

SCARBOROUGH BLUFFS TENNIS CLUB

CONSTITUTION

(updated November 20, 2019)

1. NAME

The name of the organization shall be Scarborough Bluffs Tennis Club, hereinafter referred to as “the Club”.

2. PURPOSE

The purpose of the Club is to:

- (a) provide tennis facilities for the membership;
- (b) promote and co-ordinate interest in the game of tennis and good sportsmanship;
- (c) promote community spirit and participation in Club activities.

3. MEMBERSHIP

ELIGIBILITY:

Membership in the Club shall first open to:

- (a) Renewal members; then,
- (b) All other residents of Toronto; then,
- (c) All others, with a waiting list created after 100 adult members per court.

CLASSIFICATION OF MEMBERSHIP:

- (i) ADULT: all members aged 18 and over as of January 1st
- (ii) JUNIOR: all members under 18 years of age as of January 1st
- (iii) FAMILY: any 2 Adults and 1 or more Junior members of the same household.

FEES:

Membership fees shall be established annually for the subsequent year by the Membership (upon recommendation from the Club Executive), and shall, after ratification at the Annual General Meeting, be payable directly to the Membership Convenor.

Membership fees must not exceed the fee ceilings set out in the City of Toronto Policy for Outdoor Community Tennis Club Operations.

Memberships are valid from April 1st to March 31st of the following year.

CODE OF CONDUCT

All members agree to comply with the Ontario Human Rights Code.

All members agree to comply with the City of Toronto Policy of Compliance with Anti-Harassment/Discrimination Legislation.

4. CLUB MANAGEMENT

(a) THE EXECUTIVE AND ITS RESPONSIBILITIES

The business affairs of the Club shall be managed and conducted by the Executive Committee, herein called the “Executive”. These affairs shall include but are not limited to: programs, services, fees, budgets, salaries/honorariums, discipline, communications, internal relations and position appointments. The Executive will be responsible for making decisions, yearly planning, club events, member appreciation events, volunteer recognition, and allocating funds for these as required.

(b) EXECUTIVE MEMBERSHIP

The Executive shall consist of

- (i) President, Vice-President, Secretary, Treasurer, Junior Convenor, Membership Convenor, House League Convenor, Tournament Convenor, Competitive Teams Convenor, Court Maintenance Convenor, Clubhouse Convenor, Social Convenors, and other Convenors as may be required from time to time, and identified by the Executive;
- (ii) Adult members in good standing may be duly elected to Executive positions;
- (iii) The Immediate Past President shall also be a member of the Executive.

(c) EXECUTIVE DUTIES

- (i) **PRESIDENT** – shall be the chairperson of all meetings of the Club, and an ex-officio member of all sub-committees. He/she shall generally exercise such authority as is usually associated with this office, and ensure the correct working and activities of the Club and take responsibility for recognition of volunteers;
- (ii) **VICE PRESIDENT** - shall assume the duties of the President when absent; carry out specific duties assigned from time to time by the President; be prepared to stand for election as President, when called upon to do so;
- (iii) **SECRETARY** - shall prepare notices and agendas, take minutes, and distribute reports of all official Club and Executive meetings; receive and distribute correspondence;
- (iv) **TREASURER** - shall receive, record, and deposit all monies of the Club; invest Club money into low risk investments; pay all bills authorized by the Executive; prepare budgets and financial statements as required by the General Membership, Executive, STF and/or City of Toronto.
- (v) **JUNIOR Convenor** – shall assume responsibility for all facets of Junior programs; shall be chairperson of the Junior Committee; shall hire instructors with consultation by the Club Pro.
- (vi) **MEMBERSHIP Convenor** - shall develop a membership promotion, including the application and information piece, posters, etc; shall receive monies and applications; turn monies over to the treasurer; keep current accurate membership records; provide general information to potential new members; ensure returning members are paid-up; distribute shoe tags. Enroll all members in the Club communication list, unless a member has opted out; ensure member information is kept confidential.
- (vii) **HOUSE LEAGUE Convenor** – shall develop a schedule for the league, including number of participants, length of playing time, division of playing abilities, determine rules; shall handle house league disputes or discipline problems.
- (viii) **TOURNAMENT Convenor** - shall develop a schedule for Club Championships Tournaments, excluding the Junior Championships; including number, type etc.; plan and carry out promotion; receive monies and entries; turn monies over to the treasurer; recruit umpires, line judges, tournament chairpersons, etc.; hold events and record the results; provide for suitable recognition.
- (ix) **COMPETITIVE TEAMS Convenor** - shall attend all STF Council Meetings and all competitive league meetings on behalf of the President, taking an active part in the proceedings, and reporting back to the Club Executive; ensure compatibility of all league schedules; recruit all team captains and hold meetings of these captains to determine team player selection, rules, playing abilities, refreshments, awards, etc.; handle inter-club league disputes or discipline problems; conduct an appropriate awards/social function. The Competitive Teams Convenor will post and inform the membership of the evaluation criteria and procedures for Competitive Teams Selection.
- (x) **COURT MAINTENANCE Convenor** – shall be responsible for the conditions of the courts and grounds.
- (xi) **CLUBHOUSE Convenor** – shall be responsible for general cleanliness and tidiness of the Clubhouse; purchase supplies for the Clubhouse.
- (xii) **NEWSLETTER Convenor** - shall be responsible for collecting all material, the frequency, style, size, content, writing, editing, printing and distribution of each edition of the newsletter.

