



BGCC Tennis

Constitution and By-Laws

Revised May 17, 2018

Version 6.4

Table of Contents

Constitution	3 - 5
1. Name	3
2. Mandate	3
3. Objectives	3
4. Membership	3
5. Fees	3
6. Governing Body	4
7. System of Governing	4
8. Meetings	4
9. Amendments to the Constitution	5
10. Interpretation	5
11. Club Business Relationships	5
By-Laws	6 - 10
1. Membership	6
2. Non-Members but Permanent Residents of BGCC Community	6
3. Governing Body	6
4. Election of the Executive Committee	7
5. Duties of Executive Committee Members	7
6. Duties of Directors and Club Pro	9
7. Meetings of Members.....	10
8. Meetings of the Executive Committee	10
9. Meetings of the Board	10
10. Voting	10
11. Amendments to the By-Laws	10
Date ratified	10

BGCC Tennis

Constitution

Date: May 17, 2018

1. NAME

The official name of the organization shall be: BGCC Tennis (sometimes referred to below as "the Club"). The Club was founded in 2004.

2. MANDATE

The mandate of the Club shall be to administer and maintain the tennis programs and facilities as a non-profit organization run by volunteers to provide the highest possible quality of recreational and social activities for all members.

3. OBJECTIVES

- 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 club membership.
- c) To plan, develop and implement tennis programs for the members.

4. MEMBERSHIP

- a) Membership shall be open only to permanent residents (Owners and Renters) of the Ballantrae Golf and Country Club community.
- b) Members must be 19 years of age or older.
- c) Membership is required in order to participate in "tennis playing activities", i.e. round robins, tournaments, etc.
- d) Members will be covered, while on the premises of Condo 1202 (the Recreation Centre, which includes the tennis courts) by Condo 1202 insurance.
- e) Guests are limited to participating in the "social aspects" of the club provided they are accompanied by a club member. Social aspects are defined as "non tennis playing" activities such as the club Annual Awards Event, Pot Luck Dinner etc.

5. FEES

- a) Membership fees shall be set annually by the incoming Executive Committee for the following year, along with the budget. Such total fees shall be payable at the time of application for membership.
- b) The membership fee will be voluntary for members 80 years or older. This includes members who turn 80 during the current calendar year.
- c) Reduced fees may apply to new members who join throughout the year.

6. GOVERNING BODY

- a) The business and affairs of the Club shall be administered by an Executive Committee that shall consist of at least five members to be elected/appointed as provided in the By-laws.
- b) The Executive Committee shall consist of the following voting Officer positions:
 - I. President
 - II. Vice President
 - III. Treasurer
 - IV. Secretary
 - V. Immediate Past President
 - VI. Social Director
- c) The Executive Committee shall appoint Directors who will be in charge of activities such as the following:
 - I. Club Pro
 - II. InterCounty Director
 - III. Tournament Director
 - IV. Mixed Open Director
 - V. Mixed Ladder Director
 - VI. Men's League Director
 - VII. Ladies' League Director
 - VIII. Novice Director
 - IX. Drop-in Director
- d) There shall be a Board consisting of the Executive Committee and the Directors to provide a forum for regular discussion of Club activities.

7. SYSTEM OF GOVERNING

- a) The administration and finances of the Club shall be managed by the members of the Club's Executive Committee duly elected by the majority of members present at the AGM. All matters shall be decided democratically upon the will of the majority.
- b) Members of the Executive Committee shall be volunteers and shall not receive any monetary compensation, nor shall they receive any special privileges of any kind.
- c) Duties of the Executive Committee members shall be reviewed annually and be defined in the Constitution and By-Laws.
- d) The fiscal year of the club shall be from November 1 to October 31 of the following year. The budget and financial statements should correspond to the same fiscal year.
- e) As needed, replacement of executive committee members mid-season may be done with volunteer club members appointed by the President and Executive Committee to serve in an acting capacity until the next AGM or a special meeting, when they may stand for election.

8. MEETINGS

- a) Annual General Meeting: The Annual General Meeting of the Club shall be held during the month of September or October of each year.
- b) Special General Meetings may be held at any time at the request of the President, or at the written request of at least 10 members.

9. AMENDMENTS TO THE CONSTITUTION

This constitution may be amended at any General Meeting of the Club by a vote of two-thirds of all members present. Notice of all amendments must be given to the membership, in writing, at least 10 days prior to the General Meeting at which they are to be discussed.

10. 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 Special General Meeting. The appeal must be submitted in writing to the Executive Committee at least 30 days prior to the date of the meeting. A two-thirds majority of the members present will be necessary to alter the determination made by the Executive Committee.

