

# **Ballantrae Tennis Club**

## **Submitted for Approval at the General Member Meeting May 13, 2023**

### **Name**

The organization shall be known as the Ballantrae Tennis Club, hereafter referred to as BTC.

### **Article 1 - Aims**

- 1) To foster the development of tennis, good sportsmanship, friendship and community spirit for the enjoyment of all members.
- 2) To maintain the facilities provided by the Town of Stouffville for the use of playing members from April 1<sup>st</sup>-October 31<sup>st</sup> annually.
- 3) To provide opportunities for group play, inter club play, junior and adult instruction and club tournaments.
- 4) To function as a club within the approved rules of court usage and court etiquette.

### **Article 2 - Membership**

- 1) Acceptance for membership shall be in the following order of priority:
  - a) Members in good standing from the previous year who have renewed their membership by May 31<sup>st</sup> of the current year.
  - b) Residents of Stouffville.
  - c) Non-residents of Stouffville.
- 2) Members shall follow BTC's rules and regulations.
- 3) It should be recognized that each and every member is responsible for the facilities and in maintaining them.

### **Article 3 - Organization and Management**

- 1) BTC will be managed by an Executive Committee elected at the Annual General Meeting (AGM) to be held by the end of September, or as close as possible to this timeframe. The Executive Committee will meet at least four times during the year, not including the Annual General Meeting (AGM).
- 2) The Executive Committee will consist of a President, Vice-President, Treasurer, Secretary, and up to three other members (Directors at Large), who will be assigned various duties within the operation. The Past President will be an ex-officio member.
- 3) No individual can hold more than one officer's position.

- 4) Members of the Executive Committee are not entitled to remuneration for their services as such, but shall be entitled to reimbursement for out of pocket expenses that are properly incurred on behalf of BTC.
- 5) The Executive Committee may appoint members to serve in other capacities or on sub-committees, as required. The Executive Committee has the authority to appoint members to specific positions or committees including, but not limited to the Website, Membership, Social Activities, Junior Development, Tennis Programs, Nominations, Communications, or any other ad hoc committee as required.
- 6) The Executive Committee is responsible, on an annual basis, for the selection and appointment of the Club Professional. The Club Professional has the exclusive right to provide lessons and coaching on BTC property, unless otherwise agreed to, in consultation with the Executive Committee.

#### **Article 4 - Executive Committee Member Communication**

The membership can contact the Executive Committee via a general BTC email address. There will also be email addresses made available for contacting individual members of the Executive Committee.

#### **Article 5 - Conflict of Interest**

Members of the Executive Committee must represent non-conflicted loyalty to BTC.

- 1) No member of the Executive Committee shall be a paid employee or a paid contractor of BTC (including the Club pro).
- 2) Members of the Executive Committee will not participate in discussion or decision making about any matter that they may directly or indirectly benefit either themselves or someone with whom they have a close personal or business relationship. Instead, the member will leave the room when the agenda item is being discussed. Following completion of the agenda item by the Executive Committee, the member may return. The Executive Committee will not discuss that agenda item with the member who has disclosed a conflict, either during or outside the meeting or before or after the meeting. Failure to disclose a conflict to the Executive Committee may be grounds for dismissal from the Executive Committee.

#### **Article 6 - Elections**

- 1) Only adults with a full membership and in good standing are entitled to vote at the AGM. In order to do so, they must attend the meeting.
- 2) Members of the Executive Committee will be elected by a majority of voting members present and voting at the AGM.

## **Article 7 - Annual General Meeting**

- 1) An AGM will be held each year by the end of September or as close to this timeframe as possible.
- 2) The membership shall be given at least thirty (30) days' notice of the AGM. Notice will be sent to the membership from the Executive Committee by email. As well, notice of the AGM will be posted on the BTC website at least 30 days in advance of the meeting.
- 3) An AGM quorum will consist of at least twenty (20) voting adult members present at the meeting.

## **Article 8 - Amendments to the Constitution**

- 1) Amendments to the Constitution can only be made at an AGM or a properly constituted general meeting of the membership (GMM) and there must be 2/3 majority for proposed amendments to be carried.
- 2) Copies of proposed amendments shall be posted on the website and emailed to all voting members at least thirty (30) days prior to the AGM or GMM.
- 3) A copy of any amendments to the Constitution which have been approved at an AGM/GMM shall be posted on the website and emailed to all members stating that these Articles were passed/ratified by members at an BTC AGM/GMM and become effective immediately.

