

The RMTC Foundation – supporting our Club’s future (Update approved Nov 2025; Originally approved 16 March 2022)

Overview

The RMTC Committee has established The RMTC Foundation to provide Members and their families with an ongoing platform for making gifts and bequests to The Royal Melbourne Tennis Club.

The primary purpose of The RMTC Foundation is to receive these gifts and bequests so as to establish a capital fund the income from which will be used to support significant or special projects and capital acquisitions in accordance with donor wishes and deemed to be of benefit to the Club. In addition, the RMTC Foundation may accept contributions which donors wish to be used for more immediate or short-term purposes.

The RMTC Foundation functions under the auspices of an appointed group of Governors and provides financial support for programs which include the growth and development of tennis for men, women and younger players at RMTC and enhancements to the Richmond site.

Contributions

The RMTC Foundation has two channels for receiving gifts and bequests: a) directly to the Club for placement in The RMTC Foundation Fund or b) where a donor wishes a gift to be tax deductible it can be made to a fund registered with the Australian Sports Foundation (ASF) called RMTC Foundation Fund.

RMTC Members and others wishing to make contributions will be invited to talk with the RMTC Foundation Governors about their intentions and the range of possible or potential projects which might be supported by their contributions. Arrangements agreed between the donor and RMTC will be established in writing.

Governance

The Committee appoints the Governors to The RMTC Foundation. Normally five Governors are appointed for up to 3 years with four not being current Committee members and to include the immediate past President and the current President.

The Governors are responsible to the Members and the Committee for the governance of The RMTC Foundation and administration of The RMTC Foundation Fund, the capital will be invested through the Club’s Investment Subcommittee and managed in consultation with the Investment Subcommittee.

Charter for The RMTC Foundation Governors

1. Purpose

- 1.1. The RMTC Foundation Governors are integral to the RMTC Committee's commitment to establishing a Foundation to support the Club and in so doing the game of real tennis in Australia. The Governors administer The RMTC Foundation Fund and make recommendations as to how amounts received by The RMTC Foundation may be used.
- 1.2. This Charter sets out the role of the Governors, the scope of their activities, and key matters relating to how they administer The RMTC Foundation.

2. Role and Scope

- 2.1. The role of the Governors is to administer The RMTC Foundation Fund and provide advice and recommendations to the Committee and information and reports to Members.
- 2.2. The Governors will act together as the Governors' Group in making recommendations and all other decisions.
- 2.3. The Governors' Group may make proposals and recommendations in respect of expenditure or other actions, but they do not make any binding decisions on behalf of RMTC.
- 2.4. The role and scope the Governors' Group will be reviewed on an annual basis by the RMTC President together with the Chair of the Governors' Group. Any recommended changes to the scope, activities or reporting will be put to the Committee for consideration.

3. Membership

Qualifications and experience

- 3.1. The Governors' Group normally comprises five members, including the RMTC President or nominee and the immediate past President.
- 3.2. The Committee will fill casual vacancies on the Governors' Group in consultation with the Chair.
- 3.3. The combination of Governors at any point in time will bring understanding of the game of real tennis in Australia and overseas, and experience and expertise across a range of disciplines including governance, finance, marketing, sports administration and stakeholder engagement.

Term of appointment

- 3.4. Governors are appointed initially for a three-year term with the opportunity, by mutual agreement between the individual and the Committee, for up to two extensions each of no more than three years.

- 3.5. Governors may serve in the role for no longer than three consecutive terms (nine years in total). The appointment of new Governors will be organised by the Committee to ensure a combination of continuity and fresh perspectives.

Chair

- 3.6. The Chair of the RMTC Foundation Governors' Group will be appointed by the Committee, on the recommendation of the RMTC President, for a three-year term with the opportunity for a second three-year term at the invitation of the Committee. At the end of the term a new Chair will be appointed.

Remuneration

- 3.7. Governors will not be remunerated. Their out-of-pocket expenses are expected to be minimal and will be met by the Club. The quantum of these will be included in the Governors' annual report.

Conflicts

- 3.8. At meetings of the Governors, individuals will declare any relevant conflicts and absent themselves in advance from discussion or consideration of any matter which may give rise to a conflict for them.
- 3.9. Any information relating to members that the Governors or the Committee note as relevant to address in the nature of conflicts will be disclosed in the Governors' annual report.

4. Meetings

Proceedings and Agenda

- 4.1. The Governors may regulate proceedings at their meetings as they see fit.
- 4.2. They will develop a standing agenda covering matters to be considered at each meeting. They may consider additional matters as they see fit in fulfilling their role.
- 4.3. A quorum of three Governors is required for a Governors' Group meeting.
- 4.4. Recommendations and other decisions of the Governors' Group shall require a simple majority.

Provision of RMTC Support

- 4.5. A member of the RMTC staff will assist with any administrative matters concerning meetings of the Governors.
- 4.6. Minutes of meetings will be promptly circulated by the Chair to the other Governors for their review and approval.

Availability of Information

- 4.7. The Committee will ensure that the Governors have sufficient information available to perform their role. Matters on which the Committee is to keep the Governors' Group informed include:

*Membership information

*Information pertinent to the financial position and performance of the Club overall and in particular the quantum of funds received by the Club for the RMTC Foundation, how they have been invested and a reconciliation of movements in the RMTC Foundation Fund balance each six months

*Committee plans to develop Club facilities, the game of tennis at RMTC and the professional staff.

Frequency and location of meetings

- 4.8. The Governors will meet at least quarterly.
- 4.9. Governors' meetings will take place face-to-face at the Club or via communications technology which allows all persons participating in the meeting to communicate with each other, as appropriate.

Other attendees

- 4.10. The Chair of the Governors' Group may invite another member of the RMTC Committee to attend a regular meeting of Governors.

5. Reporting

- 5.1. The Governors will formally report to the Members on operations and activities of the RMTC Foundation on an annual basis, or more frequently if decided by the Governors.
- 5.2. The Governors will formally report their review and recommendations to the Committee on an annual basis. In addition, the Governors may provide ad hoc feedback to the Committee on matters where its advice is sought throughout the year.
- 5.3. The Governors' reports will include a list of those who have made or have committed to making a contribution, a summary of observations and any recommendations made by the Governors and resulting actions agreed to by the Committee. The Governors and the Committee will respect the wishes of a donor for anonymity. An Executive Summary of this review will be included in the Annual Report of The Royal Melbourne Tennis Club and noted at the Club's Annual General Meeting.