

NORTH EASTERN NIGHT TENNIS GROUP

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NORTH-EASTERN NIGHT TENNIS GROUP

PART I – PURPOSES, INTERPRETATION AND POWERS

1. Name of Association

The name of the Association shall be the “North-Eastern Night Tennis Group” (NENTG)

2. Purposes of the Association

The purposes of the NENTG shall be to promote and organise night tennis competitions for Men’s, Veteran Men’s, Women’s and Mixed Doubles, in the north-eastern suburbs of Melbourne. The rules for competition play shall be in accord with those used by Tennis Victoria.

3. Interpretation

“**Convenor**” is a person appointed by a club or team to correspond with the Match Committee and to represent that club or team at all general meetings of the NENTG.

“**Financial Year**” means each period of 12 months ending on 30 June.

“**Match Committee**” means the committee which shall manage the affairs of the NENTG.

“**Member**” means such tennis clubs and teams, who are financial and have been admitted to membership of the Group according to the Constitution

“**Member entitled to vote**” means a member who is entitled to vote at a general meeting.

“**Special Resolution**” means a resolution that requires not less than three-quarters of the members voting at a general meeting, to vote in favour of the resolution.

“**the Act**” means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act.

“**the Registrar**” means the Registrar of Incorporated Associations.

4. Powers of the NENTG

The NENTG may

- (a) Acquire, hold, deal with, and dispose of any real or personal property;
- (b) Open and operate accounts with banks or financial institutions;
- (c) Invest its money in any security in which trust moneys may be invested;
- (d) Borrow money upon such terms and conditions as the Match Committee thinks fit;
- (e) Furnish equip and improve the same for use by the NENTG;
- (f) Accept donations and gifts in accordance with the purposes of the NENTG;
- (g) Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the NENTG;
- (h) Provide gifts and prizes in accordance with the purposes of the NENTG;
- (i) Organise social events for members and the promotion of the NENTG; and
- (j) Enter into any other contract the Match Committee considers necessary or desirable.

5. Not for Profit Organisation

- (a) The NENTG must not distribute any surplus, income or assets directly or indirectly to its members.
- (b) Rule 5(a) does not prevent the NENTG from paying a member
 - (i) reimbursement for expenses properly incurred by the member; or
 - (ii) for goods or services provided by the memberif this is done in good faith on terms no more favourable than if the member was not a member.

6. Source of Funds and Property of the NENTG

- (a) The funds of the Association may be derived from affiliation fees, entry fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.
- (b) The NENTG shall use all property and income of the NENTG towards the promotion of the purposes of the group. The NENTG may
 - (i) Pay any member of the match committee of the NENTG, for reimbursement for expenses properly incurred by the member or for goods or services provided by the member.
 - (ii) Pay any persons not of the NENTG, or organizations, for goods or services provided in pursuit of the Purposes of the NENTG.

PART II – MEMBERSHIP

7.1 Membership

- (a) Membership shall be open to any club or team approved to play in the NENTG.
- (b) Entry fees shall be determined by an Annual General Meeting from time to time. Such sums shall be paid on or before dates determined by the Match Committee for members to be considered financial.
- (c) Any tennis club or tennis team may apply to enter the NENTG by completing such forms as specified by the Match Committee and submitting them to the committee together with the prescribed fees. Clubs which enter more teams than would entail more than one match per court must provide, with their entries, the stated agreement of those clubs for which it has organised alternative courts. All venues proposed must be insured for public liability. The Match Committee shall determine whether or not the application is successful.
- (d) Any club or team admitted to membership shall be:
 - (i) bound by the Constitution and Bylaws of the NENTG;
 - (ii) become liable for such fees and subscriptions as may be prescribed by the NENTG;
 - (iii) entitled to all advantages and privileges of membership.
- (e) Members can resign membership of the NENTG at any time by writing to the Secretary. The NENTG will not refund any entry fees already paid.

