

# CHARLOTTETOWN TENNIS CLUB

## CONSTITUTION AND BY-LAWS

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### CONSTITUTION

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### BY-LAWS

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ARTICLE 1: NAME

The name of this organization will be "Charlottetown Tennis Club" hereafter known as "the Club".

ARTICLE 2: OBJECT

The object of the Club will be to organize the tennis facilities for the membership on a self-financing basis and to encourage, foster and promote the game.

ARTICLE 3: MEMBERSHIP

- (1) Those eligible for membership will become members
  - (a) Upon payment of the required fees, or,
  - (b) Upon nomination to membership by a majority vote of the Executive Committee.
- (2) Membership in the club will be first open to:
  - (a) Renewal members, then,
  - (b) Any others.
- (3) There will be three levels of membership and one form of group membership.  
\*All ages are as of January 1<sup>st</sup>.
  - (a) Senior- All members age 55 years and over\*.
  - (b) Adult- All members age 18 through 54 years\*.
  - (c) Junior- All members age 17 years old or younger\*.
  - (d) A Family Membership includes two adults and junior members who are immediate relatives.
- (4) Membership in the club will be from April to October.
- (5) Only Adult or Senior members:
  - (a) Will have voting privileges and will hereinafter be called "Voting Members".
  - (b) May be elected to the Executive.
- (6)
  - (a) The annual membership levels and fee structure will be set by the Executive Committee and relayed to the membership at the Annual General Meeting.
  - (b) The membership fees will be established within the guidelines set by the appropriate City department and/or Tennis Federation.

#### ARTICLE 4: EXECUTIVE COMMITTEE AND ELECTIONS

- (1) The business of the Club will be conducted by the Executive Committee, hereafter known as the Executive.
- (2) The Executive will be comprised of:
  - (a) Executive Officers:
    - (1) President
    - (2) Vice President
    - (3) Vice President at Large
    - (4) Vice President, Court Maintenance
    - (5) Treasurer
    - (6) Secretary
    - (7) Social Director
    - (8) Director, STF
    - (9) Director, Membership
    - (10) Director, House League
    - (11) Director, Junior Tennis Development
  - (b) Executive Committee Members, should be elected as Chairpersons to the following areas of responsibility (when possible):
    - (1) House League
    - (2) Junior Development
    - (3) Maintenance
    - (4) Membership
    - (5) Adult Development
    - (6) Social
    - (7) STF Team Representative
    - (8) Tournaments
- (3) The term of office for Executive Officers and Executive Committee will be one year.
- (4) Elections for the positions of Executive Officers and Executive Committee Members will be held at the Annual General Meeting. Exceptions are as follows:
  - a: The position of Past President will be filled by succession only.
  - b: The position of Vice President will be appointed from the Executive, by a majority vote of the Executive at the earliest opportunity, following the Annual General Meeting.
- (5) Any Executive Committee member may appoint such assistants as he/she deems necessary. Such assistants will have no voting privileges at Executive Committee meetings.
- (6) The Executive may establish and disband as it deems necessary, Special Committees, to deal with matters not falling within the scope of the Standing Committees.
- (7) The President will be an ex-officio member of all sub-committees.
- (8) In order to be nominated for the role of President the nominee must have served on the Executive Committee for at least one year prior to the year in which they are being nominated.

ARTICLE 5: MEETINGS OF THE EXECUTIVE

- (1) Meetings of the Executive may be called at any time, by the President, with appropriate prior notice.
- (2)
  - (a) A quorum for the Executive Officers' Meetings is three.
  - (b) A quorum for the Executive Committee Meetings is five.
- (3) Meetings will be conducted by the President.
- (4) Minutes of the Annual General Meeting will be emailed to the general membership.

ARTICLE 6: VACANCIES ON THE EXECUTIVE

- (1) The office of a member of the Executive may be vacated:
  - (a) Upon the officer's resignation,
  - (b) Upon a vote of the Executive where the member is:
    - (1) Absent, without satisfactory reason, from three consecutive meetings of the Executive, or
    - (2) If the member becomes incapable of performing the duties of office.
- (2) Vacancies on the Executive Committee will be appointed for the unexpired term, by a majority vote of the Executive, from the list of "Voting Members", except in the case of the President, whose office will be automatically filled by the Vice-President until such time that a new President will be appointed for the unexpired term. The new President will be appointed at the earliest opportunity by a majority vote of the Executive, from the list of "Voting Members."

ARTICLE 7 BANKING AND EXPENDITURE OF FUNDS

- (1) All monies of the Club will be deposited in a bank or trust company (or invested in appropriate trust certificates) as the Executive of the Club may designate.
- (2) All expenditures must be authorized by resolution of the Executive and fall within the annual budget, as approved by the membership at the Annual General Meeting.
- (3) Expenditures not included within the budget will be first approved by special general meeting called for that purpose.
- (4) All cheques will be signed by two of the following Officers:
  - (1) Treasurer
  - (2) President
  - (3) Secretary
  - (4) Any individual, specified by a majority vote of the Executive.

ARTICLE 8 FINANCIAL STATEMENTS

- (1) The annual statement, will be presented for approval at the Annual General Meeting and will be retained by the Secretary.

