

HUME COUNTRY TENNIS ASSOCIATION INC.

By-Laws

and

Constitution

By-Laws and Constitution Revised & Updated September 2024

Incorporated By-Laws

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1. INTERPRETATION

Terms appearing in these By-Laws and defined in the Constitution of the Hume Country Tennis Association Incorporated (the "Constitution") have the same meaning as defined in the Constitution.

Any of these rules can be revised at any Annual Meeting only, except where special circumstances arise and then only if carried unanimously by delegates present.

2. DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

1) exercise the functions and powers of the delegates between meetings of the delegates, and its decisions shall be subject to ratification by the delegates at the next meeting.

2) co-ordinate and deal with any cases of dispute connected with tennis within the Association.

3) keep minutes of all meetings and report its actions to the next delegates meeting for ratification.

3. DUTIES OF EXECUTIVE OFFICE BEARERS

(a) The President of the Association:

1) shall have full control in all official duties, and ensure the Office Bearers carry out their duties as set out in these By-Laws, thoroughly and promptly.

2) shall be able to call on the various officers to present their books, balances and records as requested.

3) shall prepare general reports of the activities of the Association throughout the season for presentation at the Annual General Meeting and other meetings as required.

(b) The Senior Vice-President and Two Junior Vice-Presidents of the Association shall:

1) assist the President with all duties.

2) chair meetings if the President is absent.

(c) The Secretary of the Association shall:

1) keep a minute book.

2) *keep a list of the names and contact details of all Club Office Bearers and the names of club registered members.*

3) *handle all correspondence and keep a record of same.*

4) *prepare agenda for all meetings*

5) *send copy of minutes of delegate meetings to all Clubs within 14 days from meeting.*

6) *receive and record registrations.*

(e) *The Treasurer of the Association shall:*

1) *be responsible for the handling of all monies of the Association.*

2) *keep and send invoices and issue receipts off all monies received (including fines incurred by clubs).*

3) *submit a financial statement to be read and tabled as required.*

4) *present all accounts for payment or ratification.*

5) *be responsible for recording and controlling all funds that may be established by the Association.*

6) *prepare financial statements that have duly been audited for presentation at the Annual General Meeting.*

7) *hold the position of public officer of the Association.*

4. REGISTRATION

1) *Club Registration*

1) *At the Annual General Meeting, each club in the Association will submit copies for their registrations, with lists of players, gains and losses, player's nominated section and proposed teams lists. In addition, contact details of each club's President, Secretary, Treasurer, Forfeit and Wet Weather Person, and Publicity Officers will be submitted.*

3) *All players be registered on entry of teams and that the President and Secretary be empowered to grant provisional (additional) registrations, such registrations to be presented at and confirmed at the After Christmas meeting.*

4) *Affiliation fees must be received by the Treasurer no later than by the fourth playing Saturday, failing this is a \$25 fine **per team** shall be imposed on the offending club.*

2) Additional Registrations

1) *Clubs must inform the HCTA secretary of additional registrations before the player is eligible to play. This information must include the nominated section of the player and can be supplied by paper copy or by email.*

2) *At the after-Christmas meeting, a list of additional registrations will be circulated to all clubs by the Secretary.*

3) *Players submitted by clubs, as definite losses are not permitted to play for the ensuing season. Clubs have the right of appeal in special circumstances.*

4) *New tennis players can be registered after the Christmas break but only as part-time players and are not eligible to play in Finals.*

3) Individual Registrations

1) Definition of a registered Player

A player is deemed to be registered when they appear on an affiliated Club's registration form (player list) or the Secretary has been notified as in 4.2.1.

2). Definition of an **ineligible** player:

a) *not registered with the club*

b) *not received a clearance*

c) *nominated in a higher grade but plays in a lower grade (as per rule 5.4)*

d) *In the event of any player taking part in a match and being not eligible to play, such club to forfeit all sets to love, except if both captains agree, an opposition player can play for the other team and the games be counted. The player to be noted on the score sheet.*

e) *Any player having played in any other Association's Summer Saturday afternoon competition, during the Hume Country Tennis Association's competitive season is ineligible to play with the Hume Country Tennis Association.*

4). Clearances

(a) Players cannot leave their clubs without transfer, the player to have the right of appeal to the Association. Players wishing to transfer must apply for a clearance from their own club in own handwriting and state reasons. Clearances are to be submitted at the AGM and prior to the Executive Committee grading meeting to facilitate grading of teams. Clearances officially close by 12 noon on the first playing Saturday if both clubs agree to the clearance. Players not having played in Hume Country Tennis Association for one year do not require a clearance. All players requiring a clearance use the printed clearance form of the Hume Country Tennis Association.