- (xiii) SOCIAL Convenors (2 positions) - shall be responsible for planning, organizing and carrying out all social activities; collecting all monies and turning them over to the treasurer; arranging for storage/disposal of leftover items.
- (xiv) for their free membership, executive convenors will accept the burden and responsibility of their position and duties as described in the constitution and not rely on a committee of volunteers.

(d) TERM OF OFFICE OF EXECUTIVE

Elected Executive members shall hold office for one year.

Appointed Executive members shall hold office from the date of their appointment until the close of the current operational year. The Executive members must be elected annually.

(e) APPOINTMENTS

The Executive shall make appointments to fill any vacancies which may occur in elected positions.

(f) DUTIES OF THE IMMEDIATE PAST PRESIDENT

The Immediate Past President shall be responsible for recruitment of nominees for Executive positions; and the election process at the Annual General Meeting.

(g) DISMISSALS

Club members may dismiss any member of the Executive for any of the following reasons:

- (i) failure, as deemed by Club members, to adequately perform the duties associated with their Office;
- (ii) actions, while acting in an official capacity of the Club, which are deemed by Club members to be disruptive to the proper and efficient conducting of Club business, or to adversely affect the Club or its reputation;
- (iii) not disclosing a conflict of interest.

The Executive may dismiss any Club member for the following reasons:

- (i) actions which are deemed by the Executive to be disruptive to the members (see By-Laws);
- (ii) any action that adversely affects the Club or its reputation;
- (iii) any activity that contravenes the Code of Conduct (see 3. Membership).

A notice of motion to dismiss must be made at an Executive meeting, and be put on the agenda for the subsequent Executive meeting. The Club or Executive member in question may be invited to attend to speak for themselves. To carry, a motion to dismiss must achieve a minimum of 75% of eligible votes of the Executive. A dismissed Club or Executive member may not be part of the Club indefinitely, or can follow the guidelines in the By-laws to request renewal of membership.

(h) RESIGNATION

An office of the Executive shall automatically be deemed vacant, if an Executive member resigns office by submitting a notice in writing to the Executive. Vacancies will not be counted for quorum at Executive meetings.

(i) CONFLICT OF INTEREST

Any Executive member directly or indirectly interested in an agreement with the Club for financial gain, shall disclose his/her interest to the Executive, and shall not vote on any resolution to approve such an agreement.

(j) NOMINATIONS FOR ELECTION OF THE EXECUTIVE COMMITTEE

- (i) The nominations for positions on the Executive shall be handled by the Immediate Past President.
- (ii) The list of nominations must be forwarded to the Secretary in time for distribution with the notice and agenda for the Annual General Meeting.

- (iii) Written nominations may also be made by any 2 members in good standing, and must be signed by both members. A signed letter of acceptance from the Nominee, who must also be a member in good standing, must be sent to the Immediate Past President, to be added to the list of nominations.
- (iv) Nominations from the floor will be accepted, where there is no nominee listed on the advance notice accompanying the notice for the Annual General Meeting.

(k) ELECTION OF THE EXECUTIVE COMMITTEE

- (i) The election of Executive members of the Club must be held at the Annual General Meeting.
- (ii) The Immediate Past President shall conduct the election of Executive members.
- (iii) Where there is only one Nominee for a position, that Nominee is deemed to be elected, and the Immediate Past President will so indicate.
- (iv) Where there are multiple Nominees for a position, the list of nominations will be read first, followed by all other valid nominations for the same position, in any order. Each nominee present will be introduced by the Immediate Past President. The nominee may, at his/her discretion, speak to the meeting, for such time approved by the Immediate Past President. The vote will be conducted by secret ballot by members present at the meeting. The nominee receiving the greatest number of votes will be declared the winner.

