

N.E.H.T.T.A. BY-LAWS

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BY-LAWS

1. DUTIES OF COMMITTEE MEMBERS

1.1. PRESIDENT

- Act as Chairperson of all meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a casting vote only,
- Prepare a report for publication in N.E.H.T.T.A.'s Annual Report.
- To be a member of N.E.H.T.T.A.'s Committee and have a vote on any Committee decisions:

1.2. VICE PRESIDENT

- Attend meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a deliberative vote.
- Act as Chairperson of any meetings of the Committee and General Meetings of N.E.H.T.T.A. if the President is unable to.
- To be a member of N.E.H.T.T.A.'s Committee and have a vote on any Committee decisions.

1.3. SECRETARY

- Attend meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a deliberative vote.
- Ensure that a register is kept of registered clubs in order to show who is entitled to-vote.
- Produce and send Agendas out 21 days prior to any management or AGM meetings.
- Ensure that an accurate record is kept of all meetings of the Management Committee/AGM of N.E.H.T.T.A.
- To keep a record of and alter, as approved by the N.E.H.T.T.A. management committee/AGM meetings, the Constitution and Match Rules.
- Produce the program and organise the printing of such program and score pads as required.
- Keep a record of all correspondence and distribute minutes and correspondence as required.
- To approve, send and receive all correspondence to and from affiliated clubs, other associations etc.
- Prepare a report and consolidate all other reports for publication in N.E.H.T.T.A.'s Annual Report.
- To be a member of N.E.H.T.T.A.'s Committee and to organise and vote on any Committee decisions.

1.4. ASSISTANT SECRETARY

- Attend meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a deliberative vote.
- Assist the secretary in any of the secretary's duties as required.
- To be a member of N.E.H.T.T.A.'s Committee and have a vote on any Committee decisions.

BY-LAWS

1.5. TREASURER

- Attend meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a deliberative vote.
- Present to the Management Committee financial reports.
- Present to the Annual General Meeting an audited set of financial statements for the immediate past financial year of N.E.H.T.T.A.
- Ensure that all financial transactions of N.E.H.T.T.A. are properly and regularly recorded in proper books of account.
- To be a member of N.E.H.T.T.A.'s Committee and have a vote on any Committee decisions.

1.6. RESULTS STEWARD

- Attend meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a deliberative vote.
- Produce relevant seasonal match percentages for nominated players for grading purposes.
- Be responsible for the keeping of records relevant to results.
- To produce a weekly results report.
- To organise and vote on permit requests.
- To recommend to the committee possible handicaps for players after 5 weeks of play or at point of permit for a committee decision when required.
- To arrange the winners and runner ups trophies/medals for presentation.
- To be a member of N.E.H.T.T.A.'s Committee and have a vote on any Committee decisions.

1.7. JUNIOR CO-ORDINATOR

- Attend meetings of the Committee and General Meetings of N.E.H.T.T.A. and have a deliberative vote.
- Manage and run the NEHTTA Junior Competition
- Present to the Management Committee Junior reports.
- Present to the Annual General Meeting completed Junior report.
- To be a member of N.E.H.T.T.A.'s Committee and have a vote on any Committee decisions.
- Must hold a current Working with Children Check conducted by the Department of Human Services and sighted by N.E.H.T.T.A. Management in accordance with the relevant legislation.

2. HONORARIUMS

- Secretary - \$500 twice per year
- Assistant Secretary – \$100 twice per year
- Treasurer - \$100 twice per year
- Results Steward - \$500 twice per year
- Junior Co-ordinator - \$300 per year

3. ASSOCIATION AWARD EXPENDITURE

- Ted Hameister Medal - \$120
- Melva Neale Award - \$60
- Life Membership \$100

4. N.E.H.T.T.A. ACCOUNT EXPENSES

4.1. Ordinary Expenses

Ordinary expenses are preapproved and do not require additional approval as they are yearly expenses.

These include Honorariums, Tournament, Hall Hire (meetings, Junior & competition finals), Junior, competition and Association Trophies, TTSA Player Registration, Junior competition expenses, Suppers (AGM and Grand Finals), Auditor, Web Domain, Computer subsidy and Winter Presentation Dinner.

4.2. Extraordinary Expenses

These are expenses that are one-off in nature and have not previously been approved.

As per clause 18.4 of the Constitution a maximum expenditure limit of \$500 was set for any expenditure between meetings. All expenditure incurring a higher cost needs approval prior to purchase.

5. LODGEMENT OF APPEALS FEE

As per clause 17.2 of the Constitution a deposit fee of \$100 was set for any appeals.