(b) Only in the event of a club disbanding or withdrawing from the competition, a player will be granted a clearance during the season and only in the event of such withdrawal or disbandment taking place by the end of Christmas recess.

5. GRADING OF TEAMS AND PLAYERS

1) The Association has the power to grade all teams in the best interests of the Association.

2) The Executive of the Association has the power to relegate and promote teams to even out the number of teams, nominated in each grade, as much as possible.

3) The numbers of players per teams of respective grades can be determined in advance at the Annual Meeting.

4) All players to be graded to a specific section on the clubs registration sheet.. The player's grading to be determined by the section they would normally play in which will generally align with the players' ability.

Any player may play in a lower section; however they can only go down one section from where they appear on the clubs team listing. For example, if you are listed in Section 2 you can only drop back to Section 3, no lower.

If clubs have a gap of more than one section then the player can drop down 2 sections.

6. DRAW

The Hume Country Tennis Association will nominate Clubs or person(s) for the construction of the HCTA draw for the season.

7. CONDUCT OF MATCHES

1) The general rules of tennis as laid down by Tennis Australia shall be adhered to throughout the season, except where governed by the By-Laws of the Hume Country Tennis Association.

2) Home and away matches shall be played on Saturdays unless sanctioned by the HCTA executive.

3) Play terminates for a Christmas recess and recommences as decided by the club delegates at the AGM.

4) Each club to supply two playable courts for each home match, except in the case of wet weather. If unable to do so it is deemed a forfeit unless covered by Rule 8 (Conduct of Matches). Where there are more than two courts available for play, the use of extra courts is left to the discretion of the captains of competing teams.

5) All nets should have centre tapes.

6) All players are required to wear appropriate tennis attire.

7) No club or clubs shall make arrangements to transfer the venue of any Association or competitive matches without the permission of the Association. President and Secretary may sanction such arrangements if deemed appropriate.

8) No player to play in more than one team on the same day.

9) Teams in all grades consist of four gents and four ladies (except for Section 6).

a) The exceptions to by-law 10 being:

i. in Section 5 and Section 6, to avoid a forfeit, up to 2 boys or 2 girls can be substituted for either. Boy substitutes must be 12 years or younger. See amendments (d-g) for 2024/25 below.

ii. in Section 2, Section 3a & 3b and Section 4, to avoid a forfeit, clubs may substitute one or two ladies for gents and one boy (14 years and under) for a lady. See amendments (d-g) for 2024/25 below.

iii. in Section 1, to avoid a forfeit, clubs may substitute one lady for a gent and one boy (14 years and under) for a lady. See amendments (d-g) for 2024/25 below.

b) Teams cannot have a lady playing as a gent and a boy playing as a lady in the same match. To avoid a forfeit, only one option can be used, ie. lady substituting as a gent or a boy playing as a lady.

c) The above rules to apply in finals.

Amendments:

d) For the 2024/25 season and to avoid a forfeit, for Sections 2, 3 and 4, two boys, 14 years and under, can play as ladies. Two boys cannot play as ladies in finals unless approved by the HCTA committee. The boys names to be noted on the score sheet.

e) For the 2024/25 season and to avoid a forfeit, Section 1 to 5 can play with three ladies and three men if they have notified the opposing Club by 9 pm on the Thursday before play. In addition, if both captains agree, teams can play 4x3 without needing to forfeit any games. If you do not notify the opposition by 9pm on the Thursday before play, the sets will be forfeited.

- f) *For the 2024/25 season Section 6 will consist of three boys and three girls. To avoid a forfeit, Section 6 can play with two girls and two boys if they have notified the opposing Club by 9pm on the Thursday before play. Boys substituting as girls must be 12 years and under. Sets shall be the first to six games.*
- g) *For the 2024/25 season and to avoid a forfeit, in Section 5, up to four boys and four girls can be substituted for either and the boys substituting as girls must be 12 years and under.*

10) The home and away matches to commence at 1:30 pm sharp. If sequence of play cannot begin or continue for a period of 10 minutes, a set, or sets shall be claimed in sequence as per Rule 12 (Conduct of Matches), by opposing captains for each 10 minutes in default. This set, or sets, be deemed a forfeit and be entered on scorecard as such. No hit-ups after commencement time and very limited, no more than 3 minutes hit-ups for other sets.