7.2 Membership Affiliation Fees

An Annual Affiliation Fee shall be determined by an Annual General Meeting from time to time. This amount shall be paid on or before the following dates for members to be considered financial for the next financial year

- (a) Where a nomination of a team(s) is made for the Spring Season, by the closing date for entries, namely 15 June; or
- (b) Where a member enters a team for the first time in that financial year, for the Autumn Season, by the closing date for entries, namely 22 November. In this instance, the fee payable shall be the full amount determined for the financial year.

7.3 Members' Access to Documents

- (a) Members may on request inspect free of charge—
 - (i) the minutes of general meetings;
 - (ii) subject to subrule (b), the financial records, books and securities of the NENTG.
- (b) The Match Committee may refuse to permit a member to inspect records of the NENTG that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the NENTG.
- (c) The Match Committee must, on request, make copies of the rules of the NENTG available to members and applicants for membership, free of charge.

- (d) Subject to sub-rule 7.3(b) a member may make a copy of any of the other records of the NENTG referred to in this rule and the Match Committee may charge a reasonable fee for provision of a copy of such a record
 - (e) For purposes of this rule—
- relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following
- (i) its membership records
 - (j) its financial statements

7.4 Termination of Membership

- (a) Any member's membership may be terminated by the following events:
 - (i) resignation;
 - (ii) expulsion;
 - (iii) unpaid entry fee after the specified closing date for entries;
 - (iv) unpaid fines from previous seasons after the specified closing date for entries.
- (b) The Match Committee shall have the power to suspend or expel any member of the NENTG, or suspend any player representing a member, for
 - (i) false or inaccurate statements made in the club's or team's application for membership of the NENTG;
 - (ii) an infringement of any rule, or bylaw of the NENTG; and
 - (iii) any act by a player, after having undertaken due inquiry, which is considered by the Match Committee to be an infringement of the NENTG Code of Conduct and detrimental to the NENTG.
- (c) Any member who is expelled, suspended or has its membership terminated, shall have the right to appeal to a General Meeting of members called for such purpose, and the decision of the General Meeting shall be final.

7.5 Register of members

- (a) The Secretary must keep and maintain a register of members that includes
 - (i) for each current member
 - (1) the member's name;
 - (2) the Secretary's name (where applicable)
 - (3) the address for notice last given by the member;
 - (4) the date of becoming a member;
 - (5) any other information determined by the match committee; and
 - (ii) for each former member, the date of ceasing to be a member.
- (b) Any member may, at a reasonable time and free of charge, inspect the register of members.

Note:

Under section 59 of the Act, access to the personal information of a person recorded in the register of members may be restricted in certain circumstances. Section 58 of the Act provides that it is an offence to make improper use of information about a person obtained from the Register of Members.

7.6 Grievance Procedures

- (a) If there is a dispute between a member and another member, a member and the NENTG, or a member and the Match Committee (other than a dispute with a ruling of the Match Committee under rule 8.2 (c) (viii)), the parties involved must first attempt to resolve the dispute between themselves for a period of at least 14 days from the date the dispute is known to all parties involved.
- (b) If the dispute cannot be resolved between the parties involved the following grievance procedure must be followed:

- (i) The party with a grievance must write to the Match Committee and any other persons involved and detail the reasons for its grievance.
- (ii) The Match Committee shall convene a meeting of all parties concerned to resolve the matter, giving all parties involved reasonable notice of the time and place of the hearing.
- (iii) At the meeting, each party must be given an opportunity present its case and must assure the meeting that it will do its best to resolve the dispute.
- (iv) If the parties, with the assistance of the Match Committee, cannot resolve the dispute, the Match Committee shall rule in the matter. If the parties do not consider the matter resolved, the Match Committee shall appoint an unbiased arbiter who must determine the outcome of the dispute.
- (v) The arbiter must
 - (1) be a person chosen by agreement between the parties, or
 - (2) in the absence of agreement a person appointed by the Match Committee shall also hear from all parties and his/her decision shall be final.

