

BALLANTRAE TENNIS CLUB

CONSTITUTION

Amended May 2018

1 Name

The name of the organization shall be BALLANTRAE TENNIS CLUB (the "Club").

2 Purpose

- a) To contribute to the development of the Community by promoting and encouraging the game of tennis.
- b) To encourage social and recreational activities among the membership.

3 Membership

Membership shall be open to the public subject to only numerical capacity. Residents of the Town of Whitchurch-Stouffville shall be given preference. The Club has the following member categories:

- a) JUNIOR – This shall be any person 17 years of age and under as of January 1st in the current year.
- b) SENIOR – This shall be any person 18 years of age and older as of January 1st of the current year.

4 Fees

Membership fees shall be set annually by the Executive Committee. Such fees shall be payable at the time of application for membership.

5 Governing Body

The business and affairs of the Club shall be administered by an Executive Committee that shall consist of at least six (6) members, to be chosen as provided in the by-laws.

6 Meetings

- a) The Annual General Meeting of the Club shall be held during October of each year.
- b) Special General Meetings may be held at any time at the request of the President or at the request of not less than 10 senior members.
- c) The senior membership shall be advised of the date, time, and place of any such meetings at least 10 days prior to said meeting according to the notice methods provided in the by-laws.

7 Fiscal Year

The fiscal year of the Club shall be the calendar year October 1st to September 30th.

8 Amendments to the Constitution

This constitution may be amended at any general meeting of the Club by a vote of two-thirds of all Senior Members present. Notice of all amendments must be given to the Senior Membership, in writing or electronically (e.g., via email), at least 10 days prior to the general meeting at which they are to be discussed.

9 Interpretation

The Executive Committee shall have the power to interpret and construe this constitution and all by-laws, rules, and regulations adopted pursuant thereto. In all cases where the interpretation thereof shall be called into question, the determinations of the Executive Committee shall be final, subject to the right of any member to take an appeal to the next General Meeting. The appeal must be submitted in writing to the Executive Committee at least 30 days prior to the date of said meeting according to the notice methods provided in the by-laws. A two-thirds majority vote of the members present will be necessary to alter the determination made by the Executive Committee.

BALLANTRAE TENNIS CLUB

BY-LAWS

Amended May 2018

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1 Membership

- a) Membership applications shall be made in writing to the Club annually and the membership year shall be from April 1st to the following March 31st. Membership shall be on a “first come” basis subject to numerical capacity as periodically established by the Executive.
- b) Any member may be forced to relinquish his or her membership at the discretion of the Executive Committee with a vote of two-thirds of the full Executive Committee.

2 Governing Body

Composition: The business and affairs of the Club shall be administered by the Executive Committee consisting of the following:

Executive Officers:

1. President
2. First Vice-President
3. Second Vice-President
4. Treasurer
5. Secretary
6. Immediate Past President (if available)
7. Directors
 - a) Membership Director
 - b) Tournament Director
 - c) Equipment Director
 - d) Men’s Activities Director
 - e) Ladies’ Activities Director

Numbers **1, 2, 3, 4, 5** and **7** shall be elected as provided here after. Number 6, the Immediate Past President, shall also be a voting member of the Executive Committee during the year or years following the expiration of his or her term of office as President.

- a) Powers: The Executive Committee shall have full power to administer the business and affairs of the Club, including but without limiting the generality of the foregoing:
 - i. Control over all financial accounts and the disbursements of fees accruing to the Club. Expenditures in excess of \$1000.00 shall be presented at Annual or Special meetings and must be approved by a two-thirds vote of the senior members present.
 - ii. Power to fill any and all vacancies that may occur on the Executive Committee during its term of office.
 - iii. Only Executive Committee members may vote at Executive Meetings.
 - iv. Signing Officers for cheques shall consist of any two of the following persons:
 - President
 - Secretary
 - Treasurer

- v. All disbursements shall have Executive Committee approval, to be recorded in the minutes of Executive Meetings.
- b) Term of Office: Elected members of the Executive Committee shall have staggered terms of office. Upon initial implementation, at the Annual General Meeting, one half of the Executive Committee members (i.e., President, Second Vice President, Treasurer, Tournament Director, and Equipment Director) shall be elected to serve for a term of two (2) years, and the other half of the Executive Committee members (i.e., First Vice President, Secretary, Membership Director, Men's Activities Director, and Ladies' Activities Director) shall be elected to serve for a term of one (1) year. Thereafter, the Executive Committee members whose full term has been served shall be elected annually at the Annual General Meeting and shall serve for a term of two (2) years. Elected members can remain on the Executive Committee in the present or a new position for more than four (4) years ONLY if no other member in good standing has been nominated for that position.

3 Election of the Executive Committee

- a) Nominations: The Executive Committee shall make every effort to enlist new Executive Committee members one month prior to the Annual General Meeting. Notice of nominations to serve on the Executive Committee shall be given to the Secretary as outlined in Section 11, no later than ten (10) days prior to the Annual General Meeting. The nominations and proposed slate of officers shall be included in the notice of the Annual General Meeting sent to all senior members prior to the meeting.
- b) Eligibility: Senior Members only shall be eligible to hold office.
- c) Elections: Should there be more than one member nominated for any elected position, elections shall take place by ballot.

