



LIFE MEMBERSHIP POLICY BY-LAW

1. PURPOSE

The purpose of this policy is to set out the guidelines for consideration and appointment of Life Members and the benefits thereof.¹

No amendments shall be made to the specified guidelines without the formal approval of the Committee.

2. BACKGROUND

PBTC Inc is established as a Tier 2 Incorporated Association under the *Associated Incorporations Act 2009 (NSW)*, a constitution registered with Fair Trading NSW and functions with a committee comprised of volunteer and tennis coaching provided by contractors.

The club operates under a registered 2021 Constitution which provides for the making of by-laws, such as these guidelines, and also for establishing categories of membership:

Clause 4(1)(j)

Make by-laws consistent with this Constitution and the Act for the general management of the Club and the conduct of its Members, and to alter, amend or rescind such by-laws as the Committee deems appropriate from time to time.

Clause 6 (1)(b)

Any other categories of membership as determined by the Committee from time to time, who shall have the right to be present at General Meetings but with no voting rights.

Life membership is an honour bestowed on individual club members whose exceptional, loyal and outstanding service and contribution has provided measurable benefit to the association over an extended period of time.

The process for previous known committee decisions to appoint life membership is unclear and based on the existing documentation would appear inadequate, in terms of: the absence of criteria, one qualification period inconsistent with current community norms, and determinations not always made by an SGM or AGM. That is not to suggest appointments have not been warranted, but rather it would be better to have agreed and public criteria and processes.

Life Membership should not be considered as a competitive matter and nominees must be considered individually and on their personal attributes and achievements and not in comparison to others. While it is inevitable comparisons will be made with past recipients, direct comparisons should not be made.

¹ This is an amalgam based on the published policies of many local and interstate sporting organizations. There is no Tennis NSW or local Tweed example to use as a template

Granting Life Membership is a balancing exercise. Criteria are provided as guidance, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of life membership, nominee's strengths against the various criteria will vary.

To assist with the nomination, some or all of the following criteria should be considered.

For any of the relevant criteria the nominee should have demonstrated an exceptional contribution beyond the ordinary for an extended period of time, which has a measurable benefit to the association and membership.

3. SCOPE

This policy applies to all Club members of PBTC Inc.

4. NOMINATION

- i) Any full or retired member can be nominated by any current full member with the nomination seconded by at least one other full member.
- ii) The Nominator must at the time of nomination identify the reasons for the nomination. These reasons should address some of the selection criteria below.
- iii) The Nomination must be presented to the General Committee in writing (sample form attached).

5. ASSESSMENT & PROCESS

1. Any full or retired member can be nominated by any current financial member with the nomination seconded by at least one other full member.
2. Nominations should include the nominator's reasons for putting forward the candidate with the support of favourable applications demonstrating minimum service requirements and examples meeting the criteria.
3. This should be a written document and signed by the nominating members and passed to the secretary to be tabled at the next meeting.
4. Life Membership cannot be nominated by or supported by an immediate family member.
5. In the event the nominee is serving on the general committee at the time of nomination, that person must be removed from any deliberation on the nomination.
6. A simple majority of a quorum of the general committee is sufficient for the nomination to be pursued.
7. In the event the committee believes the nomination is worthy of life membership a two-thirds majority is required to formalise the nomination.
8. The general committee will present the nomination to the annual general meeting or special general meeting for the final ratification of the nomination and awarding of life membership.
9. Life Membership must be recorded in the association's official records.
10. The granting of life membership and the recipient's service to the association should be publicised in the association media and any other association communication tool considered appropriate.

6. CRITERIA

To assist with the nomination, some or all of the following criteria should be considered

For any of the relevant criteria the nominee should have demonstrated an exceptional contribution which has a measurable benefit to the club and membership.

- i) Minimum 10 years club membership
- ii) Minimum of 5 years in specific roles that contribute to the benefit of the club, these roles may include but not be restricted to - service on the committee, co-ordinator roles, fund raising activities.
- iii) Has the nominee represented the club with distinction on regional committees, associations, councils etc?
- iv) Has the nominee represented the club as a player in local and regional competition.?
- v) Has the nominee demonstrated attitude and demeanour that reflects dedication to the values of the club including good sportsmanship?
- vi) Has the nominee provided leadership around the club and is considered a role model?