5. MEETINGS

(a) ANNUAL GENERAL

- (i) The Annual General Meeting must be held before the end of October of each year for the purpose of discussing such business as may be brought forward, including but not limited to the Reports of the Executive, consideration of a current financial statement, and the election of the Executive.
- (ii) Notice of the meeting (which may be in electronic form) must be sent by the Secretary to Club members at least 14 days prior to the meeting date, and must contain the date, time, location, and agenda for the meeting.
- (iii) Club members planning to attend the Annual General Meeting are encouraged to notify the Executive of any items of business they wish to add to the agenda. Club members are to be told at least 14 days before the Notice of the meeting is distributed.
- (iv) A quorum is 10% of the total adult membership present at the meeting.
- (v) All Adult members are eligible to vote.
- (vi) A motion not amending the Constitution carries when a simple majority of eligible votes are in favour of it
- (vii) A motion amending the Constitution carries when a minimum of two-thirds of eligible votes are in favour of it.
- (viii) Voting on a motion properly made and seconded is by a show of hands. The Secretary shall count, record, and announce the result of each vote.
- (ix) The President votes at his/her discretion.

(b) SPECIAL GENERAL

- (i) A request for a Special General Meeting can be made by any of the following:
 - a motion passed by the Executive
 - the written request to the Executive by a minimum of 15 adult members in good standing
- (ii) A Special General Meeting must be called within 30 days of a request.
- (iii) All other procedures apply exactly as if it was an Annual General Meeting.

(c) EXECUTIVE

- (i) The Executive meet at such times as deemed necessary by the President.
- (ii) Notice of meeting must be sent to the Executive at least 7 days prior to the meeting date, unless an emergency meeting is required. The Notice must contain the date, time, location, and agenda for the meeting.
- (iii) A quorum is 50% plus one of Executive members in good standing.
- (iv) To carry, a motion must achieve a simple majority.
- (v) Voting on a motion properly made and seconded is by a show of hands. For Executive decisions outside of meetings, votes can be done by email.
- (vi) The President votes at his/her discretion.
- (vii) The Executive may invite guests to its meetings. By a properly passed motion, a guest may participate in the discussions, but no guest is eligible to vote.

6. FISCAL YEAR

The Fiscal year of the Club shall run from October 1st to September 30th in each year.

7. BANKING ARRANGEMENTS

- (a) All monies of the Club shall be deposited in a bank or trust company (or invested in Bonds or Treasury Bills) as the Executive may designate.
- (b) All expenditures must be authorized by resolution of the Executive, and fall within the annual budget, as approved by the membership at a General Meeting.
- (c) All cheques shall be signed by two of the following Executive members: President, Vice President, Secretary, Treasurer. E-payments will require only 1 designated signatory authority, that being the Treasurer. Each electronic transfer will then be forwarded to the President, Vice-President and Secretary for transparency. In addition, the President, Vice-President and Secretary will have access to account balances via the on-line sign on. Monthly statements will be issued to the Executive to ensure transparency.
- (d) Reimbursement of all expenses to an Executive or Club member will be made after a receipt is submitted, unless such reimbursement is declined.

8. AMENDMENTS TO THE CONSTITUTION

Any amendment to this Constitution must be made at a General Meeting. Such proposed amendments must be submitted in writing to the Executive in time for notice to be sent to all members. The member proposing an amendment, or a member specifically designated by that member, must be in attendance at the AGM in order for the amendment to be brought before the meeting. Changes to the constitution as vote at an AGM or SGM will only come into effect after the meeting has concluded.

9. BY-LAWS

The Executive may pass by-laws to govern the business and operations of the Club and the activities on the courts and in the clubhouse. By-laws will be posted and be included in member communications. By-laws must not conflict with the Club's existing Constitution.

10. COMPLAINT RESOLUTION PROCESS

- (i) Send the complaint in writing to the Membership Convenor, within 30 days of the occurrence. Include all particulars. If the complaint involves the Membership Convenor, then the complaint is to be sent to the Vice-President.

- (ii) The Membership Convenor, or Vice-president, will contact the Executive to form a committee of five Executive members. The first five Executive members that respond and are available will be the committee. The committee will make a decision, and communicate this decision, in writing, to the complainant within 10 business days of receiving the complaint.
- (iii) If the complainant is not satisfied with the decision, then the complaint may be sent, in writing, to the Scarborough Tennis Federation's President. The complaint will be handled according to the Scarborough Tennis Federation's By-Laws "Arbitration Procedure—Resolving a Club Member's Grievance".