



**THE BY-LAWS OF
WILLOUGHBY DISTRICT TENNIS CO-OPERATIVE LIMITED
TRADING AS TENNIS VALLEY**

GENERAL

1. These By-Laws are subject to the Rules of the Society and are binding on all members.

MEMBERSHIP

Classification

2. The following classification of members shall apply:
 - (a) Senior Members: Those members who have attained their eighteenth birthday and who hold an "A" class share in the Society.
 - (b) Junior Members: Those members who have not attained their eighteenth birthday and who hold an "A" class share in the Society.
 - (c) Associate Members: Those members who hold one "B" Class share in the Society.
 - (d) Honorary Life Members: Those members who hold one "A" or one "B" class share and who have given twenty years of exceptional service to the Society and who are approved at a General Meeting of the Society for such membership. They shall be proposed for Life Membership by any one Senior Member of the Society and seconded by any other Senior Member of the Society.
 - (e) Life Members: Those members who hold one "A" Class share in the Society and who have purchased Life Membership as determined from time to time by the Board of Directors of the Society.
 - (f) Social Members: Those members who have been members of the Society for a period of five years or more and who pay an annual fee as determined from time to time by the Board of Directors of the Society. Social Members do not hold "A" or "B" Class shares in the Society.

Rights

3. Associate Members shall be entitled to play social tennis only at those courts designated from time to time by the Management Committee.

Leave of Absence

4. Leave of Absence is the waiving of payment of membership fees, normally for a minimum period of twelve months. Request for Leave of Absence must be made in writing to the Secretary of the Society and must specify the period sought for leave of absence. Application for Leave of Absence shall be considered by the Management Committee only on the grounds of physical incapacity to play tennis in the Sydney Metropolitan Area.

RESPONSIBILITIES OF MEMBERS

Behaviour

5. Members must conduct themselves in a proper manner at all times when representing the Society or participating in Society activities and shall abide by the instructions given by any member or members of the Management Committee.
6. Members must wear correct tennis attire whilst playing socially or competitively. The Rules of the Northern Suburbs Tennis Association will apply for all competitive play.
7. Members are responsible for the conduct of any guests invited by them to any Club activities including social functions.
8. Members or Visitors must not enter properties adjoining any courts owned or leased by the Society without permission being first obtained from the occupants of these properties.
9. Consumption of alcohol is expressly prohibited on all courts during tennis-playing hours. Smoking within all court areas is prohibited due to possible damage to playing surfaces.

Social Tennis

10.
 - (a) Members may not arrange their own sets. This is the responsibility of the Duty Officers of the day.
 - (b) All social sets are to be of eight games duration only or as the Duty Officers may determine.
 - (c) The Duty Officers of the day are responsible for the administration of social tennis and their requests and instructions are to be observed by all players and visitors.

Competition Tennis

11.
 - (a) Competition players are required to comply with all instructions issued by the Team Selection and Competition Committee. The Rules of Tennis as endorsed by the Lawn Tennis Association of Australia and Competition Rules as issued by the Northern Suburbs Tennis Association must be adhered to at all times.

- (b) Members must play in the team for which they are selected. Players are expected to be available for all matches and action under By-Law 26 will be taken unless valid reason for any absence is given.

Club Tournaments

12. Players who enter Club Tournaments are required to abide by the Rules of those Tournaments as laid down by the Tournament Committee.

Change of Address and Telephone Number

13. Every member shall notify the Secretary of the Society in writing of any change of address or telephone number.

Visitors

14. Consent must first be obtained from the Secretary, Club Captain or Delegated Officer before bringing a playing visitor. It is the responsibility of the member introducing a visitor to pay a Visitor's Fee as determined by the Management Committee.

Membership Fees

- 15.
- (a) Membership fees shall be payable in advance by Members at the dates as determined from time to time by the Management Committee.
 - (b) Membership fees shall be deemed to be overdue, and the Member unfinancial, if the fees are not paid within twenty-one days of the set date. A fine as determined by the management Committee may be imposed for the non-payment of such fees.
 - (c) Fees payable will be determined from time to time by the Management Committee.
 - (d) Members must notify their resignation from the Society in writing to the Secretary and shall remain liable for payment of fees until such notification is received. Fees are payable by members for the period in which they resign.
 - (e) Unfinancial members may be deprived of their playing rights at the option of the Management Committee and will not be selected in competition teams.
 - (f) Non-payment of any fines shall be deemed to constitute the member to be unfinancial.

COMMITTEES

16. Committees shall be elected at the Annual General Meeting of the Society. The Members shall elect such number of committees as they deem necessary for the administration of the Society for the ensuing twelve months within a minimum of the following Committees to be elected:

Management Committee, Finance Committee, Tournament Committee, Team Selection and Competition Committee, House and Grounds Committee

17. The Secretary of each Committee shall be responsible for the convening of meetings of that Committee. Should nominations not be received for the Secretaryship of any Committee, then that Committee may meet and choose its own representative on the Management Committee.

Management Committee

18. This Committee should include at least the following positions:

President	Competition Secretary	Administration Officer
Club Captain	Assist Club Captain	Junior Secretary
General Secretary	Tournament Secretary	5 Club Development Officers
Assistant General Secretary	Social Secretary	Public Relations Officer
Treasurer	Property Manager	Marketing Manager
Assistant Treasurer	Publicity Officer	

In addition, the Annual General Meeting may elect up to four other members to the Management Committee.

Team Selection and Competition Committee

19. The Team Selection and Competition Committee shall comprise:
Competition Secretary, Assistant Competition Secretary, Club Captain, Tournament Secretary
and up to seven members as elected at the Annual General Meeting of the Society or co-opted if so required.

Tournament Committee

20. The Tournament Committee shall comprise:
Tournament Secretary, Competition Secretary
and up to six other members as elected at the Annual General Meeting of the Society or co-opted if so required.

Finance Committee

21. The Finance Committee shall comprise:
Treasurer, Assistant Treasurer
and up to six other members as elected at the Annual General Meeting of the Society or co-opted if so required.

House and Grounds Committee

22. The House and Grounds Committee shall comprise:
Property Manager
and up to seven other members as elected at the Annual General Meeting of the Society or co-opted if so required.

Other Committees

23. Other Committees may be elected at the Annual General Meeting of the Society if required. Such Committees, if elected shall comprise:
A Convening Secretary
and up to seven other Members as elected at the Annual General Meeting of the Society or co-opted if required.

Quorums for Committee Meetings

24. The Quorum for a meeting of the Management Committee shall be five and for meetings of all other Committees the quorum shall be three.

ELIGIBILITY TO NOMINATE AND VOTE AT ANNUAL GENERAL MEETING

25. Any Financial member who has attained the age of eighteen years at the date of the Annual General Meeting and who holds a share in the Society shall be eligible to nominate for membership of a Committee and register a vote at a General Meeting of the Society.

ENFORCEMENT

26. The enforcement of these By-Laws shall be the responsibility of the Management committee. Any breach of these By-Laws shall render the offender liable to disciplinary action at the discretion of the Management Committee. Such disciplinary action shall or may constitute reprimand, fine, suspension or proposal for expulsion or any combination thereof. No member shall be disciplined without the opportunity of placing his case before the Management Committee.