



# FISH HOEK TENNIS CLUB

## FISH HOEK TENNIS CLUB

### CONSTITUTION

(AS FURTHER AMENDED AT THE AGM ON 8 JULY 2017)

#### **1. The Club**

- 1.1 The name of the Club shall be the Fish Hoek Tennis Club
- 1.2 The Club shall be deemed to be its members.

#### **2. Objectives**

- 2.1. To provide members with a clubhouse, courts and facilities for the playing of competitive and non-competitive tennis
- 2.2. To provide and foster a harmonious environment for all members for playing of tennis and use of the facilities.
- 2.3. To utilise the Club's courts and facilities to promote, develop and support the playing of tennis by all in the Fish Hoek valley and surrounds.
- 2.4. To promote, develop and support junior tennis.

#### **3. Membership**

- 3.1. Membership shall be open to all and the Club shall consist of as many members as can, in the opinion of the Committee, be accommodated on the Club's courts.
- 3.2. Members shall be bound by the Constitution and Membership Rules.
- 3.3. Membership shall be applied for on the prescribed membership application form.
- 3.4. Membership shall consist of various classes:

##### **3.4.1. Ordinary Members**

Members of 18 years or older as at 1<sup>st</sup> June.

##### **3.4.2 Senior Members**

Members of 65 years of age or older as at 1<sup>st</sup> June with no less than 10 years continuous membership.

##### **3.4.3 Over 70 members**

Members of 70 years of age or older as at 1<sup>st</sup> June



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## **3.4.4 Life Members**

Members of more than 25 years standing who have served the Club with distinction and who have been elected at an Annual General Meeting.

## **3.4.4 Student Members**

Members under the age of 23 years as at 1<sup>st</sup> June, not being junior members and who attend an educational institution on a full-time basis and do not enjoy an income.

## **3.4.5 Junior Members**

Members under the age of 18 years as at 1<sup>st</sup> June.

## **3.4.6 Social Members**

Non-tennis playing members.

## **3.4.7 Temporary/Country Members**

Members granted membership for a maximum period of 6 months.

## **4. Management**

4.1. The management of the Club shall be vested in a Committee with a minimum of eight Ordinary, Senior or Life members namely:

4.1.1. Chairperson

4.1.2. Secretary

4.1.3. Treasurer

4.1.4. Men's Club Captain

4.1.5. Ladies' Club Captain

4.1.6. Monday/Wednesday/Friday Morning Section Representative

4.1.7. Tuesday/Thursday Morning Ladies Representative

4.1.8. Tuesday/Thursday Afternoon Men's Veterans Representative

4.1.9. The Club Coach who shall also be the Junior Member's Representative

4.1.10. Maintenance Convenor

4.1.11. An Additional Member



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- 4.2. The Committee shall be elected at an Annual General Meeting and shall hold office until the holding of the next Annual General Meeting.
- 4.3. All the members of the Committee shall serve in an honorary capacity and shall be eligible for re-election.
- 4.4. The Committee shall meet at least 8 times per year and whenever necessary.
- 4.5. At meetings of the Committee, 5 members shall form a quorum. If the Chairperson is absent, the members shall elect a Chairperson for the meeting.
- 4.6. Decisions of the Committee shall be decided by majority vote and the Chairperson shall have a casting vote.
- 4.7. Any member of the Committee failing to attend 3 consecutive meetings without leave shall automatically cease to be a member of the Committee.
- 4.8. No member shall be elected to more than one position on the Committee. In the event of a member not being elected at an Annual General Meeting to fill any position, then the Committee shall be entitled to co-opt any member including an elected member to fill such position and such person may accordingly hold more than one position.

## **5. Election of Committee Members**

- 5.1. Not less than 21 days prior to the holding of an Annual General Meeting, the Secretary shall call for nominations for election to the Committee by notice on the Club's notice board. Such nominations for a particular Committee position shall be signed by the Proposer, Secunder and Nominee confirming acceptance of nomination. The Proposer, Secunder and Nominee need not be present at the Annual General Meeting.
- 5.2. At the Annual General Meeting, the Secretary shall read out the list of nominations received and shall call for further nominations from those members present. The Proposer, Secunder and Nominee of further nominations shall be present.
- 5.3. The written and further nominations shall thereafter be combined and voted upon by way of a show of hands or by secret ballot and by way of proxy.



