



PARKRAND TENNIS COMPLEX CONSTITUTION

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1. NAME

The name of the Club shall be PARKRAND TENNIS COMPLEX.

2. OBJECTS

The main objects of the Complex are:

- 2.1 to provide facilities for the conduct of a tennis complex in Parkrand and to operate and manage such Complex in the best interests of tennis and the members of the Complex;
- 2.2 to arrange for the admission of members to the Club on the conditions specified in this Constitution.

3. POWERS

The Complex shall have the power:

- 3.1 to collect entrance fees and subscriptions from members;
- 3.2 to open and operate a banking account;
- 3.3 to employ and reimburse staff;
- 3.4 to dispense refreshments to members and their guests;
- 3.5 to purchase and sell goods incidental to the requirements of the Complex;
- 3.6 to hire tennis courts and other equipment;
- 3.7 to pay honoraria and bonuses;
- 3.8 to affiliate with a body organizing tennis in the province and to levy any fees incidental thereto;
- 3.9 to organize fund raising activities with the specific intent of funding the maintenance and upgrade of the Complex's venue and surrounds
- 3.10 to assume any other powers or duties incidental or necessary for the proper conduct of the Complex's business.

4. COMMITTEE

The affairs of the Complex shall be managed by a Committee consisting of:

- 4.1 a Chairman;
- 4.2 a Secretary;
- 4.3 a Treasurer;
- 4.4 up to six (6) other members at the discretion of the Chairman, Secretary & Treasurer.



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5. ELECTION OF COMMITTEE MEMBERS

- 5.1 The members of the Complex shall at the Annual General Meeting elect the Committee members as specified in clause 4.
- 5.2 All members of the Committee shall retire after 2 years, but are eligible for re-election.
- 5.3 Any vacancy occurring on the Committee may be filled by the Committee by co-opting a Complex member on the Committee.

6. FUNCTIONING OF THE COMMITTEE

- 6.1 The Committee shall meet at least once every month and at least three days notice shall be given by the Secretary of each such meeting.
- 6.2 Five members shall form a quorum.
- 6.3 Any member absenting himself from three consecutive meetings without leave of absence or reasonable cause, shall forfeit his seat on the Committee with immediate effect.
- 6.4 The Committee shall appoint such sub-committees as may be necessary to assist the Committee in fulfilling its functions and duties.

7. DUTIES OF THE CHAIRMAN

The duties of the Chairman shall be:

- 7.1 to preside at the Annual General Meeting, any Special General Meeting and at Committee meetings;
- 7.2 to furnish an annual report to the Annual General Meeting in terms of clause 17.6;
- 7.3 to conduct the affairs of the Complex in the best interests of the Complex and its members.

8. DUTIES OF THE TREASURER

The duties of the Treasurer shall be:

- 8.1 to draw up the Balance Sheet and Statement of Accounts and cause same to be audited for submission to the Annual General Meeting;
- 8.2 to collect and receive all money due to the Complex;
- 8.3 to notify members of subscriptions due;
- 8.4 to keep proper accounts and books showing the financial transactions of the Complex and to submit a statement to the Committee each month, when the Chairman will initial same to the date of the meeting;
- 8.5 to present all accounts to the Committee for approval and to pay same when passed.



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9. DUTIES OF THE SECRETARY

The duties of the Secretary shall be:

- 9.1 to keep a register of Complex members;
- 9.2 to attend all meetings and to keep correct minutes and records of proceedings thereat;
- 9.3 to notify all members of meetings which they may be required to attend;
- 9.4 to conduct correspondence.

10. DUTIES OF OTHER MEMBERS

- 10.1 The Chairman shall at the first Committee meeting held after the Annual General Meeting allocate specific duties to each member of the Committee elected in terms of clause 4.4.
- 10.2 In particular the delegates to the Parkrand Tennis Complex shall be appointed by the Committee from amongst its members.

11. ASSETS AND LIABILITIES

- 11.1 The Complex shall be a non-profit association and all its assets and income shall be applied solely in furthering the interests of the Complex.
- 11.2 The property, funds and appurtenances of the Complex shall be held by the Committee in trust for the members of the Complex.
- 11.3 The Committee shall not be responsible for any loss which may be occasioned to the Complex by reason of theft, dishonesty, destruction by fire or otherwise, but shall nevertheless use their best endeavours to safeguard and preserve the property of the Complex entrusted to them.
- 11.4 All money collected by the Treasurer shall be banked to the credit of "PARKRAND TENNIS COMPLEX".
- 11.5 Any two of the Chairman, the Treasurer and the Secretary shall sign all cheques and other documents on behalf of the Complex.

