

CONSTITUTION

BRIDLEBROOK PARK TENNIS CLUB 111 Alamosa Drive, Toronto,
Ontario REVISION: 2025

ARTICLE I - ORGANIZATION

1. This organization shall be known as the Bridlebrook Park Tennis Club.
2. The Club shall operate as a self-governed, non-profit, non-discriminatory recreational organization under the City of Toronto, and in compliance with the Toronto Parks, Forestry and Recreation Department Tennis Club Regulations.
3. The By Laws and Rules and Regulations shall be formulated and maintained by the Executive Committee to guide the membership in the general operation of the Club.

ARTICLE II - OBJECTIVES

The objectives of the Club are to encourage, foster, and promote the game of tennis.

1. To provide recreational tennis play;
2. To develop and promote skill levels at both the junior and adult levels;
3. To encourage, foster and promote sportsmanship, friendship, community spirit and outreach;
4. To attract new players to the game of tennis;
5. To ensure the continuity of the organization by encouraging the general membership to participate in the executive and other club activities;
6. To ensure the club facilities are used only for tennis, other racquet sports, including pickleball, are prohibited, as they conflict with the core principle of maintaining a dedicated tennis facility.

ARTICLE III - MEMBERSHIP AND FEES

1. Acceptance of membership shall be in the following order of priority:
 - i. Members in good standing from the previous year (i.e., paid fees and no unresolved disciplinary issues).
 - ii. Resident of the City of Toronto.
 - iii. Non-residents of the City of Toronto (only if space permits).

2. Membership may be closed and a waiting list established when membership reaches a total of 225 members (75 per court) or such other cap as the Executive Committee deems appropriate in a given year.
3. Members shall follow the Club's rules and regulations.
4. Each member of the Club shall pay an annual membership fee as set by the Executive Committee for each season. This fee shall be payable in advance.

ARTICLE IV - EXECUTIVE COMMITTEE

1. The Executive Committee shall be made up of up to eight persons. This group shall be responsible for making all decisions with respect to the operation of the club. They should act honestly, in good faith for the benefits of the members and community in accordance with Article II (Objectives). All Executive Committee members shall be volunteer positions with no remuneration.
2. A quorum shall be considered to be a majority of Executive Committee members. Decisions are made on a majority vote, except when specifically noted otherwise.
3. The committee shall include the following positions. These positions shall be further described in BYLAWS and the titles could be changed slightly depending on the situation and with majority support of executive committee members.
 1. President
 2. Past President
 3. Vice President
 4. Treasurer
 5. Secretary
 6. Membership Secretary
 7. Junior Director
 8. Communications Director
4. Any member in good standing can run for a position on a yearly basis.
5. Executive Committee members term shall expire November 1 of each year where a new member has been elected to fill the position. New terms shall begin on November 2 or upon election.

ARTICLE V – ELECTIONS

1. All positions which are open for “election” and where there is more than one nominated person will be voted on during the annual general meeting.
2. Voting and nomination procedures will be established by the Executive Committee and may be virtual, online and/or in person as is deemed appropriate in the circumstances.
3. A President who vacates shall be replaced by the vice president or such other executive as is determined by a majority vote of the executive committee. For any other positions that are empty or vacated, there will be a call for nominations to the membership and this position will be filled by a vote of the executive committee.
4. There will be a call for nominations for any positions that are open to election in a given year. This call for nominations shall be sent by email a minimum of 3 weeks prior to the AGM. Candidates shall be confirmed prior to the AGM and an email notice sent to all members with details of the candidates who are running for all positions so that they can come to the AGM and make an informed vote.
5. To be nominated for a position you must be a current adult (18+) member in good standing residing in the City of Toronto and have been a member for at least two (2) years. An exception for nomination of members of less than two years may be made if they must have at least two sponsors each of whom have been members for at least two (2) years.
6. Tennis instructors or other tennis teaching professionals may not hold an executive position. Individuals may also not be nominated for any executive committee position if by majority vote of the executive committee they believe there to be an actual or perceived conflict of interest.