7.7 Life Members

- (a) A member of the NENTG or the Match Committee may nominate any person who has rendered distinguished or special service to the NENTG for life membership. The nomination must be on the prescribed form (if any) and must be submitted to the Secretary.
- (b) The Match Committee or members at the Annual General Meeting will decide whether to confer Life Membership on any nominee. If Life Membership is conferred, the Committee will announce this to the Members.
- (c) A Life Member is entitled to vote and may be heard at a general meeting.
- (d) A Life Member may be nominated for election and hold office as a member of the Match Committee.

PART III – MATCH COMMITTEE

8. Match Committee

8.1 Election of Match Committee

A Match Committee, consisting of a Chairperson and four other persons only, shall be appointed by an annual meeting of members for a period terminating at the next Annual General Meeting from persons nominated and seconded by members of the NENTG.

8.2 Who is eligible to be a Match Committee Member?

A person is eligible to be elected or appointed as a committee member if the person

- (a) Is nominated and seconded on the prescribed form (if any) by members of the NENTG; or
- (b) Is a Life Member; and
- (c) Is 18 years or over.

8.3 Positions to be declared vacant

- (a) This rule applies to
 - (i) the first annual general meeting of the NENTG after its incorporation; or
 - (ii) any subsequent annual general meeting of the NENTG, after the annual report and financial statements of the NENTG have been received.
- (b) The Chairperson of the meeting must declare all positions on the Match Committee vacant and hold elections for those positions in accordance with rules 8.4 to 8.7.

8.4 Nominations

- (a) Any eligible member of the NENTG may in writing (on the prescribed form (if any) in advance of the meeting) nominate any consensual person deemed to have skills or purposes consistent with the needs and/or purposes of the NENTG.

- (b) A person who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.
- (c) Any person elected to the Match Committee is by virtue of this election an honorary member of the NENTG within the meaning of these Rules.

8.5 Election of Chairperson and Match Committee Members

- (a) At the annual general meeting, separate elections must be held for each of the following
 - (i) Chairperson;
 - (ii) Ordinary members of the match committee.
- (b) If only one person is nominated for the position of Chairperson, the Chairperson of the meeting must declare the person elected to the position.
- (c) On his or her election, the new Chairman may take over as Chairperson of the meeting.
- (d) A single election may be held to fill the other 4 positions of ordinary members on the Match Committee.
- (e) If the number of persons nominated for the position of ordinary committee members, is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those persons to be elected to the positions.
- (f) If the number of persons nominated is less than the number to be elected, the Chairperson of the meeting shall call for nominations to fill the remaining positions.
- (g) If the number of persons nominated exceeds the number to be elected, a ballot must be held in accordance with rule 8.6.

8.6 Ballot

- (a) If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a person to act as returning officer to conduct the ballot.
- (b) The returning officer must not be a person nominated for the position.
- (c) Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- (d) The election must be a secret ballot.
- (e) The returning officer must give a blank piece of paper to each member present in person.
- (f) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (g) If the ballot is for more than one position
 - (i) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - (ii) the voter must not write the names of more candidates than the number to be elected.
- (h) Ballot papers that do not comply with subrule (g) (ii) are not to be counted.
- (i) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (j) The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (k) If the returning officer is unable to declare the result of an election under subrule (j) because 2 or more candidates received the same number of votes, the returning officer must
 - (i) conduct a further election for the position in accordance with subrules (d) to (j) to decide which of the candidates is to be elected; or
 - (ii) with the agreement of those candidates, decide by lot which of them is to be elected.

Examples The choice of candidate may be decided by the toss of a coin, drawing straws or drawing a name out of a hat.

8.7 Composition of Match Committee

- (a) The Match Committee shall consist of –
 - (i) A Chairperson; and
 - (ii) A Secretary; and
 - (iii) A Treasurer; and

- (iv) Two ordinary members.

