



PAPUA NEW GUINEA TENNIS ASSOCIATION INC
CONSTITUTION

AUGUST 2016



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CONSTITUTION

This Constitution adopted on 14TH October 2001 , amends and supersedes the existing constitution, any amendments thereto and the by-laws.

1. NAME

The name of the Association shall be the Papua New Guinea Tennis Association Inc. (hereafter called the Association).

2. HEADQUARTERS

The Headquarters of the Association shall be at the Port Moresby Tennis Club, Bava Street, East Boroko, Port Moresby.

3. OBJECTS AND POWERS

To promote and foster the development of tennis as a means of recreation and physical fitness and good sportsmanship among the general public throughout Papua New Guinea.

To hold tournaments and coordinate and regulate tennis between member clubs and to rank tennis players.

To host national and international tennis tournaments and competitions and to select teams for these events.

To represent the sport of tennis at all affiliated meetings of national and international sporting bodies.

To uphold and maintain the rules of Tennis, the rules and regulations of Tennis Championships and such other rules and regulations as the Association may from time to time adopt.

To acquire, lease, distribute or sell such assets as may be necessary to achieve the Association's objects. It may also conduct bank accounts, raise, receive, borrow, invest or otherwise deal with money to achieve the objects of the Association.

To encourage the participation of the public in the game of Tennis in the spirit of true sportsmanship without regard to their race, religion or political believes.

To popularize the game, publish and distribute publications and all such other lawful activity as are incidental or conducive to the attainment of the objects of the association.

4. MEMBERSHIP

The classes of membership shall be as follows;-

(a) Member clubs of the Associations (hereafter called members or member clubs)

(b) Patrons

The qualifications for memberships shall be as follows:-

- (a) Member clubs-any Club, association or Tennis grouping within Papua New Guinea recognised by the Association as a bona fide Tennis club.
- (b) Patrons-any person appointed by the Association as a patron in recognition of his contribution to the promotion of Tennis in Papua New Guinea.

Only member clubs shall be entitled to vote at the general meetings of the Association.

There shall be only two patrons of the Association at any given time. A patron will be appointed for a term of two years and maybe reappointed.

5. ADMINISTRATION

The association shall be administered by an executive committee (committee) elected at the annual general meeting. The committee shall comprise a president, vice-president, secretary, assistant secretary, treasurer, assistant treasurer, tournament director, coaching coordinator, publicity officer and two committee members. The executive committee shall hold office for a one-year term. The quorum for a committee meeting shall be three.

The committee shall administer the Association in accordance with the constitution and By-Laws, if any, and shall have all the powers of the Association vested in itself. The committee shall meet at least once every year to examine the accounts and to arrange the affairs of the Association.

Nominations for the executive committee may be made by member clubs and should reach the secretary seven days before the annual general meeting. The nominations should be proposed by the president of the member club. Nominations may be made from the floor at the annual general meeting for vacant positions for which a candidate has not been nominated. Voting at the Annual general meeting shall be by a ballot of delegates present. No proxy voting will be permitted. In the event of a tie the chairman shall have a casting vote.

If a committee member abstains himself from three consecutive committee meetings without excuse he is deemed to have vacated his position. The executive committee may fill any vacant position in the committee with a Tennis playing member of a member club.

The committee may make, repeal or amend any such By-Laws, as it may deem expedient to achieve the purposes of the association. Such By-laws should be consistent with this constitution, and should be read, as furthering the provisions of the Constitution and such By-Laws shall be binding on the member clubs.

The Committee may appoint such sub-committees as it deems necessary and may deputise or refer to them such duties and powers as it may determine

The committee shall formulate a tournament calendar, organise and recognise tournaments for the national circuit, maintain a ranking book, maintain records of tournaments and conduct coaching schemes. It shall select all teams and individuals representing Papua New Guinea in overseas sporting events and tournaments.

6. ANNUAL GENERAL MEETING

The annual general meeting of the Association shall be held no later than 31 March each year upon a date and at a time fixed by the committee. All member clubs shall be given at least three weeks notice in writing of the annual general meeting. The quorum for the annual general meeting shall be five delegates.

