

**ASSOCIATIONS
INCORPORATION
ACT (1981)**

Schedule 5

Rules of the Association Berwick Tennis Club Inc

SCHEDULE: 5

Rules of the Association Berwick Tennis Club Incorporated

1. *Berwick Tennis Club Incorporated*

The name of the incorporated association is (in these Rules called "the Association").

2. *Definitions*

(1) In these Rules, unless the contrary intention appears-

"Act" means the **Associations Incorporation Act 1981**;

"committee" means the committee of management of the Association;

"financial year" means the year ending on 30 June;

"general meeting" means a general meeting of members convened in accordance with rule 12.

"member" means a member of the Association;

"ordinary member of the committee" means a member of the committee who is not an officer of the Association under Rule 21;

"Regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of an Association is a reference--

(a) if a person holds office under these Rules as Secretary of the Association--to that person; and

(b) in any other case, to the public officer of the Association.

3. *Alteration of the rules*

These Rules and the statement of purposes of the Association must not be altered except in accordance with the Act.

4. *Membership, entry fees and subscription*

(1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee (if applicable) and annual subscription payable under these Rules providing that;

(a) The committee reserves the right at any stage to reject or cancel a membership

- (2) An application of a person for membership of the Association must-
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Association; and
 - (c) be accompanied by first years fees or part thereof and entrance fee (if applicable)
- (3) The secretary must, as soon as practicable after receipt of the amounts referred to in sub-rule (2) enter the applicant's name in the register of members.
- (4) An applicant for membership becomes a member and is entitled to exercise the rights of membership when sub-rule(2) has been adhered to.
- (5) A right, privilege, or obligation of a person by reason of membership of the Association-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon the cessation of membership whether by death or resignation or otherwise.
- (6) The entrance fee (if applicable) is the relevant amount set out in Appendix 1.
- (7) The annual subscription is the relevant amount set out in Appendix 1 and;
 - (a) applies to membership from 1st July each year until 30th June of the following year
 - (b) is due and payable on or before 1 October in each year irrespective of the date joined except;
 - (c) A pro-rata subscription, as set out in Appendix 1, applies to a membership application lodged after the 1st January for first time applicants.
- (8) An honorary member can be a parent/guardian of a junior member and
 - (a) is only an honorary member for any general meeting called by the Junior sub-committee upon signing of the meeting register and;
 - (b) ceases to be an honorary member at the conclusion of the said Junior sub-committee meeting unless holding office as per section (9)(6)(d)(2)
- (9) An honorary membership can be offered (if applicable) to one representative from the Night Tennis competition, who is not a member of the association; and
 - (a) is a current participant in the Night Tennis competition; and
 - (b) is elected by the committee; and
 - (c) maintains their honorary membership whilst a general committee (night tennis representative) member.

(10) All compulsory fees, levies and subscriptions can only be set at the Annual General meeting of each year as an agenda item and voted on as per these rules.

5. *Register of members*

(1) The Secretary must keep and maintain a register of members containing-

(a) the name and postal and electronic address of each member and honorary members holding office as per section (9)(6)(d)(2) and;

(b) the date on which each member's name was entered in the register.

(2) The register is available for committee members in order to facilitate the day to day running of the club and its purpose must be approved by one of the President or Vice Presidents

(3) The register or part thereof is made available to the Mid-Week Ladies and Junior sub-committees to enable the running of their respective competitions.

(4) The Junior sub-committee maintains a register of all honorary members

6. *Ceasing membership*

(1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving notice in writing to the secretary

(2) Following the resignation referred to in sub-rule (1)

(a) the member ceases to be a member; and

(b) the Secretary must record in the register of members the date on which the member ceased to be a member.

7. *Discipline, suspension and expulsion of members*

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association, the committee may by resolution--

(a) fine that member an amount not exceeding \$500; or

(b) suspend that member from membership of the Association for a specified period; or

(c) expel that member from the Association.

(2) A resolution of the committee under sub-rule (1) does not take effect unless--

(a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and

(b) if the member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purposes of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice--

(a) setting out the resolution of the committee and the grounds on which it is based; and

(b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following--

(i) attend that meeting;

(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;

(e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must--

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Association to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Association convened under sub-rule (7)--

(a) no business other than the question of the appeal may be conducted; and

(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, in favour of the resolution. In any other case, the resolution is revoked.

8. *Disputes and mediation*

(1) The grievance procedure set out in this rule applies to disputes under these Rules between-

(a) a member and another member; or

(b) a member and the Association.