## **Article 9 - Dissolution**

- 1) Dissolution is a recourse for the Executive Committee in the event of insufficient funds, memberships or Executive Committee personnel or like occurrence.
- 2) Members shall be advised by email of any possible dissolution and of a subsequent meeting date. A representative from the Town of Stouffville must attend any meeting where dissolution is to be considered.
- 3) Assets, if any will be turned over to the Town of Stouffville, to be held in trust in the event that a new club is formed.

## **Article 10 - Finance**

- 1) All funds shall be deposited in BTC's name in a chartered bank or trust company.
- 2) All disbursements are to be made either by electronic transfer or cheque.
- 3) All cheques are to be signed by two of four designated signing officers of BTC. The signing officers are the President, Vice-President, Treasurer and Secretary.
- 4) Expenses in excess of \$1000.00 will have to be approved by the Executive Committee.
- 5) The fiscal year shall be from November 1-October 31.
- 6) All out of pocket BTC expenses are to be submitted to the Treasurer using a BTC requisition form. Reimbursement will be in the form of a cheque. The person submitting the reimbursement request will not sign the cheque.

### **Article 11 - Records Management**

- 1) All club documents will be maintained in a secure location with copies stored electronically. Electronic records are to be backed up on another computer, an external storage device or the cloud.
- 2) All BTC records, except financial records, will be maintained for a period of at least five (5) years.
- 3) All BTC financial records will be maintained for a period of at least seven (7) years.

### **Article 12 - General**

- 1) Every member of BTC will be able to access an electronic copy of the Constitution on the website.
- 2) The Executive Committee shall have the power to deal with all matters not covered by the Constitution.

# **Ballantrae Tennis Club Bylaws**

The purpose of the bylaws is to provide guidance for the operation of and the conduct of the club.

## **Bylaw 1 - Membership**

1.1 Membership categories are as follows:

JUNIOR - Less than 18 years (age as of April 1 of current year)

ADULT - 18 to 59 years (age as of April 1 of current year)

SENIOR - 60 years plus (age as of April 1 of current year)

1.2 All membership applications and fees will be submitted electronically.

1.3 Members make use of the facilities at their own risk. Juniors require a parent/guardian to sign a waiver as a condition of their membership and in order to attend all BTC Junior programming, including but not limited to, clinics, lessons and summer camps.

1.4 By applying for membership at BTC, members agree to abide by club rules and bylaws, and release BTC and its Directors and Officers from all claims for injury or damage arising from participation of the applicant(s) during any activity on BTC courts or property. This clause is to be included in any registration form/waiver that the members complete, and a separate signature is required, specific to the waiver portion of the registration.

## **Bylaw 2 - Membership Fees**

2.1 Membership fees will be set each year by the Executive Committee.

2.2 Membership fees are non-refundable.

2.3 A guest fee will be set annually by the Executive Committee. BTC reserves the right to collect the guest fee. Members must accompany their guests and are responsible for the payment of the guest fee. Individual guests are limited to two (2) visits per season and must use the facilities in accordance with BTC Rules and Code of Conduct.

2.4 Members of the Executive Committee will not receive a free annual membership at BTC.

### **Bylaw 3 - Term of Office**

- 3.1 The elected term for members of the Executive Committee shall be one (1) year. Elected officers can hold the same position for no more than three (3) consecutive years whereas they can run for another office. In the event when any elected Executive's three (3) year tenure has been met and the position cannot be succeeded, the incumbent can continue in office for one (1) additional term.
- 3.2 The Past President shall serve for one (1) year only.
- 3.3 The elections shall be conducted at the Annual General Meeting (AGM) and the incoming Executive committee shall assume office after the AGM.
- 3.4 If the office of the President becomes vacant, it will be filled by the Vice-President. Any other vacancy will be filled by appointment by the Executive Committee. Replacements shall be for the balance of the term. Any vacancies will be emailed to the members at large and interested parties can apply for the position via the BTC general email address.
- 3.5 Any one of the Executive Committee members may be removed from office for improper conduct or dereliction of duty, including missing more than three consecutive meetings, by a properly constituted Executive Committee meeting. Disciplinary Action decisions require a two-thirds majority vote.