12. MEMBERSHIP

- 12.1 The membership of the Complex and the admission of a new member shall be in the discretion of the Committee.
- 12.2 There shall be the following classes of members:
 - 12.2.1 Senior members being persons over the age of 18 years : provided that any person under the age of 18 years and who is not attending a secondary educational institution full-time shall be regarded as a senior member.
 - 12.2.2 Junior members being persons attending a secondary educational institution full-time.
 - 12.2.3 Student members being persons attending a tertiary educational institution full-time



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- 12.2.4 Weekday members being persons who are accepted by the Committee to play only on days other than Wednesday afternoons, Saturday afternoons, Sunday mornings or public holidays. Weekday members may play on club social days provided that they pay the required visitors' fees.
- 12.2.5 Country members being persons who reside outside a radius of 20km from the Complex.
- 12.2.6 Honorary members who shall have the same rights as Senior Members.
- 12.3 Membership is open to all. The Secretary will submit the candidate's application to the next Committee meeting following its receipt by the Secretary. The Secretary will notify the candidate of acceptance, and no member after election shall be allowed the use of the courts until the subscriptions have been paid.
- 12.4 No candidate who has applied for membership shall play for the Complex in any league or enter the annual Complex tournament before his application has been approved by the Committee at a Committee meeting.
- 12.5 The Committee shall have the power to suspend or expel from the Complex any member who refuses to abide by the Constitution or Complex rules or who in any way acts in an unbecoming manner. Such member shall however, have a right of appeal to the Annual General Meeting or a Special General Meeting.
- 12.6 Honorary life membership may be conferred at any Annual General Meeting upon any person who has rendered conspicuous service to the Complex or who has been awarded National Senior colours by the South African Tennis Association (S.A.T.A.). Notice of such proposal shall be duly placed on the agenda of such meeting.

13. ENTRANCE FEES AND SUBSCRIPTIONS

- 13.1 The entrance fees and subscriptions of members shall be determined at the Annual General Meeting or any Special General Meeting. A list of such fees and subscriptions shall be available from the Treasurer and shall also be published on the Complex notice board. Such list shall be deemed part of this Constitution and be annexed hereto.
- 13.2 All subscriptions shall be payable ANNUALLY in advance.
- 13.3 In the event of any member's subscription remaining unpaid for one month after its becoming due, the Committee may, after having given the defaulting member due notice in writing, terminate the membership of such member and may, in addition, report such member to the Gauteng East Tennis Association (G.E.T.A.) in terms of the constitution of that association.
- 13.4 The committee shall have the right to levy penalties on late subscriptions. Such levy to be determined by the committee but not exceeding one month's subscription per month outstanding or part thereof.
- 13.5 The Committee shall have the power to waive the entrance fees of members rejoining the Complex and in special cases.
- 13.6 No member shall be permitted to enter the annual Complex tournament unless such member's subscriptions are fully paid up.
- 13.7 The Committee shall have the discretion to waive the subscription and/or tournament



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fees in cases where exceptional circumstances prevail.

- 13.8 Any member granted leave of absence under clause 14 shall, instead of the normal subscriptions, only pay the prescribed registration fee payable to the Gauteng East Tennis Association (G.E.T.A.).
- 13.9 No Complex subscriptions shall be payable by the Chairman, Secretary or Treasurer and Committee members who shall be regarded as honorary members for the period in which they hold office.

14. LEAVE OF ABSENCE

Any member may, at the discretion of the Committee and on written application to the Secretary, be granted leave of absence from the Complex for a period of not less than six months, subject to the payment of the registration fee provided for in clause 13.7.

15. RESIGNATION

Members wishing to resign shall give one month's written notice thereof to the Secretary by the first day of the month, otherwise such members will be held liable for the monthly subscription. The Committee may however, at its discretion, accept such shorter notice as it deems fit.

16. GUESTS

- 16.1 Members shall be entitled to invite one guest to the Complex on any one day excluding Complex days, viz. Wednesday afternoons, Saturday afternoons and Sunday mornings.
- 16.2 Members may only invite a guest to the Complex on Complex days if such guest is a prospective member to be introduced to the Complex or when such guest is not a prospective member, only if the Secretary has been informed of the guest so invited.
- 16.3 Members inviting guests to the Complex shall be liable to pay the prescribed fee for such guest.