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## **6. Duties / Responsibilities / Powers of the Committee**

- 6.1. The Committee shall manage the administrative and financial affairs of the Club in the best interests of the Club in order to achieve the Club's objectives.
- 6.2. The Committee shall determine and regulate the use of the courts by members and coaches.
- 6.3. The Committee shall be empowered to:
  - 6.3.1. transact business on behalf of the Club
  - 6.3.2. conduct a bank account and appoint auditors
  - 6.3.3. employ service providers/employees/coaches and to determine their conditions of service/ employment and remuneration.
  - 6.3.4. enter into leases of movable and immovable property.
  - 6.3.5. consider, approve or decline any membership application.
  - 6.3.6. not allow the use of the courts and facilities by any visitor.
- 6.4. To draw up and implement Membership Rules for the effective administration and functioning of the Club and for the use of the courts. Such Membership Rules shall be submitted to the Annual General Meeting for approval.
- 6.5. To organise Club functions and fundraising events and to appoint sub-Committees or members to organise such functions.
- 6.6. To maintain the courts, facilities and equipment.
- 6.7. To affiliate and liaise with Tennis Western Province and to conform to its rules in respect of competitive tennis and to appoint representatives to attend its meetings.
- 6.8. To call and convene a Special General meeting.

## **7. Signing of Contracts / Financial Transactions**

- 7.1. Contracts shall be signed by the Chairperson.
- 7.2. All payments shall be authorised by the Treasurer and/or Chairperson and, if necessary one other Committee member with signing powers.

## **8. Men's / Ladies Club Captains**



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- 8.1. The Men's Club Captain shall be a men's member of the Club.
- 8.2. The Ladies Club Captain shall be a ladies member of the Club.
- 8.3. In the event of a men's or ladies member not being elected for the respective position of Men's or Ladies Club Captain, then any member eligible to vote may be elected to either position. The same proviso shall apply to co-option of any member by the Committee to fill these positions.

## **9. Duties / Responsibilities of Club Captains**

- 9.1. The Club Captains shall arrange and supervise the respective men's, ladies and mixed league match practices and shall serve as convenors of their respective team selection committees.
- 9.2. In respect of mixed league team selection, the Club Captains shall serve as joint convenors of match practices and the selection committee.
- 9.3. The Club Captains shall jointly serve as tournament secretaries and shall jointly arrange and supervise the Club annual tournament.
- 9.4. At the commencement of the men's, ladies and mixed league seasons, the Club Captains shall respectively convene a meeting of league playing members who shall elect a minimum of two league playing members to serve with the Club Captain on the respective selection committee. In respect of mixed league selection, the Club Captains shall convene a meeting of male and female league playing members who shall elect 2 men and 2 ladies league playing members to serve with the Club Captains on the selection committee.
- 9.5. At the meetings of the respective league playing members, the selection criteria shall be decided upon.
- 9.6. Members of the selection committee shall have an equal vote and selection shall be decided by majority vote.
- 9.7. In respect of mixed league team selection the Chairperson shall have a casting vote in the event of a majority vote not being reached.



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9.8. In the event of a selection committee being unable to convene for whatever reason, the teams shall be selected by the respective Club Captains who shall consult with other selectors if possible.

## **10. Duties / Powers of the midweek membership representatives**

10.1. To promote and encourage membership of the Club.

## **11. Use of Courts / Conditions of play**

11.1. The Committee shall determine the allocation of courts for league and general play and the conditions of play by way of Membership Rules.

11.2. The courts shall be open for play by members at all times except when the courts have been reserved by the Committee for a particular purpose subject to the proviso that members are given timeous notice of any such reservation.

11.3. If facilities and courts other than those of the Club are used for league play, then such facilities and courts shall be of a similar standard and condition to those of the Club's. Such other facilities and courts shall not be allocated for general play.

11.4. Recognised tennis apparel shall be worn by members during play.

## **12. Membership / Visitors fees**

12.1. Membership fees for all classes of members and visitors shall be determined annually by the Committee and shall be approved by members at an Annual General Meeting.

12.2. Membership fees shall be due and payable by 31<sup>st</sup> day of August each year.

12.3. The Committee may waive or reduce membership fees upon good cause shown.

## **13. Annual General Meeting**

13.1. The Annual General Meeting shall be held by not later than the end of July each year for the purpose of:

13.1.1. Chairperson's Report



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- 13.1.2. Treasurers Report
- 13.1.3. Nomination and election of Committee Members
- 13.1.4. Approval of Membership Rules
- 13.1.5. Determination of membership fees
- 13.1.6. General business

13.2. Notice of the Annual General Meeting shall be given to members no later than 21 days before the meeting.

13.3. The quorum shall be 30 Ordinary, Senior or Life Members. In the event of there not being a quorum with 30 minutes of the appointed time, the meeting shall be adjourned to the same day and time the following week. If at such adjourned meeting a quorum is not present within 30 minutes of the appointed time, the members present shall form a quorum. Notice of such an adjourned meeting shall be given to members.

