# RULES, GUIDELINES AND INFORMATION FOR THE SPONSORSHIP OF CANDIDATES FOR MEMBERSHIP

## INTRODUCTION

These Rules and Guidelines relating to the sponsorship of candidates for Membership ("candidates") are made pursuant to the Club's By-Laws and are in accordance with clauses 7.1(c) and 12.2(a) of the Club's Constitution. These Rules have the force of a By-Law. The By-Laws and these Rules may be amended or repealed by the Committee from time to time

## GENERAL

1.1. In assessing the suitability of a candidate, the primary and fundamental requirement is that the candidate will be wholly acceptable to the existing body of Members of the Club. The Committee and/or the Membership Review Committee acting on its behalf ("the Committee") will examine all nominations against that criterion and intending sponsors should do the same.

1.2. Strict adherence to these Rules and Guidelines is considered to be in the best interests of the Club. Nevertheless, it is recognised that there will be from time to time entirely suitable candidates in respect of whom it will be difficult to comply precisely with every requirement. Where such difficulties are encountered, the intending Proposer should consult the Club's Membership Manager, Chief Executive Officer or Chair of Membership prior to proceeding.

1.3. A candidate must have a Proposer, a Seconder and two Referees ("Sponsors"). If you are unable to fulfil this requirement you should consult the Club's Membership Manager, Chief Executive Officer or Chair of Membership who may be able to advise of alternative membership options.

1.4. At every stage of the nomination process it is the responsibility of the Proposer to ensure the rectification of any deficiency in the candidacy or otherwise satisfy the Committee as to matters concerning the candidacy.

1.5. The Proposer should satisfy themselves as to the eligibility of the Sponsors (see Rules 2.1 – 2.4) and their awareness of these Rules and Guidelines.

1.6. In nominating a candidate, the Sponsors should bear in mind that at all times their primary obligation is to the Club and not to the candidate.

1.7. These Rules and Guidelines do not apply to the sponsorship of:
- 1.7.1 Candidates for Scholarships;
- 1.7.2 Candidates for Temporary Membership;
- 1.7.3 Scholarship-holders who are candidates for election to Membership other than Temporary Membership; or
- 1.7.4 Temporary Members who are candidates for election to Membership other than Temporary Membership.

## ELIGIBILITY OF AND REQUIREMENTS FOR SPONSORS

2.1 The Proposer and the Seconder should each be a Voting Member (i.e. Playing Member, Country Member, Special Non-Playing Member, Life Member or Honorary Life Member) of at least 5 years and should have known the candidate personally and well for at least 5 years, except in the case of a candidate for Partner Membership, to whom Rule 5.1 may apply. In unusual circumstances, such as where the applicant has moved from overseas or interstate, or for some other valid reason, the requirement of knowing the candidate personally for 5 years may be varied.

2.2 Subject to Rule 2.3, the Referees should each be an Adult Member of at least 3 years, aged not less than 23 years and should have known the candidate personally and well for at least 3 years. In unusual circumstances, such as where the applicant has moved from overseas or interstate, or for some other valid reason, the requirement of knowing the candidate personally for 3 years may be varied.

2.3 Junior Members, Honorary Members, Temporary Members and Absentee Members (except in the case of a partner (by law) of a Member which is dealt with under Rule 5.2) are not eligible to act as Sponsors.

2.4 Sponsors should note the following as to their relationships with the candidate and each other:

2.4.1 In the case of a Junior Member only, it is acceptable for one or two of the sponsors to be the parent(s) (by law) of the Candidate. However, apart from the parents of the applicant, the other sponsors of the Candidate should not be close relations of, or in a close relationship with the candidate, or of each other.

2.4.2 For applicants other than Juniors, it is considered acceptable for one of the sponsors to be the partner (by law)/spouse of a Member (of the Candidate (see Rules relating to Membership for the partner of a Member in Clause 5.1). However, apart from the partner of the applicant, the other sponsors of the Candidate should not be close relations of, or in a close relationship with, the candidate or of each other.

2.4.3. For applicants other than Juniors it is considered acceptable for one or two sponsors to have the same occupation as the candidate, but not more than one should be from the same company or organisation as the candidate. Either the proposer or the seconder should have an occupation and workplace generally different from that of the candidate.

2.5 An intending Proposer may show to a candidate a list of Members to assist in identifying appropriate Sponsors and must make known to the candidate (or in the case of a candidate for Junior Membership, a parent or guardian of the candidate) the current fees payable on acceptance of an offer of Membership, as set out in the Schedule of Fees provide to the Proposer with these Rules and Guidelines. The Chief Executive Officer or Membership Manager may also share with the applicant the current fees payable and an outline of the membership process at RSY.