17. ANNUAL GENERAL MEETING

- 17.1 The Annual General Meeting shall be held not later than the 30th of April in each year, the financial year terminating on the 28th of February.
- 17.2 At least fourteen days' written notice shall be given to members of such meeting and such notice shall set out the place, date, hour and business of the meeting. A notice of such meeting shall also be published on the Complex notice board at least fourteen days before such meeting.
- 17.3 Members wishing to bring forward any resolutions at such meeting shall hand such resolutions in writing to the Secretary at least thirty days before the meeting in order that this business may be included on the Agenda.
- 17.4 Fifteen fully paid up senior members as provided in clause 19.1 shall form a quorum at such meeting.
- 17.5 If within half an hour from the time appointed for such meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week, at the same time and place, and if at such adjourned meeting there is no quorum the members present



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shall be a quorum.

- 17.6 At such meeting the Chairman shall submit a report of the Complex's activities for the year together with a financial statement duly audited, and the auditor's full report thereon.

18. SPECIAL GENERAL MEETINGS

- 18.1 The Committee may call a Special General Meeting at any time.
- 18.2 On receipt of a requisition, signed by at least fifteen fully paid up senior members, calling upon them to do so, the Committee shall convene a Special General Meeting within thirty days of such receipt for the purpose of considering the specific business set forth in such requisition.
- 18.3 The provisions of clause 17.2 shall apply mutatis mutandis to Special General Meetings.
- 18.4 The provisions of clauses 17.4 and 17.5 shall apply mutatis mutandis to a Special General Meeting called by the Committee : provided that in the case of a Special General Meeting called in response to a requisition from members in terms of clause 18.2, if no quorum i.e. 15 fully paid up senior members be present, the Meeting shall be automatically and finally dissolved.

19. VOTING

- 19.1 Only fully paid up senior members shall have the right to vote at the Annual General Meeting and at Special General Meetings. A fully paid up senior member shall be a member of the class specified in clause 12.2.1 and whose liabilities to the Complex have been fully discharged up to the end of the quarter preceding that in which the meeting is held. Each such member shall have one vote.
- 19.2 At the Annual General Meeting and at any Special General Meeting called by the Committee in terms of Clause 18.1 the vote of the majority shall be binding upon the minority.
- 19.3 At a Special General Meeting called in response to a requisition from members in terms of clause 18.2, no proposition can be passed unless it is supported by two-thirds of the voting senior members.
- 19.4 The Chairman at every meeting shall have a casting vote in addition to his deliberative vote.
- 19.5 Voting shall be by show of hands or by ballot, as may suit the majority of voting members. The will of the majority in the latter regard is determined by a show of hands.
- In the event of a ballot being taken two scrutineers shall be appointed by the Meeting.
- 19.6 Voting by proxy shall not be permitted.

20. ANNUAL COMPLEX TOURNAMENT

The Complex trophies will be competed for in a Complex tournament to be held annually. The holders of these trophies shall be responsible for their safe return to the Complex.



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21. RULES OF PLAY

The playing rules of the Complex shall be those of the South African Tennis Association (S.A.T.A.).

22. CLUB RULES

The Committee shall publish on the Complex notice board a set of rules relating to social play, use of complex and clubhouse. The Committee shall have the power to amend or repeal such rules provided that such action is not inconsistent with this Constitution. Any amendment to the Complex rules shall be published on the Complex notice board.

23. COMPLAINTS AND SUGGESTIONS

All complaints and suggestions must be handed to the Complex secretary in writing for discussion at the next Committee meeting.

24. INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

- 24.1 In the event of any dispute arising in reference to the meaning or interpretation of the Constitution or Complex rules the ruling of the Committee shall be final, provided that in cases where it is not possible to convene the Committee for such purpose, the Chairman shall make a final ruling.
- 24.2 The Constitution may only be amended at the Annual General Meeting or at a Special General Meeting called for that purpose.
- 24.3 Any amendments or additions to the Constitution suggested by the Committee shall be notified to the members convening the meeting.
- 24.4 A copy of the Constitution, Complex rules and a list of fees and subscriptions shall be available to members upon request.

25. CLOSURE OF CLUB

- 25.1 Should the club close for whatever reason, the land and buildings leased on said land will revert back to the municipality.



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25.2 All moveable assets acquired through charitable contributions will be donated to assist disadvantaged schools or sporting organisations with their development programs.

26. DATE OF EFFECT OF THE CONSTITUTION

This Constitution shall take immediate effect from its approval at the Annual General Meeting held in August 2010.

Signed:

Theo Blaauw
Club Chairman

Mark Vos
Club Manager