Each member club shall be entitled to be represented by two delegates. The Port Moresby Tennis club shall be represented by four delegates.

The order of business at an annual general meeting shall be as follows:

1. Establish a quorum
2. Approve the minutes of the last general meeting.
3. President's report.
4. Treasurer's report.
5. Election of the executive committee.
6. Appointment of an Auditor.
7. Any matter of which due notice has been given.
8. Adjournment.

Any member club moving a resolution at the annual general meeting shall give due notice thereof in writing to the secretary not less than two weeks before such a meeting.

7. SPECIAL GENERAL MEETINGS

The executive committee may for any special purpose call for a special general meeting. It shall do so if requested in writing by no less than four member clubs. The notice period, representation and the quorum for a special general meeting will be the same as for an annual general meeting.

8. MEMBERSHIP

Membership of the Association shall oblige such Member to abide by the Constitution and By-Laws of the Association and to accept and enforce all association decisions with regard to the administration of Tennis in Papua New Guinea. Failure to do so could make such member liable to disciplinary proceedings.

Candidates for membership of the association shall be elected to membership by the committee. The members shall pay an annual fee nominated by the committee per calendar year. Any member whose fees are unpaid for that calendar year will not be entitled to participate at association events including meetings.

Each member club with its annual subscription shall submit a list of members (and in the case of junior members with their birth days) and a list of its office bearers.

Members of the member clubs shall be eligible to participate in Tennis tournaments and competitions sanctioned by the association and shall have the right to have their tournament records considered for ranking and selection to national teams.

The Association shall have the right to use the tennis courts of the member clubs with the consent of the club for tournaments, competitions and coaching schemes.

9. DISCIPLINE

The executive Committee may suspend any member if it is of the view that it is in the best interest of the association. Upon such a suspension that member shall cease to enjoy the rights and privileges of a member.

The committee shall then report such a suspension to a special general meeting which shall be convened not less than sixty days of the suspension. The special general meeting may expel the suspended member if two thirds of the delegates present vote in favour of an expulsion. The member concerned shall have a right to be heard or to state its case before a suspension or an expulsion.

10. CHAIR AND VOTING

At all meetings of the association the president and in his absence the vice-president or a member elected by the meeting shall take the chair. In the event of a tie the chairman shall have a casting vote.

11. FINANCIAL YEAR

The financial year of the Association shall be from 01 January to 31 December each year to which date the accounts of the association shall be balanced.

12. BANKING

The funds of the Association will be banked or invested in the manner determined by the committee. All cheques, drafts, bills of exchange, promisory notes and other documents will be signed for on behalf of the association by any two of the following; President, Vice-president, Secretary, Treasurer. All expenses, investments and other disbursements shall be in accordance with decisions reached at executive committee meetings.

13. AUDITORS

At every annual general meeting an honorary auditor will be appointed. An audited statement of income and expenditure shall be made for each financial year and submitted at the annual general meeting.

14. MINUTES AND RECORDS

Minutes shall be taken of all general and committee meetings by the secretary and shall be open to inspection for any member on application to the secretary. All books, documents and securities of the association shall be kept in the custody of the secretary.

15. AMENDMENTS

Provisions of this constitution may be added to, repealed or amended by resolution at a general meeting provided that two thirds of those present vote in favour of such a resolution. Any member moving a resolution to add to, repeal or amend the constitution

shall give atleast two weeks notice of such a resolution to the secretary who shall give not less than one-week notice of the resolution to the members.

16. DISSOLUTION

16.1A member or the committee may submit a resolution for the dissolution of the association in writing to the secretary. Upon the receipt of such a resolution a special general meeting shall be called and the resolution shall be adopted if two thirds of members present vote in favour.

16.2 In the event of dissolution of the association the executive committee shall thereupon (or at such future date as specified in the resolution) proceed to sell the property of the association and discharge all debts and liabilities of the association. If after the satisfaction of all liabilities and obligations of the association there remains any surplus cash or property the same shall be donated or distributed to a like organisation or to a charitable organisation determined by the committee.