



TEAM BRISBANE TENNIS INC RULES | December 2022

1 Interpretation

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

Present—

(a) at a Executive Management Committee meeting, see rule 23(6);

or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the *Act* has, if the context permits, the meaning given by the *Act*.

2 Name

The name of the incorporated association is TEAM BRISBANE TENNIS INC.

3 Objects

The objects of the association are— to promote, encourage and advance the game of tennis and to provide a safe, inclusive environment for players.

4 Powers

(1) The association has the powers of an individual.

(2) The association may, for example—

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.



(3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as TEAM BRISBANE TENNIS Inc.

(4) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of members

- (1) The membership of the association consists of ordinary members.
- (2) The membership of the association consists of lifetime members on the basis that the committee appoints lifetime members by way of quorum
- (3) The number of ordinary members is unlimited.
- (4) The number of lifetime members is unlimited.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the Executive Management Committee, agrees in writing to become a member of the incorporated association, must be admitted by the Executive Management Committee as an ordinary member.

7 New membership

- (1) An applicant for membership of the association must be proposed by 1 member of the association (the proposer) and seconded by another member (the seconder).
- (2) An application for membership must be—
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder; and
 - (c) in the form decided by the Executive Management Committee.
- (3) Lifetime membership will be determined on an ad-hoc basis based on the following criteria –
 - (a) previous years of membership
 - (b) contribution to the association



(4) Lifetime membership must be accepted, in writing, within one week of being offered or the association. Lifetime membership does not include the cost of social tennis or competition entry unless voted upon by the Executive Management Committee on a case-by-case basis.

8 Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any)—

(a) is the amount decided by the members from time to time at a general meeting; and

(b) is payable when, and in the way, the Executive Management Committee decides.

(2) A member of the incorporated association who, before becoming a member, has paid the

(a) members annual subscription for membership of the unincorporated association on or before a day fixed by the Executive Management Committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the Executive Management Committee as the day on which the next annual subscription is payable.

(b) members six monthly subscription for membership of the unincorporated association on or before a day fixed by the Executive Management Committee, is not liable to pay a further amount of subscription for the period before the day fixed by the Executive Management Committee as the day on which the next 6 monthly subscription is payable.

(3) Membership shall be paid using the Clubspark Membership Payment link for new members and renewals; unless otherwise agreed with the Treasurer (or their nominee) to pay using the Square terminal.

(4) In the case of membership renewal, late payment of membership shall be backdated to the effective due date.

(5) New Members (who have no previous membership with Team Brisbane Tennis Inc) will be entitled to enjoy two social tennis events at QTC and thereafter will be charged the then current member rate.

9 Admission and rejection of new members

(1) The Executive Management Committee must consider an application for membership at the next committee meeting held after it receives—

(a) the application for membership; and

(b) the appropriate membership fee for the application.

(2) Clubspark will send confirmation of membership applications to the President's email address. It is for the President to notify the Executive Management Committee of these applications in order for them to be properly reviewed and considered.



(3) The Executive Management Committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the Executive Management Committee considers the persons application, the person is advised—

(a) whether or not the association has public liability insurance; and

(b) if the association has public liability insurance—the amount of the insurance.

(4) The Executive Management Committee must decide at the meeting whether to accept or reject the application.

(5) If a majority of the members of the Executive Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

(6) The secretary of the association must, as soon as practicable after the Executive Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

(1) A member may resign from the association by giving a written notice of resignation to the secretary or when the due date of their membership has passed and the renewal membership fee in accordance with Rule 8 has not been discharged.

(2) The resignation takes effect at—

(a) the time the notice is received by the secretary; or

(b) if a later time is stated in the notice—the later time.

(3) The Executive Management Committee may terminate a member's membership if the member—

(a) is convicted of an indictable offence; or

(b) does not comply with any of the provisions of these rules; or

(c) has membership fees in arrears for at least 1 month; or

(d) conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the association.

(4) Before the Executive Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.



(5) If, after considering all representations made by the member, the Executive Management Committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership

(1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

(3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

(1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(3) Also, the Executive Management Committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

(5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

(1) The Executive Management Committee must keep a register of members of the association. For the purposes of this section, the records will be maintained on the membership database within Clubspark.



