

Notice of Serve & Volley Auxiliary AGM

Dear Scotch Tennis Families,

We would like to invite you to attend the Scotch Serve & Volley Tennis Auxiliary AGM

Date : Tuesday 3 September

Time: 7.00-8.00pm.

Venue: Suite 1, Level 3/250 Camberwell Road, Camberwell, 3124.

Please find below the Agenda for the meeting, at which we will seek to approve the annual financial report and the budget for 24/25, review any amendments to the rules of the auxiliary, and elect the Committee for 24/25. The Scotch Parents Association Auxiliary rules are attached, with the financial report to follow.

Membership to the auxiliary is open to all parents or guardians of students who participate in or intend to participate in tennis at Scotch, without any application process. The group is managed by a committee of 4 people, namely a President, Vice President, Treasurer and Secretary. We also have a general committee of up to 10 members. All of these 14 positions are elected annually at the AGM. If you would like to nominate for any of these roles, you are invited to do so as an attendee at the AGM. Alternatively, you are welcome to email through nominations to our secretary, Georgie Handbury before Tuesday August 27th on handbury2@bigpond.com

We are always on the lookout for new parents and carers to join our committee and assist us in organizing and running our events. It is a great way to get involved and connect with other tennis families at Scotch. If you would like to become a member of the auxiliary (without taking on an elected position), please simply email Peter Wallis or Jane Mitchell (emails below) and we will look forward to including you in future communications.

In addition, we are participating in the Scotch House and Form Athletics Family Day on Saturday, 14th September and are seeking volunteers to assist – no tennis expertise is necessary! If you are interested and available for an hour or two, please also contact us. Thank you.

Kind regards,

Peter Wallis and Jane Mitchell



Scotch College Serve & Volley Tennis Auxiliary

Peter Wallis (president) 0417 525 831 peter.wallis@vicbar.com.au

Jane Mitchell (vice-president):0410 422 803 jane@mandarine.com.au

2024 AGM & Committee Meeting Agenda

Tuesday 3 September 2024, 7:00pm

Suite 1, Level 3/250 Camberwell Road, Camberwell, VIC 3124.

WELCOME Present:	PW
QUORUM AND APOLOGIES:	
MINUTES FROM 2023 AGM & LAST COMMITTEE MEETING:	PW
PRESIDENT'S REPORT: 2023/2024 SEASON	PW
TREASURER'S REPORT: 2023/2024 SEASON Tabling of financial report for 2023/2024 season. Tabling of budget for 2024/2025 season.	PI
OFFICE BEARERS – RESIGNATIONS AND ELECTIONS: New committee to be elected: <ul style="list-style-type: none">• President• Vice President• Treasurer• Secretary	ALL
APPOINTMENT OF GENERAL COMMITTEE MEMBERS (UP TO 10)	PW
OVERVIEW OF PLANNED EVENTS AND ACTIVITIES FOR THE 2024/25 SEASON: <ul style="list-style-type: none">• Scotch Athletics Family Day stall• First round of 2024/25 season BBQ• 2024/25 Season Launch Breakfast at Kooyong LTC• Year 7 try outs BBQ• Family Tennis Day• End of season presentation and BBQ• Hawkeye• Fundraising	
NEXT COMMITTEE MEETING: TBC	
MEETING CLOSE:	

Scotch Parents' Association

Rules of the Serve & Volley Tennis Auxiliary

Background

1. The name of the auxiliary group is Serve & Volley (**Group**).
2. The conduct of the Group will be in accordance with these rules (**Rules**).
3. The Group is a 'Recognised Body' under the Scotch Parents' Association constitution (**SPA Constitution**). The conduct of the Group must comply with the SPA Constitution at all times.

Objects and conduct

4. The objects and purpose of the Group are:
 - (a) to support, promote and encourage student participation in tennis at Scotch;
 - (b) to enable parents, guardians and relatives of students participating in tennis at Scotch to attend Scotch tennis matches and related events;
 - (c) to arrange events that bring together the Scotch tennis community; and
 - (d) to raise funds sufficient to undertake the above tasks.

(Objects and Purpose)

5. The Group and its members must observe and comply with the Scotch College Parental & School Community Code of Conduct at all times.

Not for profit

6. The Group must not be carried on for the purposes of profit or gain to its members.
7. The income, assets and property of the Group must be applied solely towards the promotion of the Group's Objects and Purpose.

Membership

8. Membership of the Group shall be open to all parents or guardians of Students who participate in, or intend to participate in, the sport of tennis at Scotch College, and any member of Scotch College's staff who have an interest in the Group's Objects and Purpose. Subject to rule 9, any person who meets these criteria is taken to be a member of the Group for so long as the criteria are met, without the need for any application process or other formality.
9. A person will cease to be a member of the Group if he or she:
 - (a) resigns by written notice to the Committee secretary;
 - (b) ceases to have a child enrolled at Scotch College; or

- (c) is removed by the Principal of Scotch College.
- 10. The Principal of Scotch College may from time to time appoint a “Teacher in Charge” of the Group (**Teacher in Charge**).