### **Bylaw 4 - Duties of Executive Committee**

- 4.1 The President shall:
  - 1) Perform such functions as the Executive Committee shall assign.
  - 2) Be the Chief Executive Officer of the association and be responsible for the functions of the Executive Committee.
  - 3) When present, preside over all meetings of the Executive Committee, the AGM, and General Meetings.
  - 4) Be the official designated spokesperson of BTC, with signing authority.
  - 5) Be responsible for the promotion and maintenance of a positive profile in the community.
  - 6) Ensure that BTC is properly represented at all external meetings and meetings of significance.
  - 7) In the case of a tie vote at any Executive Committee meeting, AGM, or General Member Meeting (GMM), the President shall have a casting vote.
  - 8) Be an ex-officio member of all committees of BTC with voting privileges.
  - 9) Generally, ensure that all affairs, business, operation, and general conduct of BTC are executed in accordance with the Constitution and Bylaws.

#### 4.2 The Vice-President shall:

- 1) Carry out the duties of the President in his or her absence.
- 2) Be a signing authority.
- 3) Carry out duties of the office in conjunction and consultation with the Executive Committee.
- 4) Liaise with the Executive Committee to identify and develop projects and programs, as required.
- 5) Assist the President in overseeing the day-day operations of BTC.
- 6) Be responsible for the promotion and maintenance of a positive BTC profile in the community.
- 7) Update and maintain the Constitution and By-laws, the Club Rules and Regulations and make recommendations for approval by the Executive Committee.

#### 4.3 The Secretary shall:

- 1) Maintain all BTC records and significant correspondence, except the accounting records.
- 2) Keep all legal documents of the club in a permanent file.
- 3) Serve notice of meetings and record all the Minutes of duly constituted meetings of BTC, including Executive Committee meetings.
- 4) Be a signing authority.

#### 4.4 The Treasurer shall:

- 1) Be responsible for all receipts and disbursement of BTC monies and for their deposit in the name and to the credit of BTC in a banking institution.
- 2) Be a signing authority.
- 3) Dispense funds with the approval of the Executive Committee.
- 4) Ensure that the signing officers are any two of the designated members of the Executive Committee.
- 5) Be responsible for reconciling and reporting to the Executive committee the financial records of BTC.
- 6) Prepare an annual budget with regard to the current and future financial obligations of the club and track expenditures against the Budget.
- 7) Prepare an annual report and make the financial records available for audit as required.
- 8) Establish and maintain a Reserve Fund for the purpose of replacement of capital equipment or facilities, as necessary to ensure the long-term viability of BTC.
- 9) Be available for consultation as the outgoing Treasurer.
- 10) Make financial records available for review/audit. The Executive Committee may from time to time appoint an auditor to hold office for such period as the Directors may determine and may from time-time designate the duties of such auditor.
- 11) Be the committee lead on BTC membership responsibilities including registration, BTC member database and member list.

#### 4.5 A Director at Large shall:

- 1) Serve as a member of the Executive Committee.
- 2) Attend all meetings of BTC.
- 3) Share ideas, guidance and expertise with the Executive Committee.
- 4) Assist the Executive Committee, as requested.

#### 4.6 Indemnification of Officers

Every officer of BTC exercising his/her powers and discharging his/her duties shall act honestly and in good faith with a view to the best interest of BTC and exercise the care, diligence, and skill that a reasonably prudent person should exercise in comparable circumstances.

Subject to the foregoing, no Officer shall be liable for the act, neglect or default of any other Officer or employee, or for any loss, damage or expense happening to BTC through an oversight on his/her part, or for any other loss, damage or misfortune which shall happen in the execution of the duties of his/her office or in relation thereto.

#### 4.7 Executive Committee: Confidentiality and Code of Conduct

Members of the Executive committee are required to ensure the confidentiality and privacy of members' personal information and the information received at all meetings and club activities.

Members of the Executive Committee shall not make unauthorized public statements regarding BTC or make use of such information for personal gain. They shall also act in the best interests of BTC and understand the financial and strategic responsibilities and implications of their decisions.

### **Bylaw 5 - Meetings**

#### 5.1 Executive Committee Meetings

- 1) Meetings will be held at the discretion of the Executive Committee and the schedule will be posted on the website.
- 2) Meetings are open to all BTC members at the discretion of the Executive Committee, although they are not allowed to vote or participate in the meeting. Minutes of the Executive Committee are available to any BTC member, upon request.
- 3) Anyone who wishes to make a presentation to the Executive Committee must contact the President and Vice-President in writing seven days prior to the Executive Committee meeting.