(2) The register must include the following particulars for each member—

- (a) the full name of the member;
- (b) the postal or residential address and mobile number of the member;
- (c) the date of admission as a member;
- (d) the individual's membership type;
- (e) the date of death or time of resignation of the member;
- (f) details about the termination or reinstatement of membership;
- (g) any other particulars the Executive Management Committee or the members at a general meeting decide.

(3) The register must be open for inspection by members of the association at all reasonable times. However only member's names will be made available unless individual members have given prior approval for their personal information to be visible to other members in accordance with Privacy requirements.

(4) A member must contact the secretary to arrange an inspection of the register.

(5) However, the Executive Management Committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the Executive Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Prohibition on use of information on register of members

(1) A member of the association must not—

- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
- (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association and individual members have given prior approval for such disclosure and use of their personal information.



15 Appointment or election of secretary

(1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—

(a) a member of the association elected by the association as secretary; or

(b) any of the following persons appointed by the Executive Management Committee as secretary—

(i) a member of the associations Executive Management Committee;

(ii) another member of the association;

(iii) another person.

(2) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the Executive Management Committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.

(3) If a vacancy happens in the office of secretary, the members of the Executive Management Committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.

(4) If the Executive Management Committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the Executive Management Committee, the person does not become a member of the Executive Management Committee.

(5) However, if the Executive Management Committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the Executive Management Committee, the person becomes a member of the Executive Management Committee.

(6) If the Executive Management Committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the Executive Management Committee.

(7) In this rule— casual vacancy, on a Executive Management Committee, means a vacancy that happens when an elected member of the Executive Management Committee resigns, dies or otherwise stops holding office.

16 Removal of secretary

(1) The Executive Management Committee of the association may at any time remove a person appointed by the committee as the secretary.



(2) If the Executive Management Committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the Executive Management Committee.

(3) If the Executive Management Committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the Executive Management Committee under rule 15(5), the person remains a member of the Executive Management Committee.

17 Functions of secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association; and
- (e) undertaking membership audits with the assistance of the Treasurer or the Deputy Treasurer.

For the purposes of this Rule, the Deputy Secretary has no official function under the Act. Responsibilities or 'stand in provisions' will apply only to the Deputy Secretary when the Deputy Secretary is relieving the Secretary. The stand in provisions will take effect when the Secretary goes on extended leave (in excess of 21 days). The date the Secretary returns back to the Club will be agreed in writing between the Deputy Secretary and the Secretary via email with the President copied in.

18 Membership of Executive Management Committee

(1) The Executive Management Committee of the association consists of a president, vice president, treasurer, deputy treasurer, secretary and deputy secretary as well as the Social Captain and the two Event Directors. These positions are all elected at a general meeting.

(2) A member of the Executive Management Committee, other than a secretary appointed by the Executive Management Committee under rule 15(1)(b)(iii), must be a member of the association.

(3) At each annual general meeting of the association, the members of the Executive Management Committee must retire from office, but are eligible, on nomination, for re-election.



(4) A member of the association may be appointed to a casual vacancy on the Executive Management Committee under rule 21 save for the President and the Treasurer. In those circumstances, the Vice President will become the President and the Deputy Treasurer will become the Treasurer. Then the vacant positions can be appointed by the Executive Management Committee in accordance with Rule 21.

19 Electing the Executive Management Committee

(1) A member of the Executive Management Committee may only be elected as follows—

(a) any 2 members of the association may nominate another member (the candidate) to serve as a member of the Executive Management Committee;

(b) the nomination must be—

(i) in writing; and

(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the executive management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person—

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the *Act*.

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.

(4) If required by the Executive Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) The Executive Management Committee must ensure that, before a candidate is elected as a member of the Executive Management Committee, the candidate is advised—

(a) whether or not the association has public liability insurance; and



(b) if the association has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of Executive Management Committee member

(1) A member of the Executive Management Committee may resign from the committee by giving written notice of resignation to the secretary.

(2) The resignation takes effect at—

(a) the time the notice is received by the secretary; or

(b) if a later time is stated in the notice—the later time.

(3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the members removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the *Act*.

21 Vacancies on Executive Management Committee

(1) If a casual vacancy happens on the Executive Management Committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting, with the exception of the offices of the President and the Treasurer as set out in Rule 18(4).