2.6 The candidate should be made aware that under no circumstances are they to directly approach any Member to act as a Sponsor or approach any Member seeking support for a nomination of Membership.

2.7 Unless the Committee approves, a Member must not act as a Sponsor for more than 5 candidates in any 1 calendar year, except that any number of candidates from the same family will count as only 1 candidate.

**PROCEDURE AND TESTIMONIALS – Refer/Check Constitution 7.1**

3.1 A separate application in writing must be made in respect of each candidate.

3.2 A non-refundable nomination fee of $120-00 per candidate and $275-00 for a family application is applicable. In today's environment it is common that this fee is paid by the applicant, though this can be arranged privately between the Proposer and the applicant at the time of the application.

3.3 The Proposer will be provided with a Nomination Form and three (3) Confidential Statement forms applicable to the candidate in either hardcopy or softcopy form. Alternatively, these forms can also be completed online by the respective sponsors and returned electronically directly to the Membership Manager.

3.4 Each of the Sponsors must provide from personal knowledge, the maximum amount of full and comprehensive information about each candidate (and in the case of a candidate for Junior Membership, the family of the candidate) and his or her suitability for Membership, in answer to the information requested of the Sponsor. Testimonials containing merely statements of support for a candidate and un-substantiated views as to his or her suitability will, in general, not be accepted. It must be evident from the contents of the Sponsors' testimonials that they do indeed know a candidate personally and well and are not merely lending their names to the candidacy.

**PROCEDURE FOLLOWING NOMINATION**

4.1 The Proposer and the applicant will be notified when the Nomination Form and three (3) Confidential Statements are satisfactorily completed ("the Nomination") and received by the Membership Manager. If any part of the Nomination is incomplete or lacking in information required by the Committee, delays in considering the Nomination are likely to occur.

4.2 After consideration, if first approval of the Nomination is granted, the candidate's name will be distributed electronically to the wider membership and posted on the Notice Board for 21 days and may otherwise be published to Members to make them aware of the candidacy. Thereafter, the Nomination will again be considered by the Committee and, if second approval is granted, the candidate will be admitted to membership on the 1st day of the month proceeding the General Committee meeting where final approval was granted.

4.3 If a Nomination is:

4.3.1 granted final approval; or
4.3.2 not granted first approval or final approval;

the Proposer will be so advised by the Membership Manager and without delay thereafter the Proposer must so inform the candidate and the other Sponsors of the candidate.

4.4 Subject to the Constitution, the Committee may approve or not approve a Nomination in its absolute discretion and, considering all Nominations confidentially, will not provide any reason for approving or not approving any Nomination.

4.5 A Junior Member will be re-considered by the Committee prior to election to Senior Membership.

**RULES RELATING TO MEMBERSHIP FOR THE PARTNER/SPOUSE OF THE MEMBER**

5.1 In the case of a candidate who is the partner (by law) / spouse of a Voting Member of 3 years or more) it is considered acceptable for the Proposer and Seconder to be a close relation of the applicant. However, the Proposer and the Seconder should each be a Voting Member (i.e. Playing Member, Country Member, Special Non-Playing Member, Life Members or Honorary Life Member) of at least 5 years, aged not less than 23 years and should have known the candidate personally and well for at least 3 years.

5.2 For the purpose of Rule 5.1, a Voting Member of 5 years or more includes an Absentee Member who is, and for a period of not less than 5 years has been, entitled to classification as a Playing Member or a Country Member or a Special Non-Playing Member.

**FURTHER INFORMTION**

6.1 The entitlements of the various classes of Membership are available from the Club office and on the Club website: **www.rsyltc.org.au, under Application Forms**

**BY ORDER OF THE COMMITTEE**
**28 May 2019**

## 2019/2020 FEES

Fees associated with an offer of membership include an Entrance Fee which is set by the General Committee from time to time and the annual subscription as below:

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| **Entrance Fee** | $ 4,500 |

**Subscriptions:**

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| Playing Membership | $1,400 |
| Playing Membership (age 26-30 years) | $1,120 |
| Playing Membership (age 21-25 years) | $ 911 |
| Playing Membership (age 18-20 years) | $ 700 |
| Country Membership | $ 912 |
| Junior Membership (age 13-17 years) | $ 280 |
| Restricted Junior Membership (age 8-12 years) | $ 140 |

**House Allowance**

A compulsory annual house allowance is applicable at Royal South Yarra Lawn Tennis Club. This allowance is effectively a prepayment of funds onto your House Account and is yours to spend across our range of hospitality options as well as in the accommodation and is as follow:

- $150 (31 years of age and older)
- $75 (21-30 years of age)
- Not applicable to members aged 20 years and younger