted is not entitled to vote.
- OTHER POSITIONS 31)
- a) At the annual general meeting positions are decided by a resolution
 - b) At the annual general meeting the meeting shall elect a person (or persons) to administer the hiring of the Club's tennis courts

- c) Any positions not filled at the annual general meeting shall be filled as resolved by the committee.
- ROLE OF SELECTION SUB-COMMITTEE 32) The selection sub-committee as elected (rule 29):
- a) Shall prior to closing of entries for all pennant competitions conducted by the Australian Capital Territory Tennis Association
 - i) Meet, select teams and their individual members as appropriate and enter the teams as required by the Australian Capital Territory Tennis Association; and
 - ii) Appoint a captain of each team who shall be responsible for collection of any monies, submission of result sheets, securing the services of umpires when necessary and any other duties delegated by the selection sub-committee;
 - b) Shall at such times as considered suitable by the committee arrange club tournaments. Conditions applicable to any such tournaments shall be as laid down by the committee.
- ROLE OF SPECIAL POSITIONS 33) The role of the positions set out in rule 31 shall be as specified below and/or as decided by the committee
- a) Delegates to the Tennis ACT Council shall attend all meetings of the Australian Capital Territory Tennis Association Council (or arrange a proxy to do so) and report to the committee on all matters concerning the Club
 - b) Delegates to the various branches of the Tennis ACT shall attend all meetings of the applicable branch (or arrange for proxy to do so) and report to the committee on all matters concerning the Club
 - c) The court steward shall be responsible for the upkeep of the courts, nets, bags, hoses and other property of the Club and shall co-opt any other member to assist him in this task. He shall not be permitted to spend any monies on behalf of the Club without prior approval of the committee.
- ANNUAL SUSCRIPTIONS 34)
- a) The annual subscription payable will be set by the Committee.
 - b) The annual subscription of a member is due and payable on or before the first day of the financial year of the Club.
- OTHER LEVIES 35) The Club shall determine all additional fees or levies, to achieve the objects of the Club as decided upon and resolved by the Committee.
- FINANCIAL YEAR 36) The financial year of the Club is the period beginning on the first day of July in each year and ending on the last day of June next following.
- NOTICES 37) A notice may be served by or on behalf of the Club upon any member either personally, by e-mail to the last e-mail address notified to the Club Secretary or by sending it through the post in a prepaid letter addressed to the member at his usual or last known place of abode.
- EXPULSION OF MEMBERS 38)
- a) Subject to this rule, the committee may expel a member from the Club if, in the opinion of the committee, the member has been

- guilty of conduct detrimental to the interests of the Club
- b) The expulsion of a member pursuant to sub-rule (a) of this rule does not take effect:
 - i) until the expiration of fourteen days after the service on the member of a notice under sub-rule (c) of this rule; or
 - ii) if the member exercises his/her right of appeal under this rule, until the conclusion of the special general meeting convened to hear the appeal, whichever is the later date;
- c) Where the committee expels a member from the Club, the public officer shall, without undue delay, cause to be served on the member a notice in writing:
 - i) stating that the committee has expelled the member;
 - ii) specifying the grounds for the expulsions; and
 - iii) informing the member that if he/she so desires he/she may, within fourteen days after the service of the notice on him/her, appeal against the expulsion as provided in this rule;
- d) A member on whom a notice under sub-rule (c) of this rule is served may appeal against the expulsion to a special general meeting by delivering or sending by post to the public officer of the Club, within fourteen days after the service of that notice, a requisition in writing demanding the convening of such a meeting for the purposes of hearing his appeal
- e) Upon receipt of a requisition under sub-rule (c) of this rule, the public officer shall forthwith notify the committee of its receipt and the committee shall thereupon cause a special general meeting of members to be held within twenty-one days after the date on which the requisition is received by the public officer
- f) At a special general meeting convened for the purpose of this rule:
 - i) no business other than the question of the expulsion be transacted;
 - ii) the committee may place before that meeting details of the grounds of the expulsion and the committee's reasons for the expulsion;
 - iii) the expelled member shall be given an opportunity to be heard; and
 - iv) the members present shall vote by secret ballot on the question whether the expulsion should be lifted or confirmed;
- g) If at the special general meeting a majority of the members present vote in favour of the lifting of the expulsion, the expulsion shall be deemed to have been lifted and the expelled member is entitled to continue his membership of the Club
- h) If at the special general meeting a majority of the members present vote in favour of the confirmation of the expulsion, the expulsion takes effect, and the expelled member ceases to be a member of the Club.

ALTERATION OF THE CONSTITUTION 39)

- a) The rules may be amended by resolution passed by 75% majority of financial members voting at a special general meeting or annual general meeting. Members require at least 21 days notice of a

- special meeting
 - b) Notice of the proposed amendment shall be included in the notice calling the special general meeting or annual general meeting
 - c) An amendment to the objects and purposes of the Club shall not be effective until approved by the Commission
 - d) An alteration of the objects, purposes or rules is of no effect until a copy of the alterations is lodged with Registrar Generals' Office in the A.C.T.
- SEAL OF THE CLUB 40)
- a) The seal of the Club shall be in the form of a rubber stamp, inscribed with the name of the Club encircling the word "Seal"
 - b) The seal of the Club shall not be affixed to any instrument except by the authority of the committee and the affixing thereof shall be attested by the signatures either of two members of the committee or of one member of the committee and of the public officer of the Club or such other persons as the committee may appoint for that purpose, and that attestation is sufficient for all purposes that the seal was affixed by the authority of the committee
 - c) The seal shall remain in the custody of the public officer or Treasurer of the Club.
- AFFILIATION WITH THE A.C.T.T.A. 41)
- PUBLIC OFFICER 42)
- a) The Club may affiliate with the Tennis ACT or any other organisation suitable to the Club.
 - a) The committee of the Club shall, within fourteen days after the incorporation of the Club, appoint a person resident in the Territory or surrounding districts to be the public officer of the Club and, if the office at any time becomes vacant, shall within fourteen days after it becomes vacant, appoint another person to fill the vacancy.
 - b) The office of the public officer becomes vacant if the person holding that office -
 - i) dies;
 - ii) resigns his office by writing under his hand addressed to the committee;
 - iii) ceases to be resident in the Territory or surrounding districts.
- 43)
- a) The public officer of the Club shall, within fourteen days after the appointment, give notice in writing to the Commission of his appointment and of his full name and address
 - b) If the public officer changes his address he shall, within fourteen days after the change, give notice in writing to the Commission of the change
 - c) The public officer of the Club shall within one month after an alteration of:
 - i) the objects and purposes of the Club;
 - ii) the rules of the Club; or •
 - iii) any trust relating to the Club, file with the Commission notice of the alteration, a copy of any instrument evidencing the alteration and a statutory declaration made by the public

officer declaring that copy is a true copy of the instrument of which it purports to be a copy and in the case of the alteration of the objects, purposes or rules of the Club's, that the alternative is authorised, and was made in the manner provided by the rule of the Club;

- d) The public officer of the Club shall within one month after the preparation of the annual account prepared in accordance with rule 11 of the rules of the Club file with the Commission a copy of the accounts certified to be correct by the person who audited the financial affairs of the Club
 - e) Upon the winding up of the Club, the assets of the Club after payment of the debts and liabilities of the Club and the cost charges and expenses of the winding up may, subject to the provisions of section 19 of the Associations Incorporated Ordinance 1953-1961 by resolution forced by a majority of at least 75% of the members of the Club be distributed to such clubs or organisations having objects and purposes similar to the Club.
 - f) Members require at least twenty-one days notice of a special meeting.
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