ARTICLE 9: MEMBERSHIP MEETINGS

- (1) There will be an Annual General Meeting, before each tennis season, at which time, the plans for the season's activities will be discussed and finalized.
- (2) If necessary, a Closing General Meeting, will be held at the end of the tennis season.
- (3) The new Executive will take office at the Annual General Meeting.
- (4) A Special General Meeting may be called at any time, by the President, on his/her own motion, or will be called by the President within thirty days following the receipt by the Secretary, of a written request, signed by 20 or more voting members.
- (5) Notification to the membership, of a General Meeting of the Club, will be given at least 10 days prior to the date selected for the meeting.
- (6) Questions will be decided by a simple majority of the votes cast, with the chairperson only voting to break a tie.
- (7) Meetings will be conducted according to the President's discretion.

ARTICLE 10: AMENDMENTS TO THE CONSTITUTION

- (1) Proposed amendments to this Constitution shall be forwarded to the Secretary in writing, at least 30 days prior to the regular Annual General Meeting, or a proposed Special Meeting, called for the purpose.
- (2) A meeting, called for the purpose of amending this Constitution, would have the same requirements as any Special General Meeting under Article 9.
- (3) Copies of the proposed amendments will be sent, with notification of the meeting, to all voting members of the Club, no less than 10 days prior to the meeting at which they will be considered.
- (4) Amendments to the Constitution require a two-thirds majority vote, by the members present at the meeting.

**ARTICLE 11: DISSOLUTION**

Following all reasonable attempts to keep the club operating, The Scarborough Tennis Federation, as per its Constitution, will assume responsibility for any club property, including funds. Property may be disbursed to other clubs and funds will be held in trust for a period not exceeding 5 years, to be returned to the club should it restart within that time.

**ARTICLE 12: COMPLAINT RESOLUTION PROCESS**

- (1) A formal complaint including all particulars must be sent in writing within 30 days of the incident to the President. If the complaint involves the President, it should be sent to the Vice President.
- (2) The President or Vice President will inform the Executive about the complaint and it shall be investigated by the Executive.
- (3) Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. For clarity, the discipline committee may conduct such investigation in writing and/or in person.
- (4) Both the Complainant and the Respondent will be interviewed (either in writing or personally), as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
- (5) The disciplinary decision will be communicated in writing to the Complainant by the Executive.
- (6) Disciplinary decisions will require a majority vote of the attending Executive.
- (7) If the Complainant is not satisfied with the decision, the complaint may be sent, in writing, to the STF President. The complaint will be handled according to the STF By-Laws in the process outlined in the STF constitution.

**ARTICLE 13: BY-LAWS**

- (1) The Executive may pass By-Laws to govern the business of the Club and the activities on the courts and in the clubhouse.
- (2) The Secretary of the Club will keep a book, in which all By-Laws will be recorded.
- (3) Copies of the By-Laws will be posted in the Club, during the tennis season.

**CHARLOTTETOWN TENNIS CLUB  
BY-LAWS**

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ARTICLE 1: PRIVILEGES AND RESPONSIBILITIES

- (a) Any member will be free to participate in any or all activities sponsored by the Club, within the limitations of level of membership, fee charges and number restrictions.
- (b) It will be the responsibility of each member to promote tennis and the Club to the best of his or her ability.

ARTICLE 2: CONDUCT

- (a)
  - (1) The Executive Committee may prohibit acts or practices by members which are detrimental to the interests, or contrary to, the ethics of tennis or are infringements of the Club's By-Laws and/or rules and regulations.
  - (2) Such prohibition may include a written warning of the objectionable act or practice, followed by the suspension of membership including guest privileges if such practice continues.
  - (3) Such suspension will be in effect for one calendar year from the date of suspension or until re-instatement by the Executive Committee.
- (b) Tennis playing attire and soft soled tennis shoes must be worn on the courts.

ARTICLE 3: ACTIVITIES

Special rulings or instructions for various events or activities will be determined by the persons in charge of each activity subject to ratification by the Executive.

ARTICLE 4: DUTIES

Each member of the Executive Committee will perform the normal duties associated with that office.

ARTICLE 5: RULES OF PLAY AND COURT ETIQUETTE

Tennis Canada rules of tennis, and the Rules of the Club (which shall be posted at the Club) will govern all play at the Club.

ARTICLE 6: MEMBERSHIP LIMITATIONS

Membership will be limited to:

- \*(1) A maximum of 100 adult and senior members combined per court.
- (2) Limits to junior membership can be set by the Committee prior to the start of a season.

ARTICLE 7: INDEMNIFICATION AGREEMENT

The Executive of the Club are indemnified and saved harmless out of the funds of the Club except such costs, charges and expenses as are occasioned by an Executive's individual willful neglect or default.

\*ARTICLE 8 – EXECUTIVE COMMITTEE AND ELECTIONS

Any voting member wishing to be considered for election to a position of:

(a) Executive Committee Chairperson: must give advance notice of their intention to do so at least 14 days prior to the Annual General Meeting of the Club. Any exceptions can be made at the discretion of the Executive Committee.

(b) Executive Officer: (Excluding Office of Past President) must, in addition to (a) above, have been a voting member of the club for at least 12 months at the time of the Annual General Meeting and held a position of Executive Committee Chairperson for at least one season in the Club. Any exceptions can be made at the discretion of the Executive Committee.

As an alternative to (a) or (b) above, the voting member may be considered for election to the position of Executive Committee Chairperson or Executive Officer upon nomination by a majority vote of the Executive Committee.