11. CLUB BUSINESS RELATIONSHIPS

The President will appoint one executive member to provide the communication link between the club and the company who has the responsibility of managing the property (tennis facilities) on behalf of Condo 1202 (owner of the property). The member will deal with all items relevant to BGCC Tennis management (administration of the running of the club) including issues brought forward by the community or membership.

BGCC Tennis

BY-LAWS

Date: May 17, 2018

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.
- 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 members.

2. NON-MEMBERS BUT PERMANENT RESIDENTS OF BGCC COMMUNITY

- a) Tennis court time must be provided for permanent residents who are not members of the Club.
- b) Availability of court times for these non-members must be communicated to Condo 1202 board on a yearly basis, prior to February 1st, as court availability may change from year to year due to club requirements.

3. GOVERNING BODY

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 and other income accruing to the Club. The Executive Committee shall set a budget specifying registration fees, total income and expenditures for each year, consistent with the Club's status as a non-profit organization. The budget shall be communicated to the members after the beginning of the tennis season, and may be the subject of discussion at General Meetings.
- ii. Expenditures that would cause any line in the budget to be exceeded must be approved in advance by the Executive Committee. In addition, any expenditure in excess of \$500 within a line (e.g. "Equipment") must be approved in advance by the Executive Committee.; this does not apply in the case where a single expenditure has been approved on its own line in the budget (e.g. "Tennis Balls").
- iii. Power to fill any and all vacancies that may occur on the Executive Committee during its term of office
- iv. Only Executive Committee members may vote at Executive Committee meetings.
- v. Signing Officers for cheques shall consist of any two of the following persons:
 - a) President
 - b) Secretary
 - c) Treasurer

b) Term of Office:

- i. Elected members of the Executive Committee shall hold office from the date of the Annual General Meeting at which they are elected until the date of the next Annual General Meeting.
- ii. Appointed members of the Executive Committee shall hold office from the date of their appointment until the date of the next Annual General Meeting.
- iii. No member of the Executive Committee may be elected to the same office for more than four years consecutively.
- iv. The term of Immediate Past President term shall be 1 year.

4. ELECTION OF THE EXECUTIVE COMMITTEE

a) Nominations:

- i. The President, in consultation with the Directors, shall nominate a slate of candidates who have indicated that they are willing to serve on the Executive Committee in the coming year.
- ii. The names of the nominees shall be delivered to the Secretary at least 10 days prior to the Annual General Meeting to be included in the notice of the Annual General Meeting sent to all members.
- iii. Any member in good standing may nominate a candidate from the floor at this meeting. The candidate must indicate willingness to serve, either in person or in writing at the meeting.
- iv. Elections shall take place by ballot should there be more than one member nominated for any elected position.

5. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

a) The Executive Committee shall administer the affairs of the Club between General Meetings.

b) The Executive Committee Members shall:

- i. Attend General Meetings to provide input to discussions and vote on issues as raised.
- ii. Approve or deny items that are brought forward by the general membership.
- iii. Participate in organizing club socials, club championships and house league play as required.
- iv. Execute duties as defined for their specific roles.

c) The President shall:

- i. Play a leadership role in running the club.
- ii. Oversee the general administration of the Club activities.
- iii. Preside at meetings of the Executive Committee, the Board and at General Meetings of the Club and generally exercise such authority as is usually associated with this office.
- iv. Be accessible to all members.
- v. Call Executive Committee, Board and General Meetings when necessary.

- vi. Assign duties/responsibilities to the Executive Committee members as required.
- d) The Vice-President shall:
- i. Act on behalf of the President in any meetings when needed.
 - ii. Support the President as required.
 - iii. Manage the relations/communication between BGCC Tennis and any other associated organizations.
 - iv. Acquire tennis balls and distribute for all tennis activities within the club.
 - v. Participate in all Executive Committee and Board meetings for those items brought forward as part of the administration of the tennis facilities.
 - vi. Arrange Club championship and House League awards.
 - vii. Arrange LCBO licence and acquisition of alcohol beverages if required for the Tennis Club Awards Event.
- e) The Treasurer shall:
- i. Provide safe-keeping of all club monies.
 - ii. Maintain the financial records of the Club using general bookkeeping practices
 - a. Receive, record and deposit all monies paid into the Club.
 - b. Pay and record club expenses as directed by the by-laws.
 - c. Prepare and present the required financial statements at the Annual General Meeting of the Club as outlined in the constitution.
 - d. Assist the Executive Committee in the preparation of a budget for the following year.
 - iii. Ensure that the club operates within its annual budget.
- f) The Secretary shall:
- i. Receive and maintain minutes of all meetings held by the Executive Committee and Board.
 - ii. Take minutes at all Executive Committee and Board meetings, Annual General Meeting and Special General Meetings.
 - iii. Distribute minutes no later than one week after said meetings.
 - iv. Advise the Executive Committee of all upcoming Executive Committee meetings.
 - v. Deal with all correspondence as directed by the Executive Committee.
 - vi. Communicate with club members to ensure that they are aware of club news, activities and scheduled events.
 - vii. Maintain an up-to-date copy of the Constitution and By-laws, and a register of all members, the Executive Committee and the Directors.
 - viii. Post information on and maintain the Club website.
- g) The Past President shall:
- i. Perform such duties as the President may from time to time designate.
 - ii. Attend all Executive Committee and Board meetings and General Meetings and act in an advisory capacity.
- h) The Social Director shall:
- i. Oversee the entertainment and food aspect of the socials in the club,
 - ii. Organize volunteers for the individual events and encourage fellowship.
 - iii. Attend Executive Committee meetings as an executive voting member of the Committee.
 - iv. Manage costs for social events within allocated budget.