(2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be-

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement-

(i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator.

- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must--
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. Annual general meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Association within the following criteria;
 - (a) within 2 months of the end of financial year and;
 - (b) not prior to the 15th July each year.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be--
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive reports from the committee and sub-committees including the transactions of the Association during the last preceding financial year; and
 - (c) to elect officers of the Association and the ordinary members of the committee excepting for those already elected via the Mid-Week Ladies sub-committee and the Junior sub-committee according to rule (9)(5) and (9)(6); and
 - (d) to receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.

(4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

(5) Mid-Week Ladies sub-committee Annual General Meeting: At least 14 days prior to the Annual General Meeting but not earlier than the 1st July each year, the Mid-Week Ladies shall conduct an Annual General Meeting (Mid-Week Ladies) for the following purposes:

(a) to confirm the minutes of the previous Mid-Week Ladies sub-committee Annual General Meeting and of any general meeting held since that meeting; and

(b) to receive from the Mid-Week Ladies sub-committee an annual report

(c) to elect officers of the Mid-Week Ladies sub-committee consisting of:

(1) President of the Mid-Week Ladies sub-committee, who shall then automatically assume the role of Vice President (Mid-Week Ladies) of the Association.

(2) Secretary of the Mid-Week Ladies sub-committee, who shall then automatically assume the role of Assistant Secretary of the Association.

(3) Assistant Secretary of the Mid-Week Ladies sub-committee.

(3) Ordinary members of the Mid-Week Ladies sub-committee.

(4) Delegates for competitions as required.

The Mid-Week Ladies sub-committee is responsible for the running of the Mid-Week Ladies competition.

(6) Junior sub-committee Annual General Meeting: At least 14 days prior to the Annual General Meeting but not earlier than the 1st July each year, the Junior sub-committee shall conduct an Annual General Meeting (Juniors) for the following purposes:

(a) to confirm the minutes of the previous Junior sub-committee Annual General Meeting and of any general meeting held since that meeting; and

(b) to receive from the Junior sub-committee an annual report

(c) To sign in all non-member parents/guardians of junior members as honorary members for nomination and voting purposes only, at the Annual General Meeting (Junior sub-committee)

(d) to elect officers of the Junior sub-committee consisting of:

- (1) Coordinator of the Junior sub-committee, who shall then automatically assume the role of Vice President (Juniors) of the Association.
- (2) Ordinary members of the Junior sub-committee in which 3 representatives shall then automatically assume the role of ordinary committee members of the Association. The 3 representatives of the Junior sub-committee shall retain an honorary membership (if applicable) of the Association for the duration of their term of office.
- (3) The appointed club coach shall be an automatic inclusion to the Junior sub-committee

The Junior sub-committee is responsible for the running of the Junior competition.

10. *Special general meetings*

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (4) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Association.
- (5) The request for a special general meeting must--
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (6) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (7) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee

11. *Special business*

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12. *Notice of general meetings*

(1) The Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent—

(a) Via electronic transmission as provided by the member or;

(b) If (a) is not available then by prepaid post to the address appearing in the register of members; or

(c) Displayed on the club noticeboards.

(3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

13. *Quorum at general meetings*

(1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) Seven members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting. At least two of these members are deemed executive members of the association, and one of these executive members must be the President or one of the Vice Presidents.

(3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present-

(i) in the case of a meeting convened upon the request of members--the meeting must be dissolved; and

(ii) in any other case--the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

14. *Presiding at general meetings*

(1) The President, or in the President's absence, one of the Vice-Presidents, shall preside as Chairperson at each general meeting of the Association.

15. *Adjournment of general meetings*

(1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.

16. *Voting at general meetings*

(1) Upon any question arising at a general meeting of the Association, a member has one vote only.

(2) All votes must be given personally

(3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

(4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current financial year except;

(a) honorary members as set out in (9)(6)(d)(2)

17. *Poll at general meetings*

(1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18. *Manner of determining whether resolution carried*

If a question arising at a general meeting of the Association is determined on a show of hands-

(a) a declaration by the Chairperson that a resolution has been-

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

(b) an entry to that effect in the minute book of the Association--

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19. *Proxies*

(1) Proxy voting of any type cannot be used in any form whatsoever in voting at any meeting of the association.

20. *Committee of Management*

(1) The affairs of the Association shall be managed by the committee of management.

(2) The committee--

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Association; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.

(3) The Mid-Week ladies sub-committee--

(a) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management and running of the Mid-week Ladies competition.