8.8 General Duties of the Match Committee

- (a) As soon as practicable after being elected or appointed to the Match Committee, apart from the position of Chairman which is filled by election at the AGM,
 - (i) persons will be allocated to fill the positions of Secretary and Treasurer by the Match Committee in consultation with the Chairperson.
 - (ii) each committee member must become familiar with these Rules and the Act.
- (b) The match committee is collectively responsible for ensuring that the NENTG complies with the Act and that individual members of the committee comply with these Rules.
- (c) committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- (d) committee members must exercise their powers and discharge their duties
 - (i) in good faith in the best interests of the NENTG; and
 - (ii) for a proper purpose.
- (e) committee members and former committee members must not make improper use of
 - (i) their position; or
 - (ii) information acquired by virtue of holding their position to gain an advantage for themselves or any other person or to cause detriment to the NENTG.

Note:

See also division 3 of Part 6 of the Act which sets out the general duties of the office holders of an incorporated association.

- (f) in addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

8.9 Responsibilities of the Match Committee

- (a) The Match Committee shall be responsible for the arrangement and management of all matches conducted by the NENTG in accordance with a set of Bylaws. The administration of the bylaws shall be the sole responsibility of the Match Committee. Any question arising in relation to the interpretation of these bylaws shall be determined solely by the Match Committee and it shall also determine all matters relating to competition, team entries, fees and any penalties not expressly covered by the bylaws.
- (b) The Match Committee shall carry out the day-to-day running of the NENTG and shall have the power:
 - (i) to administer the finances, open bank accounts for specific purposes and to transfer funds from one account to another, and to close any such account.
 - (ii) to adjudicate on all matters brought before it which in any way affect the NENTG.
 - (iii) to ensure minutes are kept of all proceedings at meetings of the match committee and general meetings of members.
 - (iv) to form and appoint sub committees as required.
 - (v) to employ a person or persons to carry out certain duties required by the NENTG, at salaries or remunerations for such period of time, as may be deemed necessary.
 - (vi) to appoint a member during the year, to fill a vacancy on the Match Committee until the next Annual General Meeting.
 - (vii) to rule on any disagreement with the administration of the competition by a club or team, in its absolute discretion.
- (c) A Committee Member ceases to be a committee member if he or she;
 - (i) resigns, by writing to the Chairman or the Committee
 - (ii) is removed by a special resolution of members of the NENTG

8.10 Match Committee Meetings

- (a) Match Committee meetings should be held at least four times a year.
- (b) Match Committee meetings shall be called by the Chairperson at his discretion, with a notice of a time determined by the availability of members of the committee but, not later than 14 days after the time at which the Chairperson first decides that a meeting is desirable.
- (c) The quorum for such a meeting shall be three Match Committee members.
- (d) In the case of any matter requiring a vote, if all members are present, a majority of members present shall decide the vote. If only three members are present, then all those present must agree.
- (e) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex, electronic mail or other form of visible or other electronic communication by all the members of the Match Committee shall be as valid and effectual as if it had been passed at a meeting of the Match Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the members of the Match Committee.

8.11 Indemnity for liability of Members of the Match Committee

The NENTG shall indemnify, from its assets, members of the match committee for all costs incurred by them in pursuit of their duties and against all damages and costs (including legal costs) for which any such Office Holder may be or become liable to any third party so long as they act in good faith.

An insurance policy(s) shall be taken out annually to cover the members of the match committee for any liability arising out of the execution of the duties of office which is incurred in defending any proceedings, whether civil or criminal, in which judgement is given in favour of or in which the person is acquitted in connection with any application under the Act in which relief is granted by the court in respect of any negligence, default, breach of duty or breach of trust. This policy shall be paid for from the funds of the NENTG.

8.12 Chairperson

A Chairperson shall be appointed by an Annual General Meeting of Delegates. The Chairperson shall

- (a) Pursue those activities which will achieve the purposes of the NENTG in accordance with the Constitution and the Bylaws.
- (b) Chair meetings of the Match Committee and general meetings and shall take such action as directed by those meetings.
- (c) Ensure that the results of all matches are recorded and progress ladders shown on the internet.
- (d) Ensure all finals venues are scheduled and details thereof emailed (or mailed) to members of the group and displayed on the internet; and
- (e) Call such meetings of the Match Committee and general meetings as required.