11) The home club must provide new balls for all home matches. The brand of the balls will be decided at the Annual General Meeting of delegates.

12) Sets shall be played in the following sequence. These sequences to be followed unless both captains agree otherwise:

Sequence One: Gents 1 and 2 play Gents 1 and 2, Gents 3 and 4 play Gents 3 and 4 Sequence Two: Ladies 1 and 2 play Ladies 1 and 2, Ladies 3 and 4 play Ladies 3 and 4 Sequence Three: Gents 1 and 3 play Gents 1 and 3, Gents 2 and 4 play Gents 2 and 4 Sequence Four: Ladies 1 and 3 play Ladies 1 and 3, Ladies 2 and 4 play Ladies 2 and 4 Sequence Five: Gents 1 and 4 play Gents 1 and , Gents 2 and 3 play Gents 2 and 3 Sequence Six: Ladies 1 and 4 play Ladies 1 and 4, Ladies 2 and 3 play Ladies 2 and 3

Sequence Seven: First available highest mixed doubles.

13) In Section 6, sequences 5 & 6 are to be omitted to shorten the overall playing time for younger players.

14) The match to be decided on games except such being equal when the result of the match shall be decided on sets. For Sections 1 and 2 a tie-breaker shall be played at 5 all. For Sections 3, 4, 5 and 6 sets shall be the first to six games. For Section 6 only if the game proceeds to deuce, only one deuce will be played and the next point wins the game.

15) Prior to commencement of play, the opposing captains shall exchange a list of players for the match and state their respective positions in the teams on their official teams score sheet.

16) Once a match has commenced and is subsequently abandoned, all players named on the score sheets are deemed to have played that particular match.

Commencement of match to be indicated by a score recorded at the time of abandonment.

17) Should any player be disabled or unable to continue through unforeseen circumstances during progress of a match a substitute shall be allowed to take the player's place. If play cannot begin for a period of 10 minutes, the set can be claimed, but the games won for the missing player be counted. The emergencies shall continue to play for the remainder of the match. Only one gent and one lady are allowed to substitute in home and away matches (see exceptions in Rule 9).

18) At the conclusion of the game, the winning team's scoresheet shall be completed and signed by both clubs.

*19) Only **home teams** must submit **score results** of the day's play using the HCTA score recording system by 1pm on the following day (Sunday).*

*20) Failing this, no points or percentage will be awarded. **In the event of wet weather, draw or incomplete matches the home team** to submit the results on the HCTA score recording system.*

21) A hardcopy of the signed score sheet must be kept for the entire season in case of any disputes.

8. FORFEITS

1) Forfeiting teams must notify opposing team by 9:00 pm on Friday night; failing this an explanatory letter must be forwarded to the Association Secretary.

2) In the event of a late forfeit, except in exceptional circumstances, a \$50 fine is imposed on the defaulting club. The fine must be paid to the opposing club via the Association Treasurer.

3) In the event of a match being forfeited, grades comprising four gents and four ladies will receive a win of eighty games to zero games (80/0). In Section 6b the winning team receives 30 games and forfeiting team zero games (30/0).

9. UMPIRES

Where possible, Section 6 is to have umpires, approved by the clubs, for home and away matches and finals. Matches in higher grades can choose to have umpires if agreed to by both clubs.

10. WEATHER

1) In the event of wet weather conditions, home clubs must notify opposing team by 12 noon on the day of the match if courts are unfit to play. In the event of wet weather during progress of a match, captains to decide if courts are fit for play.

2) Should competition matches be unable to be commenced or completed through wet or hot weather, all such matches will be a draw. A forfeited match will remain as such. If wet weather intervenes during the match and one team is leading by more than the total number of games left to be completed, then that team can forfeit these games to claim match points.

3) a) "If the forecast temperature for **Albury** (not Albury-Wodonga forecast) from the Bureau of Meteorology for Saturday afternoon is **38 degrees or higher** the Hume Country Tennis Association executive is to determine by 7 am on the Saturday morning that play should be cancelled for the day for the whole Association. The Hume Country Tennis Association is to notify all clubs that matches are abandoned and to treat the match as a draw. **No score results** need to be submitted by each club".