(2) The continuing members of the Executive Management Committee may act despite a casual vacancy on the Executive Management Committee.

(3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the Executive Management Committee, the continuing members may act only to—

(a) increase the number of Executive Management Committee members to the number required for a quorum; or

(b) call a general meeting of the association.



22 Functions of Executive Management Committee

(1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the Executive Management Committee has the general control and management of the administration of the affairs, property and funds of the association.

(2) The Executive Management Committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the *Act*, including any regulation made under the *Act*. Note— The *Act* prevails if the associations rules are inconsistent with the *Act*—see section 1B of the *Act*.

(3) The Executive Management Committee may exercise the powers of the association—

(a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and

(b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and

(c) to purchase, redeem or pay off any securities issued; and

(d) to borrow amounts from members and pay interest on the amounts borrowed; and

(e) to mortgage or charge the whole or part of its property; and

(f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and

(g) to provide and pay off any securities issued; and

(h) to invest in a way the members of the association may from time to time decide.

(4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—

(a) the financial institution for the association; or

(b) if there is more than 1 financial institution for the association— the financial institution nominated by the Executive Management Committee.

23 Meetings of Executive Management Committee

(1) Subject to this rule, the Executive Management Committee may meet and conduct its proceedings as it considers appropriate.



- (2) The Executive Management Committee must meet at least once every 4 months to exercise its functions using the preferred medium, i.e. using meeting technology (Teams or Zoom) or in Person or a combination of both.
- (3) The Executive Management Committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Executive Management Committee.
- (5) The Executive Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the Executive Management Committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The president is to preside as chairperson at an Executive Management Committee meeting.
- (10) If there is no president or vice president or if the president or vice president is not present within 10 minutes after the time fixed for an Executive Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting. Control of the meeting will pass to the President or Vice President (whoever is the first to arrive) after the 10 minutes has elapsed and the other member of the Executive Management Committee is presiding.

24 Quorum for, and adjournment of, Executive Management Committee meeting

- (1) At a Executive Management Committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a Executive Management Committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a Executive Management Committee meeting called other than on the request of the members of the committee —
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the Executive Management Committee who are present are to decide the day, time and place of the adjourned meeting.



(4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of Executive Management Committee

(1) If the secretary receives a written request signed by at least 33% of the members of the Executive Management Committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.

(2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

(3) A request for a special meeting must state—

- (a) why the special meeting is called; and
- (b) the business to be conducted at the meeting.

(4) A notice of a special meeting must state—

- (a) the day, time and place of the meeting; and
- (b) the business to be conducted at the meeting.

(5) A special meeting of the Executive Management Committee must be held within 14 days after notice of the meeting is given to the members of the Executive Management Committee.

26 Minutes of Executive Management Committee meetings

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Executive Management Committee meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, the minutes of each Executive Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Executive Management Committee meeting, verifying their accuracy.

27 Role of the Event and Sponsorship Directors

- (1) There will be two directors nominated to manage the core events of the Team Brisbane Tennis Inc tournaments which will comprise the GLTA sanctioned events notably the



Brisbane Open, the Clay Court Championships, the State of Origin (all states) as well as the non GLTA events such as the Club Championships and other social friendly events.

- (2) Full discretion as to the sponsorship, dates, prizes and event delivery within the budgetary limitations of each planned event will be managed by the nominated Event Director for each particular event. The supporting committee will need to be kept apprised of the plans and informed of the costs and other issues that could impact the feasibility or success of a particular scheduled event. Every effort should be made to create a surplus and avoid a cost to the Team Brisbane Tennis Inc bottom line.
- (3) Full budgets need to be sent to the Treasurer for inclusion in the Annual Report.
- (4) All GLTA events must be in accordance with the then current GLTA rules.
- (5) All Non-GLTA events must satisfy the terms of agreements and regulations that impact and inform the event in question.

28 Appointment of subcommittees

- (1) The Executive Management Committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations. The Subcommittee chair will be known as the Social Captain.
- (2) A member of the subcommittee who is not a member of the Executive Management Committee is not entitled to vote at an Executive Management Committee meeting.
- (3) The Social Captain will be the chairperson of its meetings.
- (4) If the Social Captain is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

29 Acts not affected by defects or disqualifications

- (1) An act performed by the Executive Management Committee, a subcommittee or a person acting as a member of the Executive Management Committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the Executive Management Committee, subcommittee or person acting as a member of the Executive Management Committee; or



(b) a Executive Management Committee member, subcommittee member or person acting as a member of the Executive Management Committee was disqualified from being a member.

