

**SONOP TENNIS CLUB**  
**REVISED CONSTITUTION 2013**

**1 NAME**

- 1.1 The name of the club is SONOP TENNIS CLUB, hereafter referred to as the CLUB.
- 1.2 The Club is situated on the corner of William and Marais Street, Brooklyn, Pretoria. Postal address: Sonop Tennis Club, PO Box 14250, Hatfield, 0028

**2 STATUS**

- 2.1 The Club is a legal entity, independent of its members.
- 2.2 The Club is a Public Benevolent Society and is registered as such according to Article 13(5) of the Act on Non-Profit Organisations, 1997 (Act No 71 of 1997) and satisfy any other legal requirements according to this Act.
- 2.3 The facilities - buildings and courts - of the Club is the property of the Tshwane Metropolitan Municipality and is utilised in terms of an official Lease Agreement.

**3 AFFILIATION**

The Club with its members is a member of TENNIS SOUTH AFRICA (TSA) and affiliated with the GAUTENG NORTH TENNIS ASSOCIATION (GNATA) which is part of the GAUTENG TENNIS ASSOCIATION (GTA).

**4 OBJECTIVES**

**The objectives of the Club is to –**

- 4.1 Promote participation in tennis as a social sport.
- 4.2 Create opportunities for the development of skills and expertise in tennis as a sport to the benefit of the club members.
- 4.3 Promote the ongoing recruitment of new members in order to ensure the continued existence of the Club.

**5 MEMBERSHIP**

**5.1 Application**

- 5.1.1 Membership of the Club is open to any person who subscribes to this Constitution and who pays the prescribed membership fee.
- 5.1.2 The official application form of the Club should be completed by a prospective member and submitted to the Chairperson or any other

member of the Management Committee. Application forms for learners must be signed by a parent or guardian.

- 5.1.3 The Management Committee shall consider each application for membership and may accept or reject an application without stating any reasons.

## **5.2 Categories of Membership**

- 5.2.1 Full-time Members: may use the courts and facilities of the Club at any time as determined by the Management Committee.

***Only Full-time Members shall have a vote at General Meetings.***

- 5.2.2 Part-time Members: may use the courts and facilities of the Club at any time except on Saturday afternoons when social tennis is played.

- 5.2.3 Student members: may use the courts and facilities of the Club at any time except on Saturday afternoons when social tennis is played.

- 5.2.4 Learners: learners whose parents are members of the Club, do not pay membership fees. Learners whose parents are not members of the Club, will be liable for the prescribed membership fees.

## **5.3 Membership fees**

- 5.3.1 Membership fees for the categories of membership as determined during the Annual General Meeting, are payable annually or monthly in advance.

- 5.3.2 Entry fee: New members pay a single entry fee as determined annually during the Annual General Meeting.

- 5.3.3 Methods of payment of membership fees: Electronic payment or direct deposit into the bank account of the Club. In both instances proof of payment should be submitted to the address of the Club.

- 5.3.4 Members are at all times responsible for paying their membership fees. No cash payments will be accepted.

- 5.3.5 Membership fees in arrears: Statements reflecting membership fees for members will be forwarded annually after the Annual General Meeting at a time and method determined by the Management Committee. When a member's membership fee is in arrears, the member will receive a reminder and if no reply is received after 30 days, the Management

Committee may decide to terminate the member's membership without any further notice.

**Locks and keys for entrance to the Club, are replaced annually.**

**Each member receives a key upon payment of the annual membership fees.**

#### **5.4 Affiliation fees**

Annual affiliation fees for the Club and individual members are determined by the TSA and the GNTA. The Club is responsible for payment of these fees to the TSA and the GNTA.

#### **5.5 Resignation**

Resignation of members should be forwarded in writing to the Chairperson or any other member of the Management Committee. If a member fails to pay membership fees and do not respond to reminders, membership will be terminated without any further notice.

### **6 THE MANAGEMENT COMMITTEE**

6.1 The Management Committee will be elected annually during the Annual General Meeting of the Club. Vacancies which may occur during the year, may be filled by the Management Committee.

#### **6.2 Composition of the Management Committee**

Chairperson

Deputy chairperson

Secretary/Treasurer – these two positions may be filled by the same person

Three (3) to five (5) additional members.

6.3 **Executive Committee:** The chairperson, deputy chairperson and one other member of the Management Committee form the Executive Committee which may resolve urgent matters. Resolutions taken in this way, should be approved at the next meeting of the Management Committee.

#### **6.4 Responsibilities and competency of the Management Committee**

6.4.1 The Management Committee is responsible for the day to day management of the Club and may perform or exercise any of the powers, duties and functions of the Club in terms of this Constitution.