3) b) "If, **during** the conduct of a match, the Albury temperature from the Bureau of Meteorology reaches 38 degrees or higher, the teams can abandon the match. The home club must submit the score results with names of players for each team, online and indicate 'Heat Out'. Both captains need to agree to call a hot weather draw."

4) In the event of extraordinary circumstances, such as fires, the Executive Committee will be empowered to act.

11. FINALS

1) All finals matches to be played on Saturdays commencing at 1pm except in unforeseen circumstances (refer Rule 2). Section 6 will commence at a time decided by the HCTA Executive Committee. The Association will supply four balls for each match for all finals.

2) Should final matches not be started or be halted due to unforeseen circumstances, play will be re-scheduled to the following day (Sunday) at the same venue with the same commencement time. Should this re-scheduled match not be started or halted due to unforeseen circumstances, the highest placed team is declared the winner and goes through to the next round or is announced the premiership team, in case of the grand final being washed/heat out.

3) If the scheduled venue is unplayable, the HCTA Executive will re-locate the match to another venue if possible.

4) All finals matches which are not completed on the day of commencement are to be continued from the point of abandonment on the re-scheduled day of play.

5) Players must play four matches in home and away matches to be eligible for finals.

6) Any player playing in any final match is permitted to take part in a higher grade final provided that the player is coming from a lower grade and is only needed to avoid a forfeit. This player is still eligible to play in a lower grade final.

7) Any player having played **more than seven** matches in a higher grade is not permitted to play in a finals team in a lower grade. If the club has more than one team in a section then after eight games in the one team, the player cannot play for another team in that section in the finals.

8) In finals matches up to two gents and two ladies emergencies can be named in preferential order on score sheets prior to commencement of play. For Section 6b refer to Rule 15.2

9) Semi-finals and finals to be played according to the following sequence:

Final 4 Format (Page System)

Week 1 (a) Qualifying Final 1 v 2. Winner goes direct to Grand Final.
(b) Elimination Final 3 v 4. Loser eliminated.

Week 2 (c) Preliminary Final Loser of (a) plays winner of (b). Loser is eliminated.

Week 3 Grand Final Winner of (a) plays winner of (c)

Final 6 Format (For Sections with 12 or more teams)

Week 1 Qualifying Final

(a) 1 v 2

Elimination Finals (Losers eliminated)

(b) 3 v 6,

(c) 4 v 5

Week 2 Preliminary Finals

Winner of (a) vs lowest placed winner of (b) & (c).

Eg if 6 wins against 3 then 6 is the lowest place otherwise it would be 4 or 5.

Loser of (a) v highest placed winner of (b) & (c) (team which finished highest on the ladder).

Week 3 Grand Final Two winners of Week 2.

Final 8 Format (For Sections with 12 or more teams)

Week 1: 1 v 8, 4 v 5, 2 v 7, 3 v 6. Losers eliminated.

Week 2: Highest ranked winner plays lowest ranked winner. 2nd highest winner plays the 3rd highest rank winner.

Week 3. Grand Final: Two winners from 2nd week of matches.

10) *In the event of a drawn finals match for Sections 1 to 6, including the Grand Final, each team selects a mixed pair and a tie-breaker is played.*

11) *In finals where a club is playing more than one team in the same grade, any player automatically becomes tied to the team the player first plays in. For exception to this Rule see 11.5.*

12) *A marshal is to be appointed for each finals match.*

13) *A perpetual trophy be awarded in all grades to the winner and runner-up teams. The Association to provide both winners and runner up medallions to teams members (can vary according to delegates decision).*

12. PROTESTS AND DISPUTES

1) *In the event of a dispute the matter shall be reported within 24 hours to the Association Secretary or President, when the President and Secretary shall, as they think fit, call a meeting of the Executive Committee.*

2) *The captains of each side or their representatives shall be present and bring their score sheets and any other information relative to the dispute. The umpire, if used, also shall be present.*

3) *Clubs or persons involved in a dispute shall be entitled to represent themselves at a hearing.*

4) *The Disputes Committee shall consist of the President or another member of the Executive Committee, plus three Executive Committee members not involved in the dispute.*

5) *The Secretary has 14 days from the day of the match to check and notify the club concerned of any infringement to the rules. Any club disagreeing with the infringement and/or penalty has the right to lodge a protest at the After Christmas or Pre-Finals meeting.*

13. POINTS

1) *The position of clubs in home and away matches shall be decided by awarding four points for a win, two points for a draw, two points for a bye and one point for a loss (a loss is considered where teams take the court, complete the match and loose). All byes to be awarded two points.*

2) *In the event of leading teams being equal in points at the conclusion of the home and away rounds the position of clubs on the ladder shall be decided on percentages by games won over games lost by 100 over 1.*

14. FINES

1) A \$20 fine shall be imposed **per home club** if they fail to submit results within 48 hours. No Further points will be awarded until Association Treasurer receives payment of the fine.