30 Resolutions of Executive Management Committee without meeting

(1) A written resolution signed by each member of the Executive Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

31 First annual general meeting under the new EOFY rule

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year. The new Financial Year ends on March 31, 2024.

32 Subsequent annual general meetings

Each subsequent annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

33 Business to be conducted at annual general meeting of other level 3 incorporated associations

(1) This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.

(2) The following business must be conducted at each annual general meeting of the association—

- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
- (b) presenting the financial statement and signed statement to the meeting for adoption;
- (c) electing members of the Executive Management Committee.



34 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days' notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The Executive Management Committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the Executive Management Committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

35 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the Executive Management Committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the Executive Management Committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Executive Management Committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Executive Management Committee or the association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the Executive Management Committee is to decide the day, time and place of the adjourned meeting.



- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

36 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

37 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the Executive Management Committee.



(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

(7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

38 Special general meeting

(1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—

(a) being directed to call the meeting by the Executive Management Committee; or

(b) being given a written request signed by—

(i) at least 33% of the number of members of the Executive Management Committee when the request is signed; or

(ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or

(c) being given a written notice of an intention to appeal against the decision of the Executive Management Committee—

(i) to reject an application for membership; or

(ii) to terminate a person's membership.

(2) A request mentioned in subrule (1)(b) must state—

(a) why the special general meeting is being called; and

(b) the business to be conducted at the meeting.

(3) A special general meeting must be held within 3 months after the secretary—

(a) is directed to call the meeting by the Executive Management Committee; or

(b) is given the written request mentioned in subrule (1)(b); or

(c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).



(4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

39 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

TEAM BRISBANE TENNIS INC: I [full name], of [address], being a member of the association, appoint [full name] of [address] as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the [number] day of [month] [year] and at any adjournment of the meeting. Signed this [number] day of [month] [year]. [Signature]

(2) The instrument appointing a proxy must—

(a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or

(b) if the appointor is a corporation—

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the association or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

TEAM BRISBANE TENNIS INC: I, [full name] of [address], being a member of the association, appoint [full name] of [address] as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the [number] day of [month] [year] and at any adjournment of the meeting. Signed this [number] day of [month] [year]. [Signature]

This form is to be used *in favour of/*against [strike out whichever is not wanted] the following resolutions— [List relevant resolutions]



40 Minutes of general meetings

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes—

(a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

(b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

(3) If asked by a member of the association, the secretary must, within 28 days after the request is made—

(a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

41 By-laws

(1) The Executive Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

(2) A by-law may be set aside by a vote of members at a general meeting of the association.

42 Alteration of rules

(1) Subject to the *Act*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.



43 Common seal

- (1) The Executive Management Committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the Executive Management Committee; and
 - (b) used only under the authority of the Executive Management Committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the Executive Management Committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the Executive Management Committee; or
 - (c) someone authorised by the Executive Management Committee.

44 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the Executive Management Committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the president or Vice President;
 - (b) the secretary or Deputy Secretary;
 - (c) the treasurer or Deputy Treasurer;
 - (d) any 1 of 3 other members of the association who have been authorised by the Executive Management Committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.



(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

(8) A petty cash account must be kept on the imprest system, and the Executive Management Committee must decide the amount of petty cash to be kept in the account.

(9) All expenditure must be approved or ratified at a Executive Management Committee meeting.

45 General financial matters

(1) On behalf of the Executive Management Committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

46 Documents

The Executive Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the association. As far as practicable, all records will be accessible from the Clubspark website.

47 Financial year

The end date of the association's financial year is 31st March in each year.

48 Distribution of surplus assets to another entity

(1) This rule applies if the association—

(a) is wound-up under part 10 of the *Act*; and

(b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(3) The surplus assets must be given to another entity—

(a) having objects similar to the association's objects; and



(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) In this rule— surplus assets see section 92(3) of the *Act*.

49 Publicity

Only the President, Vice-President, Secretary or nominated member may make a statement on the Association's affairs at a public meeting or to the media.