4 Duties of the Executive Committee Members

- a) The Executive Committee shall administer the affairs of the Club between annual meetings.
- b) The President shall preside at meetings of the Executive and of the Club and generally exercise such authority as is usually associated with this office. He or she shall ensure that the club is correctly and adequately represented to the public and to any and all associations and affiliated organizations with which the club may have dealings.
- c) The First Vice President shall, in the absence of the President, assume the duties of, and exercise the authority of the President and shall have such other duties as may be assigned by the President.
- d) The Second Vice President shall, in the absence of the President and First Vice President, assume the duties of, and exercise the authority of the President, and shall have such other duties as may be assigned by the President.
- e) The Treasurer shall perform such duties as pertains to his or her office. These duties shall include maintaining the financial records of the Club, and receiving and depositing all monies paid into the Club. The Treasurer shall prepare and present an audited financial statement to the Annual Meeting of the Club, and he or she shall submit to the Executive a budget for the following year.
- f) The Secretary shall perform such duties as pertain to his or her office. These duties shall include the taking of minutes at all Executive meetings and the Annual Meeting. Such minutes shall be made available at least one week prior to immediate subsequent meetings. The Secretary shall

advise the Executive of all meetings and deal with all correspondence as directed by the Executive.

- g) The Past President shall perform such duties and exercise such powers as the President may from time to time designate. The Past President shall attend all Executive Meetings and General Meetings and shall act in an advisory capacity.

5 Duties of the Directors

All Directors shall be responsible to the Executive Committee, in addition to the responsibilities outlined below. All Directors may coordinate sub-committees or appoint individuals to assist in the execution of their duties.

- a) The Membership Director shall be responsible for arranging publicity for the Club to solicit new members, managing the signing of members (online, in person, and by mail), and maintaining the membership list.
- b) The Tournament Director shall be responsible for organizing and conducting Club tournaments (including house league, mixed round robins, and mixed InterCounty teams), developing the season's calendar of events, and posting court rules.
- c) The Equipment Director shall be responsible for storing and maintaining in good order the Club equipment.
- d) The Men's Activities Director shall be responsible for organizing and conducting all men's events, such as doubles and singles ladder competitions, and Men's InterCounty teams.
- e) The Ladies' Activities Director shall be responsible for organizing and conducting all ladies' events, such as doubles and singles ladder competitions, and Ladies' InterCounty teams.

6 General Meetings of Members

- a) The Annual General Meeting of the Club shall be held during October of each year for the receiving of reports, including third-party review of financial statements, election of officers, and transaction of such other business as may properly come before it.
- b) Special General Meetings may be held at any time at the request of the President, or at the request of not less than 10 senior members.
- c) Notice of the date, time, and place of all General Meetings shall be given to the Senior Membership in the manner provided in Section 11, at least 10 days prior to the meeting.
- d) Quorum: A quorum at any General Meeting shall consist of not less than 10% of the Senior Membership of the Club. Said quorum must be present at all times during the course of the meeting. Should a quorum not be present at any time during a meeting, then the Chairman shall terminate the meeting and any business remaining shall be referred to the Executive Committee for any necessary action.

7 Executive Meetings

- a) Meetings of the Executive Committee shall be held in the months of March through October. Additional meetings may be called at the discretion of the President.
- b) Quorum: A quorum at any Executive Meeting shall consist of not less than five (5) of the Executive Committee members.

8 Availability of Constitution and By-laws

An up-to-date copy of the Constitution and By-laws shall be available for perusal by all members at all times.

9 Voting

Elections and business requiring a vote shall be decided by a simple majority of eligible voting members. Each senior member of the Club shall be entitled to one vote, and he or she may vote by proxy. Appointment of the proxy in writing shall be submitted to the Secretary before voting. Such proxy must be a member of the Club. No member shall be entitled either in person or by proxy to vote at Club meetings if he or she has any outstanding Club fees.

10 Amendments to the By-laws

These By-laws may be added to, repealed or amended at any General Meeting of the Club by a majority vote of all senior membership present. Notice of amendments must be given to the senior membership at least 10 days prior to the General Meeting at which they are to be discussed.

11 Notices

Any notice, communication, or document required to be given by the Club to any Executive Officer, Director, or member of the Club can be delivered to the person directly, delivered to the person at their physical address, mailed to the person at their mailing address, or otherwise communicated to the person by electronic means (e.g., via email).

12 Conflict of Interest

Executive Officers and Directors of the Club must strive to ensure that they do not place themselves in a position, either perceived or real, where their duty to the Club conflicts with their own personal interests or with their duty to others. A Director who is in any way directly or indirectly interested in a proposed contract or transaction with the Club shall make the disclosure to the Executive Committee. No such Director shall attend any part of a meeting, or vote on any resolution to approve any such contract or transaction.