## 5.2 Annual General Meeting

The order of business at an AGM must include:

- 1) Call to Order, Introductory Remarks.
- 2) Reading and adoption of the Minutes of the last AGM together with the Minutes of any intervening GMM.
- 3) Business arising from the Minutes.
- 4) Presentation of financial statement showing revenue and expenditures.
- 5) The Annual Report of the Executive Committee outlining the significant developments of the year completed; approval and ratification of any and all acts of the Executive during the preceding year requiring approval or ratification.
- 6) Election of Directors and Officers of BTC for the coming year.
- 7) New Business.
- 8) Adjournment.

The Secretary and President will sign and place the minutes on the official records of BTC and present them at the next AGM for acceptance.

## 5.3 General Member Meeting (GMM)

- 1) General member meetings may be called by a quorum of the Executive Committee.
- 2) Notice of all general meetings of the membership shall be posted on the website and emailed to all voting members at least thirty (30) days prior to such meeting.
- 3) Members may petition the Board with signatures of at least fifteen (15) percent of adult members requesting and explaining the purpose for convening a General Members Meeting. The Executive Committee shall respond to the request within two weeks and will schedule a GMM accordingly.

## **Bylaw 6 - Voting**

- 6.1 All members who have paid their annual dues, as set by BTC, and are of the legal age of 18 shall be entitled to one vote at the AGM and any GMM. Each adult member may have only one (1) vote. Memberships paid after August 15<sup>th</sup> are not eligible to vote.

## **Bylaw 7 - Elections**

- 7.1 Thirty (30) Days prior to the BTC AGM, the Nominations Chairperson shall email the membership and post on the website the list of the Executive Committee positions up for election.

- 7.2 Any Adult member with voting status, aged eighteen (18) or over must email their willingness to serve in a particular position by emailing the Nominations Chairperson at least fifteen (15) days prior to the AGM. Nominations will not be accepted after this date.
- 7.3 Ten days prior to the AGM, the Nominations Chairperson shall post the list of candidates standing for election on the website as well as forward the list by email to all BTC members. This will enable the BTC membership to have an opportunity to make an informed decision as to their choice of candidate(s) prior to the election.
- 7.4 Members will vote on positions contested by two (2) or more candidates. The voting will be by secret ballot and the winner will be the person who receives the most votes at that time.
- 7.5 Scrutineers will be comprised of either two (2) directors, (neither of whom is nominated in the voting being undertaken), or two volunteers from the members at large at the AGM or a combination thereof.
- 7.6 All club records must be turned over to the newly elected Executive Committee within (15) days of the AGM.

#### **Bylaw 8 - Quorum**

- 8.1 A simple majority shall form a quorum for the transaction of business at BTC meetings. Should a meeting be necessary without a quorum, all resolutions made at that meeting must be ratified at a duly constituted meeting of the Executive Committee.

#### **Bylaw 9 - Liability**

- 9.1 BTC shall not be responsible or liable for any personal undertaking and/or commitment made by an Executive member of BTC not authorized by this Constitution or the Executive Committee.

#### **Bylaw 10 - Amendments to Bylaws**

- 10.1 Bylaws may be amended only at the AGM or a properly constituted general meeting of the membership and there must be 2/3 of the majority of voting members present at the meeting for proposed amendments to be carried.
- 10.2 Copies of proposed amendments shall be posted on the website and emailed to all voting members at least thirty (30) days prior to the AGM or GMM.
- 10.3 Proposed amendments shall be discussed and voted upon at an AGM/GMM.

10.4 A copy of any amendments to the Bylaws which have been approved at an AGM/GMM shall be posted on the website and emailed to all members stating that these bylaws were passed/ratified by members at an BTC AGM/GMM and become effective immediately.

### **Bylaw 11 - Code of Conduct**

11.1 BTC strives to preserve a safe and inclusive environment for all its members to use and enjoy. The principles of court etiquette, fair play, good sportsmanship, and respect for others are expected from all members of BTC at home or as guests of other tennis clubs. These principles apply to all members, guests, visitors, tennis professionals and parents and include:

- Respect for all BTC property and facilities, including but not limited to courts, nets, teaching equipment, grooming equipment, furnishings supplies and appliances.
- Be respectful to all members regardless of age, gender or sexual orientation, race, culture or religion.
- Harassment will not be tolerated and is defined as any comment, conduct or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive. It includes but is not limited to sexual harassment.
- Behaviour such as yelling, profanity, or racquet throwing are not allowed.