Committee

- 11. The affairs, property and funds of the Group will be managed and conducted by a committee elected by the Group's members in accordance with these Rules (**Committee**).
- 12. The Committee will comprise of a President, Vice-President, Secretary, Treasurer and the Teacher in Charge.
- 13. The Committee (other than the Teacher in Charge) will be elected annually at the Annual General Meeting by majority vote of members present.
- 14. All members will be eligible for election to the Committee provided that:
 - (a) no person may hold a position on the Committee for more than five consecutive years; and
 - (b) no person may hold the position of President for more than three consecutive years.
- 15. Nominations for election to the Committee may be made by or on behalf of a member:
 - (a) in writing delivered to the Secretary not less than seven days before the relevant Annual General Meeting; or
 - (b) from the floor of the relevant Annual General Meeting.
- 16. Members elected to the committee shall serve for a term of one year, commencing from the end of the Annual General Meeting in which they are appointed and ending at the end of the following Annual General Meeting.
- 17. Committee members will be eligible for re-election at the following Annual General Meeting, subject to rule 14.
- 18. A Committee member will cease to hold office if he or she:
 - (a) ceases to be a member of the Group;
 - (b) resigns by written notice to the Committee; or
 - (c) is removed by the Principal of Scotch College.
- 19. In the event of a casual vacancy on the Committee, the Committee may appoint a member of the Group to fill that casual vacancy until the next Annual General Meeting.
- 20. The Committee may from time to time appoint up to ten members of the Group to the position of “General Committee Member” to assist the Committee in fulfilling its Objects and Purpose. Such persons once appointed may attend Committee meetings at the invitation of the Committee but may not vote on any Committee decisions.

Committee meetings

- 21. The Committee must meet at least once per school term and may otherwise meet to conduct business with such frequency as it thinks fit.

22. The President may at any time call a meeting of the Committee by giving reasonable notice to all Committee members.
23. A quorum for Committee meetings is constituted by the attendance of at least 50% of the Committee members.
24. Committee decisions will be by simple majority vote. In the event of an equality of votes, the President will have an additional casting vote.

Sub-committees

25. Sub-committees may be established by:
 - (a) the members at any Annual General Meeting; or
 - (b) the Committee.
26. Sub-committees may be established on a standing basis or for a specific purpose and duration.
27. All decisions of sub-committees must be ratified by the Committee.

Annual General Meetings

28. The President must call a general meeting of the Group's members during the third or final school term of each year (**Annual General Meeting**) by providing the members with at least 14 days' notice of the meeting.
29. A quorum for each Annual General Meeting is constituted by the attendance of at least 5 members of the Group.
30. The President will chair each Annual General Meeting. If the President is not present at the meeting, then the Vice-President will chair the meeting in the President's absence.
31. The business to be conducted at each Annual General Meeting may include (but is not limited to):
 - (a) receiving and approving the Group's annual financial report;
 - (b) receiving and approving the Group's budget for the forthcoming year;
 - (c) considering any amendments to these Rules proposed in accordance with rule 40;
 - (d) electing the Committee for the forthcoming year; and
 - (e) such other business as determined by the Committee.
32. Members may raise matters for consideration at the Annual General Meeting from the floor at the meeting or by written notice delivered to the Committee in advance of the meeting, subject to rules 38 and 39.

Finance

33. All monies received by the Group must be deposited into a bank account or accounts approved by the Bursar of Scotch College (**Bursar**) and kept in the name of the Group.

34. Subject to overview by the Bursar, the Treasurer is responsible for maintaining any bank accounts kept in the name of the Group and keeping accurate and complete records of all transfers into and withdrawals from those bank accounts.
35. The Treasurer must keep proper accounts of the income and expenditure of the Group and make such accounts available to the Bursar on request.
36. The Bursar or a person appointed by the Bursar will audit the accounts of the Group at least once per year.
37. All expenses arising out of the Group's business must be debited to the funds of the Group. All payments into and withdrawals from the bank accounts, must be by cheque signed by any two of the President, Vice-President, Treasurer or Secretary, by electronic transfer authorised online by any two of those persons, or as otherwise determined by the Bursar.

Minutes and Records

38. The Secretary must keep in a shared hosting file accessible to all members of the Committee complete and accurate records of all decisions and proceedings of Committee meetings and Annual General Meetings.
39. The Secretary must keep in a shared hosting file accessible to all members of the Committee all books, documents and records of the Group (**Records**), and make the Records available for inspection by any member of the Group on request.

Amendment

40. These Rules may be amended by a majority vote of members present at an Annual General Meeting provided that:
 - (a) at least 14 days' prior notice of the meeting has been given to members setting out the proposed amendments to the Rules; and
 - (b) the proposed amendment is approved by the Principal of Scotch College.

Winding up

41. The Group may be wound up:
 - (a) by the Principal of Scotch College; or
 - (b) by a majority vote of members present at an Annual General Meeting provided that at least 14 days' prior notice of the meeting has been given to members setting out the motion for winding up.
42. Upon winding up of the Group, all of the Group's assets will be transferred to Scotch College.