



## Kohimarama Tennis Club

### **KOHIMARAMA TENNIS CLUB INCORPORATED BY-LAWS**

The following By-laws are to be read in conjunction with the Constitution of the Kohimarama Tennis Club and may be altered, added to or deleted in accordance with the procedure set out in Clause 19 of the said Constitution.

The Executive Committee may make rules binding the members in any matter not dealt with in the Constitution or herein, but shall abide by any direction of a General Meeting.

#### **1. CLASSES OF MEMBERSHIP**

In accordance with Clauses 3 and 5 of the Constitution, the Club membership shall be composed of:

- (i) Senior Members
- (ii) Student members
- (iii) Intermediate members
- (iv) Junior Members
- (v) Associate
- (vi) Life Members
- (vii) Honorary Members

#### **2. MEMBERS DEFINITION RIGHTS**

The Executive Committee shall determine the rights of any class of members as it may determine from time to time.

All financial members have the right to receive notice of, and to attend, the Annual General Meeting.

##### **(i) SENIOR AND LIFE MEMBERS**

Members who have attained the age of 18 years on 1st September being commencement of the Club's playing year. They shall be entitled to play on the Club's courts when same are open for play and to use and enjoy all the Club's premises, facilities or services subject however to these By-laws and to all rules, regulations, rulings or decisions made by the Executive Committee under the powers conferred on it.

##### **(ii) JUNIORS**

A person may be accepted as a Junior Member if he or she is 15 years or under as at 31 December of the season in which acceptance takes place and may continue as such during every playing year if on the first day thereof he or she is under that age. Junior Members shall be entitled to play on the Club's tennis courts and enjoy restricted use of the Club's premises as determined by the Executive Committee.

##### **(iii) INTERMEDIATES**

Members must be between 15 years and under 18 years as at 31 December of the season in which acceptance takes place and may continue as such during every playing year if on the first day thereof he or she is under that age. Junior Members shall be entitled to play on the Club's tennis courts and enjoy restricted use of the Club's premises as determined by the Executive Committee.

##### **(iv) STUDENT**

Members must be between 18 and 25 years as at 31 December in the current season.

- (v) **VETERANS**  
Veterans shall be full Senior or Life Members 45 years of age and over. Affiliated Veteran visitors shall be eligible to play during specified Veterans' playing times and on the payment of the appropriate fee.
- (vi) **HONORARY MEMBERS**  
In special circumstances honorary membership may be conferred on any person at the discretion of the Executive Committee, such membership to be annually reviewed.
- (vii) **ASSOCIATE MEMBERS** shall be entitled to attend at the Club grounds or premises to watch tennis and join in social activities but shall have no playing or other rights and shall pay an annual subscription as fixed by the Executive Committee from time to time.

### **3. ELECTION TO MEMBERSHIP**

- (i) **MEMBERS** of any category except Life Members shall be approved by the Executive Committee only, which may reject any candidate or impose a limit on the number or members of any class and a list of applicants shall be presented to the Executive Committee for approval at their next meeting.
- (ii) **EVERY APPLICANT** for membership shall complete an application form stating full name, address and any other relevant information the Executive Committee may require. A legal guardian must authorise any application for those applicants 18 years of age and under.

### **4. MISCONDUCT**

The Executive Committee may by a resolution passed by a two-thirds majority of those present in person at a meeting, terminate the membership or suspend from any privileges of membership any member infringing any of the lawful decisions made by the Executive Committee or whose conduct, whether on the Club grounds, premises or elsewhere, in the opinion of the Executive Committee, was objectionable, renders the person undesirable to be a member of the Club.

PROVIDED AS FOLLOWS:

- a. That the notice of the meeting states that it has been called to consider whether or not such member shall be expelled or suspended, sets out the grounds on which it is proposed such action be taken, and invites the member to attend the meeting and state the reasons or defence against the action proposed.
- b. That not less than fourteen clear days before the day fixed for the meeting, a copy of the notice has been served to the member and notice has been given or posted to all members of the Executive Committee by the Secretary.

### **5. FINANCIAL YEAR**

The Financial Year of the Club shall commence on the first day of July in each year and end on the thirtieth day of June in the following year.

### **6. EXECUTIVE COMMITTEE MEETINGS**

THE FOLLOWING PROVISIONS SHALL APPLY:

- (i) Meetings shall be held at the Clubrooms, 30 Melanesia Road, Kohimarama.
- (ii) They shall be convened by the Secretary at the request of the President or of any four members of the Executive Committee other than the Convenor or Convenors not less than seven clear days before the day fixed for the meeting provided always, that if all members of the Executive Committee able to attend are present at a meeting in respect of which some requirement of this By-law has not been complied with and none of them object to such non-compliance it shall be deemed to have been waived.
- (iii) A quorum shall be six Executive Committee members.

