

## 12.0 **BY-LAWS – REGIONAL COUNCILS**

- 12.1 These By-Laws apply to all Regions established by Tennis Victoria pursuant to clause 12.2.p of the Rules of the VTA.
- 12.2 The control and management of each Region shall be vested in a Regional Council which shall promote and co-ordinate tennis activities in accordance and consistent with the Statement of Purpose and the Rules of the Victorian Tennis Association, within the Region to which that Council relates.
- 12.3 Each Regional Council shall consist of –
- a) One President.
  - b) One Secretary. (or at the option of the Region one Secretary/Treasurer)
  - c) One Treasurer. (provided the position is not combined)
  - d) One Delegate from –
    - (i) Each Club affiliated with Tennis Victoria from within that Region.
    - (ii) Each Association affiliated with Tennis Victoria from within that Region.
    - (iii) Each Associate Body affiliated with Tennis Victoria from within that Region.
- 12.4 Each Regional Council shall hold an Annual General Meeting in each calendar year.
- 12.5 The business of the Annual General Meeting shall be to –
- a) Confirm the minutes of the last Annual General Meeting.
  - b) Receive and adopt the Annual Report and audited financial statements of the Regional Council and adopt any other reports which the executive considers appropriate to present.
  - c) Elect the Office Bearers of the Regional Council for the following year, being those particularly referred to in paragraphs a), b) and c) of By-Law 12.3.
  - d) Elect an Executive Committee which shall consist of the Office Bearers and not less than two Delegates(as described in By-Law 12.3.d).

- e) Elect a Delegate and Substitute Delegate to represent the Regional Council at all meetings of the Council of Tennis Victoria.
  - f) Appoint an Honorary Auditor for the ensuing year.
  - g) Consider any business brought before the meeting by the Executive Committee and or by Tennis Victoria and of which in each instance at least fourteen days prior notice in writing shall have been given.
  - h) Consider any business brought before the meeting by any Club, Association and /or Associate Body affiliated with Tennis Victoria from within the Region and of which in each instance at least fourteen days prior notice in writing shall have been given.
  - i) Consider any matter of General Business brought before the meeting from the floor and accepted for discussion by the Chairman.
- 12.6 A General Meeting of the Regional Council may be convened at any time by the President of the Region and a Special General Meeting shall be convened upon receipt by the Secretary of a requisition signed for and on behalf of Tennis Victoria or for and on behalf of at least two Clubs, Associations and/or Associate Bodies (or any combination thereof) from within the Region and who are affiliated with Tennis Victoria.
- 12.7 Written notice of each meeting shall be given to all Office Bearers and members of the Regional Council and to Tennis Victoria at least ten days prior to the date set for the meeting which, in the case of a Special General Meeting, requisitioned pursuant to By-Law 12.6 shall be held on a date not later than thirty days after the date on which the said requisition was received by the Secretary of the Region.
- 12.8 At least one observer, who shall have been appointed by Tennis Victoria, without power to vote, shall be entitled to attend each General or Special General Meeting of the Regional Council.
- 12.9 The quorum for the Annual General Meeting and for all other meetings of the Regional Council shall be as specified in the By-Laws of the Region.
- 12.10 Each Regional Council is empowered to make By-Laws for the proper conduct and management of its own affairs but no such By-Laws shall have any force or effect until approved by the Board of Directors of Tennis Victoria.
- 12.11 The Honorary Treasurer of each Region shall maintain proper accounts and books of the financial affairs of the Regional Council and shall record full details of all receipts and expenditure in respect of the activities of that Regional Council and shall ensure that such accounts, books and records are submitted for audit prior to each Annual General Meeting.

- 12.12 The accounts, books and records more particularly referred to in By-Law 12.11 shall be submitted for inspection to and upon the request of any Office Bearer of the Regional Council and/or duly authorised representative of Tennis Victoria.
- 12.13 The Secretary of each Region shall keep proper minutes of all General and Special Meetings of the Regional Council and shall –
- 12.13.1 Forward a copy of all such minutes to the Office of Tennis Victoria within thirty days after each meeting.
- 12.13.2 Forward a copy of the Annual Report and audited financial statements to the Office of Tennis Victoria within thirty days after each Annual General Meeting.
- 12.13.3 Keep or cause to be kept, a record of the name, location and Secretary of each Club, Association and Associate Body affiliated with Tennis Victoria and of which the Region is comprised.
- 12.14 Each Regional Council is empowered to raise and control sums of money for the conduct of its duly authorised activities PROVIDED THAT if in the opinion of Tennis Victoria a Regional Council becomes or is deemed to be incapable of properly managing its own affairs or if it should wind up or otherwise cease to function the accumulated funds and other assets of that Regional Council shall forthwith vest in Tennis Victoria absolutely.
- 12.15 Each Club, Association or Associate Body comprising a Regional Council as the same is more particularly referred to in By-Law 12.3 may, upon prior notice in writing to the Secretary, replace its Delegate or appoint another Substitute Delegate with full power to act temporarily in the stead of its Substitute Delegate at any meetings of that Regional Council.
- 12.16 A casual vacancy in the position of Office Bearer of the Regional Council shall be filled by that Council as soon as it is practicable to do so after the creation of the said vacancy.
- 12.17 In the event of any dispute concerning the interpretation of these By-Laws the ruling of the Board of Directors of Tennis Victoria shall be binding on all parties.