8.13 Secretary

The Secretary must

- (a) perform any duty or function required under the Act to be performed by the Secretary of an incorporated Association.

Example

Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (b) maintain the register of members in accordance with Rule 7.5; and
- (c) keep custody of the common seal (if any) of the NENTG and, except for the financial records referred to in rule 70(3), all books, documents and securities of the NENTG in accordance with rules 72 and 75; and

- (d) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings, and other books and documents as specified under para 7.3 above ; and
- (e) perform any other duty or function imposed on the secretary by these Rules; and
- (f) give to the Registrar notice of his or her appointment within 14 days after the appointment.

8.14 Treasurer

The Treasurer must

- (a) receive all moneys paid to or received by the NENTG and issue receipts for these moneys in the name of the NENTG ; and
- (b) make best endeavours to ensure that all moneys received are paid into the account of the NENTG by the end of the following month after receipt; and
- (c) make any payments authorized by the Match Committee or by a general meeting of the NENTG from the NENTG's funds; and
- (d) ensure cheques are signed by the Treasurer and one other match committee member; and
- (e) ensure that the financial records of the NENTG are kept in accordance with the Act; and
- (f) coordinate the preparation of the financial statements of the NENTG and their certification prior to their submission to the Annual General Meeting of the NENTG; and
- (g) ensure that at least one other committee member has access to the accounts and financial records of the NENTG.

PART IV – GENERAL MEETINGS OF THE NENTG

9. Meetings

9.1 Annual General Meeting

- (a) An annual general meeting of NENTG delegates shall be held each financial year. Each member is entitled to send one delegate only. Notice of an annual meeting shall be sent to members, circumstances allowing, two weeks prior to the date of the meeting. The meeting should be held in July of each year. The quorum for the meeting shall be 10% of all members of the NENTG. If a quorum is not present by 30 minutes after the starting time for the meeting, the meeting shall close and the agenda for the meeting shall be considered by all the members of the Match Committee and members of the NENTG present at the time.
- (b) The agenda for an Annual General Meeting shall be:
 - (i) Opening of Meeting;
 - (ii) Apologies;
 - (iii) Confirmation of Minutes of previous Annual General Meeting;
 - (iv) Presentation of Annual Report;
 - (v) Presentation of Financial statement;
 - (vi) Election of Chairperson and members of the Match Committee;
 - (vii) Determination of Annual Affiliation Fee;
 - (viii) Determination of Annual Entry Fee;
 - (ix) Appointment of an Auditor or Auditors;
 - (x) General Business;
 - (xi) Closure of meeting.
- (c) Any matter requiring a vote at the meeting shall be decided by a majority of those present. If the voting is tied the Chairperson shall have a casting vote.

9.2 General (including Special General) Meetings

- (a) A general meeting of delegates may be called at any time by the Match Committee. Notice of a general meeting shall be sent to members of the NENTG, circumstances allowing, two weeks prior to

the date of the meeting. The quorum for the meeting shall be at least 10% of all participating clubs and teams. If a quorum is not present by 30 minutes after the starting time for the meeting the meeting shall close and the agenda for the meeting shall be considered by all members of the Match Committee and members of the NENTG present at the time.

- (b) Any matter requiring a vote at the meeting other than a special resolution (see rule 9.4) shall be decided by a majority of those present. If the voting is tied, the Chairperson shall have a casting vote.

9.3 Minutes of Meetings

- (a) The Match Committee must ensure that minutes are taken and kept of each general and match committee meeting.
- (b) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (c) The minutes of each annual general meeting must include the names of the members attending the meeting.
- (d) Shall include any financial statements submitted to the members.
- (e) Shall include at Annual General Meetings a statement signed by two Match Committee members certifying that the financial statements give a true and fair view of the financial position and performance of the NENTG; and
- (f) Shall include any audited accounts and auditor's report or report of a review accompanying the financial statements

9.4 Voting at General Meetings

- (a) On any question arising at a general meeting—
 - (i) subject to sub clause (3), each member who is entitled to vote has one vote; and
 - (ii) except in the case of a special resolution, the question must be decided on a majority of votes.
 - (iii) at any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the result of the show of hands) demanded by the:
 - (1) chair; or
 - (2) majority of the Delegates present.
- (b) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (c) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- (d) A special resolution is passed if not less than three quarters of the members voting at a general meeting vote in favour of the resolution.