- 6.4.2 The Management Committee may lay down rules and regulations on condition that it is not in discrepancy with the rules and regulations of the Gauteng North Tennis Association.
- 6.4.3 The Management Committee may enter into agreements regarding the activities of the Club in order to promote tennis in general.
- 6.4.4 The Management Committee authorizes the Chairperson to act as signatory on behalf of the Club. In absence of the Chairperson, the deputy chairperson shall be authorized by the remaining members to act as signatory.
- 6.4.5 The Management Committee may terminate the membership of any member of the Club on the following grounds:
  - 6.4.5.1 Any member who's membership fees are in arrears.
  - 6.4.5.2 Any member being accused of misconduct, who do not respond to warnings with regard to the misconduct.
  - 6.4.5.3 Any member who causes damage to the property of the Club and refuses to compensate for the damage.

## **7 MEETINGS**

### **7.1 Meetings of the Management Committee**

- 7.1.1 The Management Committee meets from time to time as required.
- 7.1.2 Meetings of the Management Committee are convened by the Secretary on instruction from the Chairperson. Notice of these meetings should be given to members at least three (3) days prior to the meeting.
- 7.1.3 Three (3) members of the Management Committee shall be a quorum.
- 7.1.4 The Chairperson shall preside at meetings of the Management Committee. In the event of the Chairperson being absent, any other member of the Management Committee, as decided by the remaining present members, shall preside.
- 7.1.5 Each member of the Management Committee has one vote, but if the vote is tied, the Chairperson shall also have a casting vote.
- 7.1.6 A member of the Management Committee who fails to attend three (3) consecutive meetings without sound reasons, shall cease to hold office.

7.1.7 Minutes shall be kept of all meetings held by die Club.

## **7.2 Annual General Meeting**

7.2.1 The Annual General Meeting should gather annually during May/June on a date determined by the Management Committee.

7.2.2 The Management Committee presents a report of the activities of the Club to the Annual General Meeting together with the financial statements for the previous financial year.

7.2.3 The Management Committee, as indicated in article 6.2, will be elected at the Annual General Meeting.

7.2.4 The members present at the Annual General Meeting shall be a quorum for the meeting.

## **7.3 Special General Meeting**

7.3.1 A Special General Meeting shall be convened upon receiving a request in writing to the Management Committee. Such a request should be signed by at least one fifth of the total full-time members with specified discussion points. If the Management Committee fails to convene a Special General Meeting within fourteen days after receiving a request, the signatories of the request may convene a meeting at own cost.

7.3.2 A Special General Meeting convened in terms of all the prescriptions set out in this Constitution, have the power to elect a new Management Committee.

7.3.3 Quorum: One-fifth of all members of the Club present at a special general meeting.

## **7.4 Procedures at meetings**

7.4.1 Notices of ordinary or special General Meetings should be forwarded in writing to all members at least fourteen (14) days before the date of the intended meeting. Notices should contain full details, indicating the date, time and venue as well as the discussion points for the meeting.

7.4.2 The elected Chairperson shall preside at all meetings of the Club and, in the absence of the Chairperson, the deputy chairperson shall preside. In the absence of both, a member of the Management Committee, elected

by the remaining members, shall preside.

7.4.3 Decisions taken at all meetings are as far as reasonably possible taken by way of consensus. If it is not possible to take a decision by way of consensus, a decision shall be taken by way of ordinary majority vote. If the vote is tied, the Chairperson shall also have a casting vote.

7.4.4 A member has only one vote. Only fully paid-up, Full-time Members may vote or participate in discussions. Part-time Members may attend meetings, although they have no vote.

## **8 FINANCES**

8.1 The financial year of the Club will be from the first day of March to the last day of February of the following year, both dates included.

8.2 The Management Committee is responsible, on behalf of the members, for maintaining the property and funds of the Club, but is not responsible for any loss in case of theft, fire and/or other damage caused by, for example, extreme weather conditions.

8.3 The Chairperson and/or Treasurer are responsible to regularly deposit received funds into the bank account of the Club and the Management Committee resolves how the funds shall be utilised or invested.

8.4 The Treasurer, or a person nominated/appointed by the Management Committee is responsible to record all financial transactions of the Club in accordance with standard acceptable accounting practice.

8.5 The Annual Financial Report shall be tabled at the Annual General Meeting for approval by the members.

## **9 MERGER**

9.1 The Club may merge with any other body with similar objects, by resolution of a General Meeting passed by a majority of not less than 75% of the votes cast.

9.2 In the event of such a merger, the assets of the Club, after discharge of its liabilities, together with its rights and obligations under this Constitution, shall vest in the merged entity.

**10 DISSOLUTION**

10.1 The Club may dissolve itself by resolution of a General Meeting passed by a majority of not less than 75% of the votes cast.

10.2 In the event of a dissolution of the Club –

10.2.1 the officials will act as liquidators;

10.2.2 the assets of the Club, after discharge of its liabilities, will be distributed in the liquidators' discretion, to one or more tennis clubs.

**11 AMENDMENT OF THE CONSTITUTION**

This Constitution may be amended by resolution taken at a General Annual Meeting or a Special General Meeting passed by a majority of not less than 75% of the votes cast.

*July 2013*