SPECIAL NOTES

- a) Life Membership is not automatically given to a spouse. A spouse must be nominated in their own right.
- b) All nominations should be treated with the strictest of confidence until such time as being presented for ratification at a General Meeting
- c) A maximum of one Honourary Life Members may be elected at each annual general meeting

7. HONOURARY LIFE MEMBERSHIP –BENEFITS (for new appointees from 2022)

- i) Full membership for life with no court hire fees
- ii) A commemorative plaque
- iii) Recognition on any Club Honour Board
- iv) Ability to attend committee meetings, as an observer, if the life member seeks same.

8 . OBJECTIONS AND RETRACTIONS OF HONOURARY LIFE MEMBERSHIP

In the case of an objection, the objecting member has to provide strong reasons and evidence that counteracts the fundamentals of the Life Membership selection criteria. The committee needs to provide and document evidence the final decision was based on.

Retraction of Life Membership bestowment may occur where the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of the association. This provision will only be exercised in exceptional circumstances and will require the full support of the committee. As part of the deliberation the 'Honourary Life Member' in question is also to be given an opportunity to present their case for retention of their status.

SIGNED By
Committee Position

DATE

SIGNED By
Committee Position
Life Membership Policy

DATE



LIFE MEMBERSHIP - NOMINATION FORM ²

SECTION 1 – THE NOMINEE’S DETAILS

General information about the person you are nominating for Life Membership of Pottsville Tennis. Please complete as much information as possible. If you are unsure of an answer, please leave blank.

Given Name(s):		Family Name:	
Home Address: <i>(Street, Suburb, City, Postcode)</i>			
Business Address: <i>(Street, Suburb, City, Postcode and/or PO Box Address)</i>			
Home Phone No.	Business Phone No.	Mobile Phone No.	
Date of Birth:			
Place of Birth: <i>(Town/City, State, Country)</i>			
Occupation:			
How do you know the Nominee? <i>(For example; through Club, Association, a relative or someone who you have worked with).</i>			
Has the Nominee received any previous awards for achievements in relation to performance or outstanding service to the sport of tennis? <i>(please circle)</i>			
Yes	No	Not Known	
If “Yes”, what was the name of the award(s) and when were they received?			

² Modelled on <https://footballnsw.com.au/wp-content/uploads/2019/12/Life-Membership-of-Football-NSW-Nomination-Form.docx>

SECTION 2 – DETAILED REASONS FOR NOMINATION

Please ensure you read the PBTC Inc Life Membership Guidelines prior to completing this section.

Please provide reasons why you believe the Nominee meets the following criteria:

- Minimum 10 years club membership
- Minimum of 5 years in specific roles that contribute to the benefit of the club, these roles may include but not be restricted to - service on the committee, co-ordinator roles, and fund raising activities.
- Has the nominee represented the club with distinction on regional committees, associations, councils etc?
- Has the nominee represented the club as a player in local and regional competitions?
- Has the nominee demonstrated attitude and demeanour that reflects dedication to the values of the club including good sportsmanship?
- Has the nominee provided leadership around the club and is considered a role model?
- Such other criteria that you believe the Committee should consider

SECTION 3 – THE NOMINATOR’S DETAILS

Please note that only financial **Members** are eligible to nominate an individual for Life Membership.

Given Name(s):	Family Name:	
Position within Pottsville Tennis (Committee member or Member) – please specify:		
Residential Address: (Street, Suburb, City & Postcode)		
Email Address:		
Home Phone No.	Business Phone No.	Mobile Phone No.
Nominator’s Signature:		

By completing and submitting this form, you confirm that all details are correct to the best of your knowledge.

PLEASE ENSURE THAT QUESTIONS ARE ANSWERED TO THE GREATEST DEGREE POSSIBLE AND INFORMATION RELATING TO THE NOMINATION IS ATTACHED BEFORE SUBMITTING YOUR NOMINATION TO:

***Pottsville Beach Tennis Club Inc.
PO Box 9
POTTSVILLE BEACH NSW 2489***

OR

pottsvilletennis@gmail.com