## **14. Special General Meeting**

14.1. A Special General Meeting shall be called by the Secretary within 21 days of receiving a written request for the holding of such a meeting stating the purpose of the meeting and signed by least 30 Ordinary, Senior or Life Members.

14.2. Notice of a Special General Meeting and the purpose thereof shall be given to members at least 14 days before the meeting.

14.3. In the event of a quorum of 20 Ordinary, Senior or Life Members not being present within 30 minutes of the appointed time, the meeting shall not be held and shall be deemed to be cancelled.

## **15. Notice to Members**

15.1. Notice to members of an Annual or Special General Meeting and notice of all other matters shall be given by way of a notice on the Club's notice board and by way of e-mail where possible.

## **16. Voting**



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- 16.1. Members eligible to vote at an Annual or Special General meeting and on all matters are Ordinary, Senior and Life members.
- 16.2. Voting shall be by majority vote and shall be done by way of a show of hands, secret ballot and by proxy.

## 17. Disciplinary matters

- 17.1. The Committee shall have the power to expel, suspend, reprimand, demand the resignation of or stipulate the conditions of continued membership of any member who is guilty of any misconduct or wilful breach of the Constitution or Membership Rules.

The Committee may decide prior to the holding of any disciplinary hearing to suspend with immediate effect the membership of a member where there are reasonable grounds for suspecting that the member is guilty of misconduct deemed by the Committee to be serious in nature or where the Committee reasonably suspects that its investigation, or the Club, may be prejudiced by the continued presence of the member on the club property. The member shall be informed of the aforesaid decision in writing

- 17.2. No disciplinary action shall be taken against any member unless:
  - 17.2.1. the member is given details in writing of the complaint/allegations against him/her.
  - 17.2.2. the member is given timeous notice in writing of the time and date of the disciplinary hearing.
  - 17.2.3. the decision of the Committee shall be by majority vote and the Chairperson shall have a casting vote.
  - 17.2.4. any member of the Committee having been involved in the complaint/allegations shall recuse himself/herself.
- 17.3. The Committee shall keep a written record of the disciplinary proceedings.





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17.4. The member shall be informed in writing of the reasons for the decision and of the decision of the disciplinary Committee and may within 7 days reply in writing and request that the decision be reviewed.

## **18. Access to Information**

18.1. Members shall have the right of access to information in respect of the administrative and financial affairs of the Club and decisions by the Committee unless this information is of a confidential and private nature.

18.2. Members shall request such information in writing or may by arrangement attend any Committee meeting to discuss any particular issue.

18.3. Any information requested by a member shall be provided by the Committee within 14 days of the request being made.

## **19. Amendment of the Constitution**

19.1. A proposal to amend the Constitution at an Annual General or Special General Meeting shall be signed by at least 30 Ordinary, Senior or Life Members and shall be made in writing to the Secretary not later than 21 days before the holding of the meeting.

19.2. Members shall be given notice of such a proposal not less than 14 days before the date of the meeting.

## **20. Dissolution / Winding up**

20.1. The Club shall be dissolved on the passing of a resolution to that effect at an Annual or Special General Meeting by at least two thirds of the members of the Club voting in person and by way of proxy. Such a meeting shall appoint a Committee to wind up the affairs of the Club.



# FISH HOEK TENNIS CLUB

## Annexure A

The Secretary  
Fish Hoek Tennis Club

## Nomination Form

Kindly be informed that JEFF LEWIS is hereby nominated for election for the position of MAINTENANCE CONVENOR on the Tennis Club Committee at the Annual General Meeting to be held on SATURDAY 5<sup>TH</sup> JULY 2014

### Proposer Signature

Name: DUKE METCALF

Date: 2<sup>ND</sup> JUNE 2014

.....  

### Seconder Signature

Name: MARILYN METCALF

Date: 2 JUNE 2014

I, JEFF LEWIS, confirm that I accept the aforesaid nomination.

.....  

### Nominee

Date: .....



# FISH HOEK TENNIS CLUB

## Annexure B

The Secretary  
Fish Hoek Tennis Club

## Proxy

I Duke Metcalf hereby nominate, appoint and mandate ..... to attend the Annual General / Special General Meeting of the Club to be held on ..... on my behalf with the authority to vote on any matter.

.....  
**Member**

**Name:** .....

**Date:** .....