Note

In addition to certain matters specified in the Act, a special resolution is required –

- (a) to remove a match committee member from office;
- (b) to alter these Rules, including changing the name or any of the purposes of the NENTG.

PART V – MISCELLANEOUS

10. Alterations to the Constitution and Bylaws

- (a) No alteration, repeal or addition shall be made to the Constitution or bylaws except by a special Resolution to be considered at the Annual General Meeting or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution or bylaws shall be given to members twenty one (21) days prior to a General Meeting called for such purpose.
- (b) Such motions, or any part thereof, shall be of no effect unless passed by a three-quarter majority of members present and entitled to a vote at the Annual General Meeting or General Meeting, as the case may be.

11. Auditor

- (a) The Annual General Meeting shall elect or appoint an Auditor or Auditors.

- (b) The Auditor/s shall examine and audit all the books and accounts of the NENTG annually, and have the power to call for all books, papers, accounts, receipts etc, of the NENTG.

12. Finance

- (a) A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- (b) The signatories to the NENTG's account/s will be the Chairperson and any other member of the Match Committee.
- (c) All property and income of the NENTG will apply solely to the promotion of the purposes of the group and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith, in the promotion of these purposes.

13. Winding up and Cancellation

Subject to this Rule 13 the Association may be wound up in accordance with the provisions of the Act.

13.1 Liability of Members

The liability of the Members of the Association is limited.

13.2 Members' Contributions

Every Affiliate undertakes to contribute to the assets of the Association in the event of it being wound up while a Member, or within one year after ceasing to be a Member for payment of the debts and liabilities of the Association contracted before the time at which he or she ceases to be a Member, and the costs, charges and expenses of winding up and for an adjustment of the rights of contributors among themselves, such amount as may be required not exceeding \$1.00.

13.3 Distribution of Property on Winding Up

- (a) The NENTG may be wound up voluntarily by special resolution.
- (b) In the event of the winding up, the surplus assets of the NENTG must not be distributed to any members or former members of the NENTG.
- (c) The surplus assets must be given to a body that has similar purposes to the NENTG and which is not carried on for the profit or gain of its individual members.
- (d) The body to which the surplus assets are to be given must be decided by special resolution of a general meeting of the NENTG.

14 Common Seal

- (a) The NENTG may have a common seal.
- (b) If the NENTG has a common seal
 - (i) the name of the NENTG must appear in legible characters on the common seal;
 - (ii) a document may only be sealed with the common seal by the authority of the match committee and the sealing must be witnessed by the signatures of two committee members;
 - (iii) the common seal must be kept in the custody of the Secretary.

15 Registered address

The registered address of the NENTG is

- (a) The address determined from time to time by resolution of the Match Committee; or
- (b) If the committee has not determined an address to be the registered address – the postal address of the Secretary.

16 Notice Requirements

- (a) Any notice required to be given to a member or a match committee member under these Rules may be given

- (i) by handing the notice to the member personally; or
 - (ii) by sending it by post to the member at the address recorded for the member on the register of members; or
 - (iii) by email or facsimile transmission.
- (b) Any notice required to be given to the NENTG or the Match Committee may be given
- (i) by handing the notice to a member of the committee; or
 - (ii) by sending the notice by post to the registered address; or
 - (iii) by leaving the notice at the registered address; or
 - (iv) if the committee determines that it is appropriate in the circumstances
 - (1) by email to the email address of the NENTG or the Secretary; or
 - (2) by facsimile transmission to the facsimile number of the NENTG.