- (iv) Each officer present shall have one vote provided that in the event of an equality of votes the Chairperson shall have the casting vote as well as a deliberative one.
- (v) Subject as aforesaid the Executive Committee shall regulate its own procedures.

**7. ELECTION OF OFFICERS, EXECUTIVE COMMITTEE MEMBERS AND TERM OF OFFICE**

- (i) The Officers of the Club shall constitute President, Vice-President, Secretary, Treasurer, Club Captain(s) and up to six Committee members shall be elected at the Annual General Meeting when each of them shall be deemed to have retired unless re-elected at that meeting. The Midweek Ladies representative (having been elected by the Ladies of the Club), the Interclub Convenor (having been elected by the outgoing committee prior to the A.G.M.), and the Junior Convenor shall be appointed to the Executive Committee by the Executive Committee.
- (ii) Candidates for any position on the Executive Committee must be Senior or Life Members of the Club except for the representative in charge of the Junior members.
- (iii) Every candidate shall be nominated by two senior or Life Members other than the nominee and such nominations must be accepted in writing by the nominee, and be received by the Secretary 48 hours prior to the Annual General Meeting. However, in the event of insufficient nominations being received for any position on the Executive Committee in the manner present hereof, nominations for such positions only, shall be called for from among those eligible and present at the Annual General meeting. In the event of sufficient nominations being received in such manner to fill the remaining vacant positions, those nominees shall be deemed to have been elected to those positions. If more nominations are received in such manner for any remaining position than the number thereof then each position shall be filled by Ballot of the members present and eligible to vote at the Annual General Meeting.
- (iv) If the nominations for any position is equal to one as required in By-law 6 hereof, the person nominated shall be declared to have been elected to that position.
- (v) If more members are nominated for any position on the Executive Committee than are necessary to fill such position, then the election shall be by Ballot.
- (vi) **BALLOTS:**
  - (a) If a Ballot is required, each member desiring to vote shall do so by handing to the scrutineers appointed by the Meeting an unsigned folded paper showing the candidate or candidates voted for. Such voting paper shall be invalid if it casts votes for more candidates than there are vacancies, or if it is not legible.
  - (b) Not less than two scrutineers shall be appointed by the Meeting, and they shall collect all the voting papers, count the valid votes within the meeting room and certify the result to the Chairperson of the meeting, at the same time handing him the voting papers. The Chairperson at the Meeting shall declare the result.
  - (c) Unless otherwise directed such Ballot papers shall be destroyed by the Chairperson.
- (vii) The appointment of the Interclub Convenor/Controller shall be made by the Executive Committee at its meeting in April/May of each year as a member of the Executive Committee. The appointee shall assume responsibility to form a sub-committee of interested persons to select and monitor teams/players in each section of Senior Interclub and to report to the Executive Committee.
- (viii) The Executive Committee may form Sub-committees as required to transact the duties of the Club and all Sub-committees shall report to the Executive Committee.

## **8. ALCOHOLIC REFRESHMENTS**

No member, visitor or other person shall bring, keep or consume on Club property any alcoholic refreshments or cause it to be so brought, kept or consumed unless authorized to do so by a ruling or decision so made by the Executive Committee and then only at the times and in the place or places and upon the terms and conditions prescribed.

## **9. APPROVED DRESS**

- (i) When representing Kohimarama Tennis Club in tournaments, interclub, or in organised tennis periods at the Club, members shall wear recognised tennis clothing.
- (ii) Only approved tennis shoes suitable for artificial grass surfaces can be worn, i.e. marking/ripple sole shoes or bare feet are not permitted.

## **10. TIMES OF PLAY**

### **(i) FULL MEMBERS**

Casual club play any days or nights when courts are not in use for the sections' organised play or interclub.

### **(ii) JUNIORS**

Fridays 3.30pm – 5.30pm – Year 2 – 5

Fridays 5.30pm – 7.30pm – Year 6 – 8

Saturday & Sunday mornings – Interclub from September to December and February to March

At other times Juniors must give way to other members wishing to play. Courtesy shall be extended to all players.

Juniors will be considered for Junior Full Playing Rights status by the Executive Committee on the recommendation of the Club Coach

### **(iii) INTERMEDIATES**

Wednesday evenings 5.00pm – 7.00pm

At other times Intermediates must give way to Full Members wishing to play. Courtesy shall be extended to all players.

### **(iv) MIDWEEK PLAY (FULL MEMBERS)**

Club play is Wednesdays 9.30am to 12noon. Midweek Interclub is October to December and February to March on Monday and/or Tuesday between 9.00am and 2.30pm

### **(v) VETERANS**

All courts are allocated on Thursday afternoons between 1.00pm and 4.00pm.