ARTICLE VI - ANNUAL GENERAL MEETING

1. There shall be one annual general meeting (AGM) each year near or shortly after the close of the playing season. It will include the following at a minimum:
 - a. Call to order
 - b. Review of minutes of the previous AGM

- c. President's report
- d. Treasurer's report
- e. Membership Secretary's report.

2. Notice of the AGM shall be sent by email a minimum 15 days prior to the date of the meeting.
3. A quorum for the AGM shall be 15 adult members (18+) in good standing.
4. Voting privileges shall be provided to all adult members (18+) in good standing. Voting by proxy in the event a member cannot attend shall be allowed if appropriate safeguards are implemented.
5. Special General Meetings may be held if there is an urgent need for such meeting as evidenced by written request of at least 20 adult members in good standing and a majority vote of the executive committee.
6. The minutes of the AGM and any Special General Meeting shall be signed by the president and at least one other member of the executive and shall be placed in the "file" to be presented at the AGM for the following year.

ARTICLE VII - AMENDMENTS TO THE CONSTITUTION & BYLAWS

1. Amendments may be made at the Annual General Meeting only.
2. Amendments shall require a majority vote to be adopted.
3. A quorum for amendments shall be 15 adult members.
4. Any updates to the CONSTITUTION should be proposed to the membership with a minimum 15-days' advance notice for comments. Once approved the updated document should be sent promptly to all members.
5. The BYLAWS can be updated or changed by the executive committee. Any changes need to be approved by a two-thirds (67%) vote of the executive.

ARTICLE VIII – FINANCE

1. All funds shall be deposited in the Club's name in a chartered bank or trust company.
2. Acceptable methods for disbursements include: Cheque, Petty Cash, Interac Email Money transfer or Automatic Debit.

3. All payments must be authorized by two signing officers. The club shall have three defined signing officers. The president and treasurer must be signing officers. Additional approved signing officers are to be chosen from any of the executive committee members.
4. An estimated financial statement for the fiscal year ending December 31st shall be prepared and presented at the Annual General meeting.

ARTICLE IX - EXAMINERS

1. Two members of the Club will be appointed each year at the Annual Meeting to examine the financial records for the current year, to release the retiring Treasurer of all responsibilities and to assure the newly elected Treasurer that all financial matters are in order.

ARTICLE X - FUNDS

1. All funds received are to be used in any of the following ways, provided they are for the benefit of the members:
 1. To improve courts and facilities for members.
 2. To pay for insurance, court maintenance, repairs, website maintenance, registration and court booking applications and all other services and expenditures required for the operations of the club.
2. The President can authorize qualified expenditures up to a dollar limit (\$1,500) or such other amount approved by the Executive as detailed in the club bylaws. Expenditures in excess of the approved dollar limit require prior approval of the Executive.

ARTICLE XI – DISCIPLINARY ACTION

1. Any allegations of improper conduct or behavior by Club Members shall be investigated by the Executive Committee. Improper conduct may include, but is not limited to, harassment, violation of club rules, or actions that disrupt club operations or harm its members.
2. The Executive Committee shall review the allegations and provide the member in question with an opportunity to respond within 10 days of notification before making a final decision.
3. Membership may be suspended, canceled, or not renewed, with or without compensation, by a majority decision of the Executive Committee for conduct considered prejudicial or harmful to the Club and/or its Members.

4. The Member in question shall be advised of the decision in writing by email at the address provided in their registration form.

ARTICLE XII - LIABILITY OF CLUB AND CLUB OFFICERS

1. The Club shall not be responsible or liable for any personal decision and/or commitment of the Club not authorized by this Constitution or the Executive Committee.
2. The officers of the Club shall not be held personally liable for any action and/or decision made on behalf of the Club.

ARTICLE XII – DISSOLUTION

1. In the event that the Bridlebrook Park Tennis Club permanently ceases all operations, all outstanding debts and liabilities shall be settled before any remaining funds are disbursed.
2. Any remaining funds shall be donated to a non-profit organization that promotes tennis or community recreation, as determined by a majority vote of the Executive Committee.
3. The Executive Committee shall notify the City of Toronto and comply with any applicable municipal requirements regarding the dissolution of the Club.