

BRIOLEBROOK PARK TENNIS CLUB - CONSTITUTION

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Article I

Name: The Club shall be known as the "Bridlebrook Park Tennis Club."

Article II Objectives: The objectives for which the Club is formed are:

- (1) provision of adequate tennis facilities for all members.
- (2) to promote and encourage social and competitive aspects of the game of tennis.
- (3) to support and function within the operating regulations governing the community Tennis Clubs of the Borough of North York.

Article III

Membership:

- (1) Membership shall be open to all persons residing or paying taxes to the **Borough of North York**.
- (2) Members in good standing shall be those individuals who have paid their annual dues, and they shall hold such **status for the duration of one year**. In addition, other types of membership may be introduced by the executive at any time.
- (3) Membership categories and their respective status shall also be decided by the executive.
- (4) Procedure for admission of members of the previous year:
 - (i) an application form for renewal of membership shall be available online and emailed to the member before March 15, to be returned to the Membership Secretary within a period set by the Executive. (ii) the application form returned to be accompanied by payment of the fee as set by the Executive. Only upon approval of the application, membership will be accepted.

(ii) the online application form returned to be e-transferred to TD Bank or deposited in person at TD bank as specified on the website, by payment of the fee as set by the Executive.

(5) Procedure for admission of new members:

(i) Applicants' names shall be placed in numerical order as received on A waiting list and shall remain there until openings become available.

(ii) New members shall be accepted in order from the waiting list kept by the Membership Secretary which list shall be transferred each year to the new Executive.

(iii) New members will be notified of the opportunity to join the Club by the emailing of online application form which shall be returned to the Membership Secretary within a period set by the Executive.

(iv) Application forms returned to the Membership Secretary shall be accompanied by payment of a fee as set by the Executive.

(6) Suspension of Members:

Membership may be suspended or terminated at any time for reasons as adjudged by the Executive to be detrimental to the interests of the Tennis Club, prior to what a meeting of the Executive shall be held at which time the member in question shall be provided adequate opportunity to present his/her case.

(7) Number of Members:

Membership shall be set each year at the discretion of the Executive. Where practicable, this will comply with the regulations of the Parks and Recreation Department of the city of Toronto.

Article IV Executive: The Executive shall consist of six persons and shall comprise of the following: -

- (1) The President
- (2) The immediate Past-President
- (3) The Vice-President
- (4) Membership Secretary and Communication
- (5) Treasurer
- (6) Club Captain/head coach

(2) Additional Directors may be appointed by the Nominating Committee pending their affirmation by the membership at the general meeting.

(3) Responsibilities of the Executive

All Executive members should attend all meetings convened by the President and should devote as much of their time as possible to ensure the successful operation of the Club. (1) The President shall:

- (i) Exercise general supervision over the affairs of the Club.
- (ii) Summon and preside at all Executive and General meetings of the Club.

(iii) Attend Committee meetings whenever possible and/or receive a report of the business discussed.

(iv) Encourage and co-ordinate the duties of the Executive. (v) Vote only in the event of a tie vote.

(vi) Act as Returning Officer and appoint scrutineers.

(2) The immediate Past-President shall:

(i) Act in any advisory capacity as may be requested by the Executive.

(3) The Vice-President shall:

(i) Assist the President in carrying out the duties and responsibilities of his/her office.

(ii) Perform all duties of the President in his/her absence.

(7) (4) Membership Secretary and Communication shall:

(i) Keep an accurate record of the minutes of all Club and Executive meetings.

(ii) Notify all members of special meetings.

(iii) Handle Club correspondence as required.

(iv) Send out and accept membership applications.

(v) Keep membership records up to date.

(v) Maintain waiting list of prospective members.

(vi) Prepare for the Executive a complete membership list as soon as possible.

(vii) Gather reports and receive information from all members of the Executive for publicity to the membership and news media.

(viii) Be responsible for and prepare all newsletters and bulletins to the membership.

(ix) Be responsible for the scheduling and communication of upcoming events.

(5) The Treasurer shall:

(i) Receive all income of the Club.

(ii) Disburse monies as authorized by the Executive.

(iii) Keep proper books of accounts and prepare financial statements and/or reports for meetings.

(iv) Have care and custody of all funds of the Club in such Bank as the Executive may approve.

(v) Prepare and submit a budget to the Executive.

(vi) Issue cheques for all accounts of the Club which must bear the signature of the Treasurer and any one of the following members of the Executive: The President, the Vice-President, or the Secretary.

(vii) Submit the books for audit to the Auditor of the Club.

(6) Club Captain/head coach:

(i) Be responsible for the organization and operation of all Club teams.