2) A \$20 fine shall be imposed on clubs who fail to submit their lists of registrations or additional registrations at the Annual and After Christmas Meetings. No further points will be awarded until Association Treasurer receives payment of the fine.

3) A \$50 fine shall be imposed on Clubs that do not return trophies at the Pre-Finals Meeting.

4) Affiliation fees must be received by the Treasurer no later than the fourth playing Saturday, failing this a \$25 fine **per team** shall be imposed on the offending club.

5) In the event of a late forfeit, except in exceptional circumstances, a \$50 fine shall be imposed on the offending club. The fine must be paid to the opposing club via the Association Treasurer.

15. SECTION 6B

Section 6B will abide by the Incorporated By-laws of the Hume Country Tennis Association. Exceptions are as below.

1) Section 6b to consist of 2 Gents and 2 Ladies.

2) To avoid a forfeit, two gents and two ladies are allowed to substitute for either, provided the substitute players are 12 years and under. This rule also applies in finals. Clubs can borrow players from other Clubs without penalty.

3) To avoid a forfeit in home and away matches clubs can use registered players from other clubs without penalty.

4) The playing sequence will be:

Sequence 1: Gents 1&2 play Gents 1&2,

Sequence 2: Ladies 1&2 play Ladies 1&2

Sequence 3: Gents 1 & Lady 1 play Gent 1 & Lady 1.

Sequence 4: Gent 2 & Lady 2 play Gent 2 & Lady 2

Sequence 5: Gent 1 & Lady 2 play Gent 1 & Lady 2.

Sequence 6: Gent 2 & Lady 1 play Gent 2 & Lady 1.

4) If a game proceeds to deuce, only one deuce will be played and the next point wins the game.

5) Finals will commence at 1 pm and the Grand Final will commence at 11 am or at a time decided by the Executive Committee.

6) The Association will provide the Grand Final winner and runner-up teams with medallions.

Hume Country Tennis Association Inc.

Incorporated Constitution

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1. NAME

The name of the Association is the Hume Country Tennis Association Incorporated.
(The Association)

2. INTERPRETATION (DEFINITIONS)

In this Constitution:

By-Laws means the By-Laws of the Association

Chairperson means the chairperson of the meetings of the Association.

Club means clubs that are affiliated with the Hume Country Tennis Association Incorporated.

Member means a club affiliated with the Hume Country Tennis Association Incorporated.

Affiliation means financial membership of the Hume Country Tennis Association Incorporated.

Delegates mean representatives from each Affiliated Club. A Delegate shall represent their own Club, but shall also act independently for the encouragement and promotion of tennis in accordance with the objectives of the Association.

Rules & By-Laws mean the rules and by-laws set down by the Association from time to time governing aspects of the organisation, development and conduct of tennis by the Association.

Officials mean any Office Bearer, Coach, or Umpire of a Club affiliated with the Hume Country Tennis Association Incorporated.

3. OBJECTS

The objects of the Association shall be to:

- a) Further the interests of its members and promote and control the game of tennis, particularly within the boundaries of member clubs.
- b) Promote, regulate and control competition matches between clubs and to control all tennis activities of the Association.
- c) Provide dispute resolution mechanisms in relation to disputes connected with tennis within the Association.

4. MEMBERSHIPS

a) Any body, corporate or incorporated ("Club") having objectives and purpose similar to and commensurate with those of the Association which wishes to join the Association as a member and which agrees to abide by these rules, any rules of the competition and such other rules established by the Association and to pay such fees and subscriptions as may be fixed by the Association, may apply to the Association for membership.

b) An application for membership of the Association as an Affiliated Club must be in writing. The application must provide; the name of the Club, details of Club including location, names of club delegates, contact details including email and postal address details and other information or submissions in support of the application as the Club

may wish to bring to the attention of the Association or which the Association may require.

c) An application shall be lodged with the Secretary not later than 31st March in the preceding year in respect of which admission of membership of the Association is sought.

d) The Association may approve or reject an application in its absolute discretion. No club shall be accepted into membership unless at least two-thirds of the Delegates called for the purpose, consent to the admission of the Club into membership of the Association.

e) In the event that an application is approved by the Association, subject to these Rules, membership shall continue unless and until determined by the Association.

f) The Association may require that any Club admitted as a Member pay such application fees, subscriptions or other payments due under these Rules.

g) In the event any Club ceases to be a Member, whether permanently or temporarily, it shall remain liable to pay any payments due under these Rules.

h) A Club, upon being admitted to membership, agrees and acknowledges that it is subject to the jurisdiction of, and bound to comply with, any reasonable direction given by the Association.