(4) The Junior sub-committee--

(a) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management and running of the Junior competition.

(5) Subject to section 23 of the Act, the committee shall consist of--

(a) the officers of the Association as per section (21); and

(b) ordinary members as per section (21); --

each of whom shall be elected at the annual general meeting of the Association; and of the Annual General Meeting of the Mid-Week Ladies and Junior sub-committees in each year.

21. Office holders

(1) The officers of the Association shall be--

(a) a President;

(b) a Vice-President (MWL); elected at the AGM of the Mid Week Ladies competition

(c) a Vice President (Junior Coordinator); elected at the AGM of the Junior competition

(d) a Treasurer;

(e) a Secretary.

(f) an Assistant Secretary; elected at the AGM of the Mid Week Ladies competition

(g) An Auditor

(2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in sub-rule (1).

(3) Each officer--

(a) in sections 21 (1) (a), (d) and (e) of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election; and

(b) in sections 21 (1) (b), and (f) of the Association shall hold office until the annual general meeting of the Mid-Week Ladies sub-committee next after the date of his or her election but is eligible for re-election; and

(c) in sections 21 (1) (c) of the Association shall hold office until the annual general meeting of the Junior sub-committee next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee or if applicable the relevant sub-committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22. Ordinary members of the committee

(1) Subject to these Rules, each ordinary member of the committee, including honorary members as set out in section (9)(6)(d)(2) shall hold office until the annual general meeting or Junior sub-committee Annual General Meeting next after the date of election but is eligible for re-election.

(2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member; or eligible honorary member as set out in section (9)(6)(d)(2), of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting or Junior sub-committee Annual General Meeting next following the date of the appointment.

(3) Ordinary members of the committee may elect for the following positions, notwithstanding the merging of the said positions, or any additions or alterations that may be determined by the committee from time to time;

(a) Maintenance Officer

(b) Purchasing Officer

(c) Fundraising Officer

(d) Senior tennis coordinator

(e) Merchandise Officer

(4) The committee may elect a Night Tennis representative for a position on the general committee; and

(a) the Night Tennis representative may be an honorary member as per section (4)(9).

23. Election of officers and ordinary committee members

(1) Nominations of candidates for election as officers of the Association; with the exception of the positions elected via sections (9)(5)(C) and (9)(6)(D)(1&2) or as ordinary members of the committee must be--

(a) made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

(b) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting.

(2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.

(3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

(4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24. Vacancies

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member--

(a) ceases to be a member of the Association; or

(b) becomes an insolvent under administration within the meaning of the Corporations Law; or

(c) resigns from office by notice in writing given to the Secretary; or

(d) is no longer eligible to be a honorary member as set out in section **(4)(8)**

25. Meetings of the committee

- (1) The committee must meet at least 6 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President, one of the Vice Presidents or by any 4 members of the committee.

26. Notice of committee meetings

- (1) Notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting, by means of mail, electronic mail, or verbal communication
- (2) Written notice by means of mail or electronic mail must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting,

27. Quorum for committee meetings

- (1) Any 5 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee, with a minimum of 2 executive members.
- (2) No business may be conducted unless a quorum is present.
- (3) If within half an hour of the time appointed for the meeting a quorum is not present--
 - (i) in the case of a special meeting--the meeting lapses;
 - (ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following week unless otherwise agreed upon.
- (4) The committee may act notwithstanding any vacancy on the committee.

28. Presiding at committee meetings

At meetings of the committee-

- (a) the President or, in the President's absence, either of the Vice-Presidents preside; or
- (b) if the President and the Vice-Presidents are absent, or are unable to preside, the members present must choose one of their number to preside from the executive.

29. *Voting at committee meetings*

(1) Questions arising at a meeting of the committee, Mid-Week Ladies sub-committee, Junior sub-committee, or at a meeting of any sub-committee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member or honorary member present at a meeting of the committee, or sub-committee, (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30. *Removal of committee member*

(1) The Association in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or President or Vice Presidents of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

(3) The Secretary or President or the Vice Presidents may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

31. *Minutes of meetings*

The Secretary of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

The Assistant Secretary of the Association (Mid-Week Ladies Secretary) must keep minutes of the resolutions and proceedings of each Mid-Week Ladies sub-committee meeting; and

- (a) forward a copy of the Annual General Meeting to the Association secretary, together with a record of the names of persons present at the Annual General Meeting.