### 11.2 Complaints and Resolutions

Any allegations of improper conduct or behaviour by anyone against a member, visitor, guest, parent or tennis professional shall be made in writing (email) to the President as soon as possible after the incident and shall include the following information:

- Name, phone number, email address of the member making the report.
  - Date and time of Incident
  - Names of any witnesses and contact information, if available
  - Name of alleged offender(s)
  - Full details of the incident including what led to the incident, who was involved and what happened
  - Date incident report submitted
- Desired resolution

The Executive Committee shall follow procedures for handling complaints in accordance with the principles of fairness. These procedures may include, but are not limited to:

- An investigation by an ad hoc committee of the Executive Committee.
- Sending a notice of a disciplinary matter to the member involved requesting that they come before the Executive Committee. The member shall have the right to appear at the meeting to show cause why disciplinary action should not be taken.
- Where the member involved is a Junior, it is mandatory that the parent/guardian attend the meeting.

### 11.3 Discipline

Members who contravene the By-laws may lose their good standing at BTC and be disciplined. The Executive Committee will determine the appropriate action which may include but not limited to:

- 1) Corrective action (warning), in writing.
- 2) Revoking membership and forfeiture of membership fees.
- 3) Non-members or visitors will be prohibited from returning to BTC.

The Executive Committee's decision in matters of discipline or policy is final.

## **Bylaw 12 - Rules and Regulations:**

### 12.1 General

The rules and regulations of the club governing such items as access to the premises, allocation of courts for leagues, tournaments, special events, dress code and the closing of the courts for maintenance purposes shall be determined by the Executive Committee.

- 1) The rules and regulations of play shall be published on the website and made available to all members at the beginning of the playing season and must be observed by all members and guests.
- 2) Smoking and alcoholic beverages are prohibited on the court, grounds area or clubhouse.

### 12.2 Court Regulations

- 1) Courts are for the use of members except when they are required for public hours or by permission from the Executive Committee.
- 2) Proper tennis attire is required.
- 3) To prevent court damage and personal injury, rubber soled, non-marking tennis shoes must be worn at all times.
- 4) Always enter the court by the gate closest to your court in order not to disrupt play.
- 5) For the safety of all players, wait until there is a break in play to request or retrieve a ball from another court or to return a ball to another court.
- 6) A maximum of three balls per court is allowed except if the court has been booked for a lesson with the BTC pro.
- 7) Privately owned ball machines may not be used on court. No spectators, strollers, bicycles, skateboards, dogs or other non-tennis related items are permitted on the courts, with the exception of parents of very young children taking lessons.
- 8) Remove any garbage, food, drinks, clothes, towels, cans or balls from the courts when you leave to ensure a safe and clean environment.
- 9) Players may only play on **dry** courts. In the case of inclement weather, players **must** exit the courts.

- 10) Cell phones must be turned off or on silent. Music may only be played during club events.

### 12.3 Playing Times

- 1) Hours of play are from 7:00 am -11:00 pm daily, April through October.
- 2) Adult and senior members have priority after 6:00 p.m.
- 3) Lessons, social events, and intercounty matches approved by the Executive Committee shall take priority for court use. Teams and Intercounty matches may require the use of all courts. Schedules are to be posted clubhouse on the website.
- 4) The last player off the court at night will turn off the overhead lights by means of the switches located in the box by the entry gate.
- 5) The last person to leave the BTC premises must ensure that the clubhouse is left clean and the door is locked and secure.
- 6) The court lights will automatically turn off at 11:00 pm, as set by the Town of Stouffville.

### 12.4 Court Usage

- 1) Member who use the online booking system will have priority for use of the courts.
- 2) Allocated and designated times for open play may be amended to accommodate tennis team play, tournaments social events and round robins.
- 3) Courts rotate on the hour.
- 4) The general principle is to allow members court time of one (1) hour for singles and two (2) hours for doubles. If courts are available at the completion of the booked time, then the occupants can continue to play. Otherwise they must vacate the courts.
- 5) The hourly court rotation system is in place to ensure that all members have a chance to play and use the courts with the shortest possible wait time in a manner that is fair for all.
- 6) At rotation time (on the hour), whoever is waiting is entitled to use the court regardless of the amount of time the occupants have been playing or whether or not another court is available.

**PREVIOUS CONSTITUTION AND BYLAWS ARE HEREBY REPEALED.**

**Confirmed by vote at the General Member's Meeting held on May 13, 2023.**

*Glen Fisher* - President

*Susana Aquila* - Secretary