5. AFFILIATION CLUBS

a) The Association will be composed of all clubs accepted by the Delegates at the Annual General Meeting of club delegates of existing clubs: Jindera, Bungowannah, Brocklesby, Burrumbuttock, Walbundrie, Walla North Walla, Gerogery, Gerogery West, Tabletop, Holbrook, Culcairn, Henty Park, Howlong and Pleasant Hills.

b) Affiliated Clubs shall be represented at Meetings by two Delegates.

c) A person who is a member of an Affiliated Club of the Association may:

i) hold a position in the Affiliated Club or the Association:

ii) become a Committee Member of the Association and participate at all levels in the affairs of the Association.

6. LIFE MEMBERS

- a) Any person may be elected a Life Membership of the Association in recognition of 10 years outstanding service to the Association.
- b) Two (2) members of the Association shall nominate candidates for election as Life Members at least three (3) months before the meeting at which such nominations will be considered.
- c) The nomination must be approved by a majority of at least two-thirds of the delegates present and voting at an Annual General Meeting.

7. REGISTER OF MEMBERS

- a) The Secretary shall establish and maintain a register of the Clubs of the Association. The register of members shall include the name and contacts of the President and Secretary of each Club which is a member of the Association.
- b) The Secretary shall keep a register of Office Bearers of the Association specifying the names and contact details of each person who is an office bearer.

8. FEES/SUBSCRIPTIONS

The Association shall determine fees and subscriptions to be paid by Members of an Affiliated Club, by resolution of Delegates at the Annual General Meeting, or the first meeting following the Annual General Meeting each year.

9. LIABILITY OF MEMBERS

The liability of a Member of the Association to contribute towards payment of the debts and liabilities of the Association or the costs and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of membership of the Association as required by Rule 8.

10. DISCIPLINING OF MEMBERS

- 1) A complaint may be made by an Affiliated Club or Member to the Association about an Affiliated Club or Member that has persistently refused or neglected to comply with these Rules, or who has persistently and wilfully acted in a manner prejudicial to the interests of the Association.

2) On receiving such a complaint, the Executive:

a) must cause notice of the complaint to be served on the matter concerned; AND

b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive in connection with the complaint, AND

c) must take into consideration any submissions made by the member in connection with the complaint.

3) After consideration of the complaint and any submissions made in connection with the complaint, the Association may resolve, expel or suspend the Club or Member from membership of the Association if it is satisfied that the facts alleged in the complaint have been proven.

4) If the Association expels or suspends a member, the Secretary must, within 7 days after the action is taken, of the reasons given by the Association for having taken that action and of the member's right of appeal under Rule 11.

5) The expulsion or suspension does not take effect

a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, OR

b) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under Rule 11 (5), whichever is the later.

11. RIGHT OF APPEAL OF DISCIPLINED MEMBERS

1) A member may appeal to the Association at a General Meeting against a resolution of the Association under Rule 11, within 7 days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to reply for the purposes of the appeal.

3) On receipt of a notice from a member under clause (1) the Secretary must notify the clubs to convene a General Meeting of the Association to be held within 28 days after the date on which the Secretary received the notice.

4) At a General Meeting of the Association convened under clause (3)

a) no business other than the questions of the appeal is to be transacted,
AND

b) the Executive and the member must be given the opportunity to state their respective cases orally or in writing, or both, AND

c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

5) If, at the General Meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

12. MEETINGS OF THE ASSOCIATION

1) Chairperson

a) The President of the Association shall be Chairperson at all meetings of the Association at which he/she is present, and in the President's absence the Vice President shall be the Chairperson.

b) If neither the President nor the Vice President of the Association is present within thirty minutes of the time set down for the commencement of the meeting, the meeting shall elect a Chairperson.

2) Notice of Annual General Meetings

Not less than twenty-one days of the date of the Annual General Meeting of the Association, shall written notice be given to each committee member, and the Secretary of each Affiliated Club.