The Vice President (Junior coordinator) of the Association must nominate a Junior sub-committee member to keep minutes of the resolutions and proceedings of each Junior sub-committee meeting; and

- (a) forward a copy of the Annual General Meeting to the Association secretary, together with a record of the names of persons present at committee meetings.

32. Funds

(1) The Treasurer of the Association must-

(a) collect and receive all moneys due to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(2) All cheques, electronic transfers, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the executive.

(3) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

33. Seal

(1) The common seal of the Association must be kept in the custody of the Secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the executive or, of one member of the committee and of the public officer of the Association.

34. Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by on behalf of the Association, under these Rules may be given by- :

(a) electronic transmission, if the member has requested that the notice may be given to him or her in this manner.

(b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or

(c) delivering the notice to the member personally; or

(d) Unless otherwise stated, via notice prominently displayed in the clubrooms of the Association.

35. *Winding up*

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association must be disposed of in accordance with the provisions of the Act.

36. *Custody and inspection of books and records*

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

(2) Except as otherwise provided in these Rules, the Assistant Secretary must keep in her custody or under her control all minutes pertaining to the sub-committee of the Mid-Week Ladies; and

(a) These minutes may be viewed by the main committee if requested


(3) Except as otherwise provided in these Rules, the Junior coordinator must keep in their custody or under their control all minutes pertaining to the Junior sub-committee; and

(a) These minutes may be viewed by the main committee if requested

(4) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request, unless deemed in contravention of the Privacy Act 1988.

(5) A member may make a copy of any accounts, books, securities and any other relevant documents of the Association, unless deemed in contravention of the Privacy Act 1988.

Appendix 1

	Berwick Tennis Club Inc. www.berwicktc.asn.au Application for Membership Membership Rates for 2006/07			
	Annual Fee	Maintenance	Tennis Vic Registration	Total
Member Type	\$	\$	\$	\$
Senior	65.00	40.00	17.50	122.50
Youth (Full time student 18-21 years)	50.00	-	17.50	67.50
Junior	40.00	-	17.50	57.50
Family – Competition	140.00	40.00	<input type="checkbox"/> x 17.50 *	180.00 plus Registration Fees
Family - Social	90.00	40.00	<input type="checkbox"/> x 17.50 *	130.00 plus Registration Fees
Social	40.00	40.00	17.50	97.50
Pro Rata fees – New Members after 1st May				
	\$	\$	\$	\$
Senior	35.00	20.00	9.00	64.00
Family – Competition	70.00	20.00	<input type="checkbox"/> x 9.00 *	90.00 plus Registration Fees
Family - Social	40.00	20.00	<input type="checkbox"/> x 9.00 *	60.00 plus Registration Fees
Social	20.00	20.00	9.00	49.00
<p>* The registration fee must be paid for each member and is passed directly onto Tennis Victoria. The only members exempt from the registration fee are non-playing members (i.e. members who will not be playing tennis on the courts in any capacity). Please enter the number of family members included under this membership in the box above and include the fee for each member.</p> <ul style="list-style-type: none"> • Juniors and Students – no pro-rata annual fee – full amount due. Pro-rata affiliation fee is payable. • Social members wanting to play competition must pay the fee difference of \$25 before playing a match. • Competition – Players must be financial members before being placed in teams • Maintenance fee – this fee is taken off the following years fees if 2 working bees are attended during the financial year 				
<p>Please complete the details at the bottom of this form and return it along with your membership fees to:</p> <p style="text-align: center;">The Treasurer, Berwick Tennis Club, PO Box 226, Berwick Vic 3806</p> <p>Cheques should be made payable to 'Berwick Tennis Club'.</p> <p>✂.....</p>				
<p>I wish to join the Berwick Tennis Club and enclose cheque/cash for \$ _____ which covers member type:</p> <p> <input type="checkbox"/> Senior <input type="checkbox"/> Youth <input type="checkbox"/> Junior <input type="checkbox"/> Social <input type="checkbox"/> Family Comp <input type="checkbox"/> Family Social </p>				
<p>I have enclosed the registration fee for _____ members.</p>				
Member Name: _____		Date of Birth (Junior): _____		
Address: _____				
Home Phone: _____		Mobile Phone: _____		
Email Address: _____				

If you are joining under a family membership, please enter details of all other family members below:

Member Name	Gender	Date of Birth (if under 18)

MEDIA RELEASE PERMISSION

Please tick this box if you have no objection to images of the above members being placed on Berwick Tennis Club's website.

NOTES

"SCHEDULE 1

PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

Australian Accounting Standard Number	Name of Australian Accounting Standard	Issued
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001