### **(vi) BUSINESS HOUSE / TWILIGHT LEAGUE**

Business House and/or Twilight League will be played at such times and days as decided by the Executive Committee.

### **(vii) GENERAL**

All Full Members are entitled to join organised social play on any days, with the exception of Junior and Intermediate times of play.

On Junior and Intermediate days, Interclub days and Tournament days all courts may be required. On organised Club days members will be required to participate in organised play.

The Club Coach shall make 2 courts available at all times for members.

## **11. COURT FEES**

Non-members may play for a fee of \$5.00 per person per hour (\$8.00 with lights), but must vacate courts if requested. Non-members may play no more than three (3) times during one season without joining, except Veteran visitors participating in scheduled organised play.

## **12. COURT BOOKINGS**

- (i) Senior keyholders may book courts at any time outside organised playing times and scheduled interclub matches. Bookings must be made prior to start of session.
- (ii) Court lights are not available on Sunday evenings. All other evenings, court lights must be out by 10.00pm
- (iii) Maximum daytime playing time per court is 1-1/2 hours and, after 6.00pm - 1 hour.
- (iv) Interclub Team practice - 2 courts for 1-1/2 hours, stating name of team and captain - maximum booking ahead: one week.
- (v) Enter all players' names on the Visitors' sheet, including invited non-members.
- (vi) At least one player per court must be a keyholder.

## **13. NIGHT TENNIS RULES**

Play is available under lights and must be completed by 10.00pm Monday to Saturday inclusive. The Clubhouse shall be vacated, lights turned off and gates locked by 11.00pm unless access to the alarm code is held.

## **14. TOURNAMENTS**

The Tournament Committee shall schedule tournaments and the Executive Committee shall approve the schedule.

- (i) Mairangi Bay Friendship
- (ii) Intermediates:  
Singles, Doubles, Mixed Doubles
- (iii) Juniors:  
Singles, Doubles, Mixed Doubles
- (iv) Full Members:  
Championship Singles, Doubles, Mixed Doubles  
Mid-week Grade Singles, Doubles

NOTE: If the entries in each section of (iv) immediately above are less than 4, the Championship may be cancelled or postponed, but not before the Club Captain has been consulted by the Tournament/Match Committee.

- (v) Open Tournaments - All players with Senior playing rights are eligible to enter.
- (vi) Prizegiving - Seniors Championship winners receive trophy and/or medal and certificate. Trophy, Consolation and Plate winners and all runners up receive certificates.

## **15. TOURNAMENT RULES**

Tournament rules must be placed on the noticeboard by each section when a tournament is announced and show:

Time of play - including finals  
Entrance fee  
Default procedures  
Game format  
Use of umpires  
Number of matches to be played on one day  
Seeding

**16. APPEALS**

Any member who wishes to lodge an Appeal may do so by following the procedure in the approved Appeals Policy available from the Manager.

**17. APPEALS COMMITTEE**

The Appeals Committee should consist of three members appointed by the Executive Committee as stated in the Appeals Policy (& Procedure) attached.

**18. CLUB COACH**

The Executive Committee shall review the Coach's Contract six months prior to expiry of the Contract and take appropriate action.

**19. URGENT DECISIONS**

These are decisions which cannot wait for the next Executive Committee meeting. In the event of an urgent decision being required between Committee Meetings, the President, Treasurer, Club Captain and Convenor (if applicable) together are authorised to make that decision. If the decision involves expenditure, the same Committee Members are authorised to approve expenditure up to \$500.00. Those decisions must be minuted at the next Committee Meeting.

**20. MEDIA COVERAGE**

The Executive Committee shall appoint person(s) responsible for publicity.

**21. HIRE OF CLUBROOMS**

- (i) The Executive Committee shall consider all applications from Club members for Clubroom hire.
- (ii) Neighbourhood support groups may use the Clubrooms for their meetings free of charge, with the Club accepting a donation if offered.
- (iii) Hireage to any other person(s) shall be approved by the Executive Committee.
- (iv) Any hireage shall be contingent on the completion of the Short Term Licence for Use.

**22. SHOE TAGS**

Shoe tags must be worn by Club members to identify financial Club members.

**23. SUBSCRIPTION REFUNDS**

A subscription refund may only be considered by the Executive Committee if made within the first six months of the member's current membership year and the Executive Committee considers the circumstances to be genuine and exceptional. Any refund will be pro-rata based on the unused portion of the annual membership but will not include the Court Maintenance Levy or the Auckland Tennis Affiliation Fee.

**24. EMPLOYMENT AGREEMENTS**

All persons employed by the Club for administrative purposes shall be appointed by the Executive Committee and the appointee(s) shall be required to sign an Employment Agreement setting out the Terms and Conditions of Employment for the appropriate Job Description.

**25. CLUB OFFICE HOURS**

Office hours and contact details shall be displayed on the office door and on the Club website.