3) Notice of Special General & Delegates Meetings

Not less than fourteen days of the date of the Meeting of the Association shall written notice be given to each committee member, and the Secretary of each Affiliated Club.

4) Absence of Notice

The accidental omission to give any member the required notice of a meeting of the Association shall not invalidate a meeting or any of the business of the meeting.

5) Quorum

a) A quorum for all Delegates Meetings and Annual General Meetings shall consist of at least one half of the Office Bearers and Delegates representing seven Clubs.

b) A quorum for all Executive Meetings shall consist of not less than two-thirds of the members of the Executive Committee.

c) If no quorum is present thirty minutes after the time fixed for the commencement of a meeting, it shall be adjourned to such time and place as the Chairperson shall decide.

d) The Secretary shall give written notice of the Adjourned Meeting to each Executive Member and to the Secretary of each Affiliated Club.

6) Voting

a) Clubs be represented by two delegates and the voting power be two votes per club to be taken in such manner as the Chairperson shall direct, except that a secret ballot shall be taken if any delegate requests it.

b) In the case of an equality of votes, the President shall have a casting vote.

7) Delegates

At each meeting, each Delegate present shall sign an attendance book and shall state the affiliated club being represented.

13. ANNUAL GENERAL MEETINGS

a) Timing of Annual General Meeting – The Annual General Meeting shall be held in the month of August each year.

b) Business of Annual General Meeting – The business of the Annual General Meeting shall be:

1. Confirmation of the minutes of the previous Annual General Meeting;
2. The consideration and adoption of the Annual Report and audited Balance Sheet;
3. Appointment of an Auditor and Public Officer for the ensuing year;
4. Set affiliation fees for coming season;
5. Consideration of any special business of which notice has been given in accordance with the Constitution; AND
6. Election of Office Bearers.

14. SPECIAL GENERAL MEETINGS

The Secretary shall call a Special General Meeting:

1. At the direction of the President
2. Upon request in writing from two or more Affiliated Clubs stating the purpose or purposes of the meeting.

15. DELEGATES MEETINGS

i) The Delegates shall meet at least four times each year on dates to be fixed by the Delegates.

ii) Order of business at Delegates Meeting shall be:

1. Opening
2. Apologies
3. Confirmation of minutes
4. Business arising from minutes
5. Correspondence and business arising
6. Reports
 - Treasurer
 - Sub-committee
 - Any other report
7. General Business

16. EXECUTIVE COMMITTEE

Membership of Executive Committee

The following Office Bearers shall be elected at the Annual General Meeting to form the Executive Committee of whom not more than three members shall be members of one club:

1. President
2. Senior Vice President
3. Junior Vice President
4. Junior Vice President
5. Secretary
6. Treasurer
7. Score Recorder

Public Officer

1. The Treasurer or some other person nominated by the delegates shall act as the Public Officer of the Association.
2. The Public Officer may attend and speak at meetings of the Association, but shall not be entitled to vote unless otherwise having the right to do so.

Function and Power of Executive Committee

The Executive Committee shall exercise the functions and powers of the Delegates between meetings and its decision shall be subject to ratification by Delegates at its next meeting.

Vacancy in Executive Committee

1. A vacancy on the Executive Committee shall be filled by Delegates.
2. A vacancy shall be deemed to have occurred in respect of any member thereof who has, without leave of the Executive Committee, failed to attend three consecutive meetings of the Executive Committee.

17. ALTERATIONS TO CONSTITUTION AND BY-LAWS

- a) This **Constitution** of the Association may be altered by resolution passed by majority of at least three quarters of those members present and voting at an Annual General Meeting of the Association of which not less than **twenty-one days written notice** specifying the resolution/s to be proposed has been given.

- b) Any changes of alterations to the **By-Laws** of the Association shall be passed by resolution of at least three quarters of those members present and voting at a Meeting (AGM, General or Special) of the Association of which not less than **twenty-one days written notice** specifying the resolution/s to be proposed has been given.

18. DISSOLUTION OF THE ASSOCIATION

- a) The Association shall not be dissolved except by resolution passed by a majority of at least three quarters of the members present and voting at a Special General Meeting of the Association of which not less than twenty one days written notice specifying the resolution to be proposed has been given.

- b) On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be held in trust for five years until the Association re-forms, and after that be paid or transferred equally between existing Cubs.