6. DUTIES OF DIRECTORS AND CLUB PRO.

a) The Club Pro shall:

- i. Coach the InterCounty Team(s).
- ii. Organize free Clinics for the club.
- iii. Participate in player ranking.
- iv. Provide advice on Club Championships and other Club play such as social or round robin events.
- v. Provide tennis lessons to Club members.
- vi. Report to Executive Committee for updates when requested.

b) The InterCounty Director shall:

- i. Organize and play the leadership role for the InterCounty team.
- ii. Make sure that there is a supply of new balls for each home event.
- iii. Arrange for refreshments in accordance with InterCounty norms.
- iv. Report to Executive Committee on progress when requested.

c) The Tournament Director shall:

- i. Organize a sub-committee for the conducting of all tournaments.
- ii. Recommend and develop the season's calendar of tournament events and for posting court rules.
- iii. Provide a supply of tennis balls for each tournament.
- iv. Report the results of tournaments to the Executive Committee.

d) The Mixed Open Director shall:

- i. Organize and run the Mixed Open for the club.
- ii. Ensure that the players have a supply of new or good used balls to play with on every date.
- iii. Report the progress of the Mixed Open when asked by the Executive Committee.

e) The Mixed Ladder Director shall:

- i. Organize and run the Mixed Ladder.
- ii. Ensure that the players have a supply of new or good used balls.
- iii. Report to Executive Committee on progress when requested.

f) The Men's/Ladies' Activities Directors shall:

- i. Organize the format of the activities of their respective groups.
- ii. Make sure there is a supply of new or good used balls for every session
- iii. Report progress to the Executive Committee when requested.

g) The Drop-in Director shall:

- i. Oversee Drop-in events.
- ii. Supply new or good new balls for every drop-in session.
- iii. Keep track of and organize drop in board, or may assign another member to organize the board on occasion.
- iv. Report to Executive committee if there are pressing issues or ideas for change.

7. MEETINGS OF MEMBERS

The Annual General Meeting of the Club shall be held during the month of September or October of each year. The Membership shall be advised of the date, time and place of the meeting, in writing, at least 10 days prior to the meeting.

The following items will be brought forward to the meeting:

- i. Financial Statements: Comparison of past year's expenses to current year's expenses with explanations re variances and budget for the coming year.
- ii. Major Executive decisions of the past year.
- iii. Developments/Activities of the past year.
- iv. Report from each Director re activities within their respective areas.
- v. Nomination and election of the executive committee members.
- vi. Other club business that is deemed necessary for discussion with the club membership.

Special General Meetings may be held at any time at the request of the President or at the written request of at least 10 members. The membership shall be advised of the date, time and place of the meeting, in writing, at least 10 days prior to said meeting.

Quorum: A quorum at any Special or Annual General Meeting shall consist of not less than 10% of the Membership of the Club plus 2/5 of the executive committee. 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 President shall terminate the meeting and any business remaining shall be referred to the Executive Committee for any necessary action.

8. MEETINGS OF THE EXECUTIVE COMMITTEE

- a) Executive Committee Meetings will be called at the discretion of the President.
- b) There should be a minimum of 3 Executive Committee meetings per year.
- c) Quorum: A quorum shall consist of 3 of the Executive Committee members.

9. MEETINGS OF THE BOARD

The Board will meet at least once during the tennis season. Additional meetings may be held at the request of the Executive Committee or of the Directors to deal with specific issues.

10. VOTING

Elections and business requiring a vote shall be decided by a simple majority of eligible members present, unless otherwise stated in the Constitution or By-laws. In any vote that results in a tie, the President will cast a second vote to break that tie, even if the chair of that meeting has been delegated.

11. AMENDMENTS TO THE BY-LAWS

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

Date ratified: (the date on which the club membership agreed to the content of this document)

June 6, 2018