(ii) Be responsible for the selection of team captains for all Club teams.

(iii) Be responsible for ensuring fair and just selection of all club teams.

(8) The Tournament Director (Associations) shall:

(i) Be responsible for the organization of tournaments, using Club facilities for other Associations.

(ii) Encourage and organize the participation of Club members in all external tournaments.

(iii) Act as a liaison officer for tournament purposes, with all Leagues and Associations.

(9) The Tournament Director (Club) shall:

(i) Be responsible for organization and operation of the House League.

(ii) Promote and organize Club Tournaments.

(iii) Be responsible for the organization and procurement of prizes and trophies. (10) The Junior Director shall:

development program.

(ii) Select team captains and supervise the selections of team members for league matches.

(iii) Organize and operate Junior tournaments.

(11) The Social Director shall:

(i) Be responsible for the planning and promotion, organization, and operation of all social functions of the Club, including round robins.

(ii) Be responsible for the purchase and supply of refreshments.

(iii) assist and generally make new members feel welcome.

(4) Election of Officers:

(i) all members in good standing, 18 years of age as of October 1 of the immediately preceding year, shall have the right to vote or hold office.

(ii) the election of officers shall take place each year at the Annual General Meeting in the Fall.

(iii) The election of officers shall be conducted by the President. (iv) Nominations must not be closed until all members presents have had the opportunity to nominate candidates.

(v) Candidates must have accepted nominations. (vi) Voting shall be by secret ballot and the candidate receiving the highest number of votes shall be elected.

Article IV (Contd.) (vii). in case of a tie vote, a second ballot shall be taken with only the candidates tied to be voted for. If a tie still exists, the President shall then cast the deciding vote. (viii) two scrutineers shall be appointed by the President.

(ix) Officers shall hold office for one year and will be eligible for re-election. (x) if a member of the Executive is unable, for any reason, to continue in office, the remaining members of the Executive shall appoint a replacement, who will take over that office for the balance of the year.

(xi) members may hold only one office at a time.

(xii) the Executive will hold office from January 1 following their election at the Annual Pall Meeting.

Article V Meetings:

(1) Annual General-Meeting.

(i) shall be held in the Fall of each year.

(ii) notice together with agenda, shall be mailed, prepaid, by the Executive to each member in good standing at least two weeks prior to the meeting, stating date, time, and place.

(iii) a quorum for a general meeting shall be twenty-five voting members in good standing.

(2) Extraordinary General Meeting:

(i) may be called at the discretion of the President or the Executive and must be called on the written request of ten senior members (5 years and more) in good standing within three weeks.

(3) Executive meetings:

(i) a minimum of five meetings shall be held during the year.

(ii) a quorum for an Executive meeting shall

Article VI : Nominations :

(3) Executive meetings: To be six officers, any two of whom must include the President, Vice-President, the Secretary, or the Treasurer.

A Nominating Committee shall consist of five members: Two members of the executive, and three senior members at large. The Executive shall appoint as Chairman of the Nominating Committee a non-executive member who shall appoint the other two members at large.

The Nominating Committee shall select names of suitable members willing to stand for each office.

The names selected shall be mailed with the notice of the Annual General Meeting. Further nominations may be made from the floor at the Annual General Meeting, provided that the nominees have agreed to allow their names to stand prior to the vote.

(v) Members may nominate other nominees to the President prior to the meeting, provided that it has been ascertained that such nominees will stand for election.

Article VII: Auditor:

A qualified Auditor shall be appointed each year at the Annual General Meeting.

Article VIII: Committees:

The Executive shall have the power to appoint special committees. The duties of such a committee must be clearly defined.

Article IX: Amendments:

This constitution may be amended or altered by a two-thirds majority vote of the voting members present at any General Meeting, properly constituted, provided the members have been notified by mail two weeks in advance of the wording of the proposed changes to this constitution.

Every member of the Club shall be entitled to receive on request a copy of the constitution. A copy of the constitution shall be kept on the notice board in the Clubhouse.

Article X Dissolution of the Club:

(1) Voluntary Dissolution:

(i) shall be by consent of no less than two-thirds of the voting members in good standing, present in person, at a properly constituted General Meeting. An Executive Officer of the North York Tennis Association must be in attendance.

(ii) All assets minus any liabilities shall be turned over to the North York Tennis Association to be held in trust for a period of not less than two years pending the re-establishment of a club at the same location.

(2) Involuntary Dissolution:

The voting members of the Club, from the current and previous year, at properly constituted General Meeting, shall decide upon the disposition of the assets after all liabilities have been met.

An Executive Officer of the North York Tennis Association as well as a representative of the Parks and Recreation Department of the city of Toronto must be in attendance.