

LAGOON CITY RACQUET CLUB CONSTITUTION (AMENDED OCTOBER 2023)

ARTICLE I

NAME:

The organization shall be known as the Lagoon City Racquet Club.

ARTICLE II

OBJECT:

To provide recreation for members of the community and to promote and develop racquet sports.

ARTICLE III

MEMBERSHIP:

Membership will be open to all regardless of race, colour or creed, who must abide by the Rules and Constitution of the Club. The membership year shall be one year from the date of registration. Members shall complete and sign a membership form.

ARTICLE IV

FEES:

The fees shall be set and approved for the following year at the Annual General Meeting.

ARTICLE V

FISCAL YEAR:

The fiscal year shall be from September 1st to subsequent year-end of August 31st.

ARTICLE VI

EXECUTIVE:

The Executive of the Lagoon City Racquet Club shall consist of the following Directors:

The Club's Immediate Past President, President, Vice-President, Secretary, Treasurer, Activities Director, Membership Director, Social Director, Maintenance Director, and Directors at Large.

ARTICLE VII

DUTIES OF THE EXECUTIVE

The duties of the Executive are to attend meetings that may be called by the President, and to devote their efforts to the success of club operations.

DUTIES OF THE DIRECTORS:

PRESIDENT:

1. shall call meetings as he/she considers necessary. (An Annual General Meeting with notice to all members must be held)
2. shall preside as Chair at all meetings and ensure observance of the Constitution, and Rules of the club.
3. shall encourage and co-ordinate the duties of the Executive, and ensure that executive members perform their respective duties.
4. shall give general direction to the operation of the club

VICE-PRESIDENT:

Shall assume the duties of the President in the President's absence

SECRETARY:

1. Shall keep an accurate record of all Club and Executive meetings by the taking of Minutes
2. shall retain all club correspondence and pass on to the new Executive.
3. shall possess a complete list of all members' names, addresses and telephone numbers
4. shall ensure notice is given to all members of any Meeting.

PUBLICITY DIRECTOR:

1. Shall publicize and promote the racquet club.
2. Scheduled games eg Tennis, Pickleball, Round Robin, Red and White, etc. shall be published for all members and will include game days and times.

TREASURER:

1. Shall receive all income of the club and disburse monies as authorized by the Executive. All funds received shall be deposited in a bank account in the name of Lagoon City Racquet Club and all cheques drawn thereon shall be signed by the Treasurer and the President or in the absence of one of them by a second authorized cheque signer, (two signatures required at all times)
2. shall maintain the Books of the club in a manner allowing a full financial audit if called for.
3. shall prepare a Budget for each year of operation for approval by the Executive
4. shall prepare a report for meetings and a financial statement for Annual General Meetings.

The Executive shall have the authority to allot funds for any activity or project that will benefit the Lagoon City Racquet Club.

ACTIVITIES DIRECTOR:

Shall organize and promote club tournaments with both participation and competition in mind.

MEMBERSHIP DIRECTOR:

Shall encourage applicants to join the club, record all applications for membership keep a list of all members and welcome and assist new members.

SOCIAL DIRECTOR:

Shall plan, promote and manage all social functions of the club.

MAINTENANCE DIRECTOR:

Shall be responsible for the maintenance of the courts, grounds and equipment.

PAST PRESIDENT:

1. shall act as chair of the Nominating Committee composed of the Past President and two other members of the Executive appointed by the Executive. The Nominating Committee will arrive at an Executive Committee slate to serve for the subsequent year.
2. shall provide a slate of the proposed Executive for the subsequent year to the present Executive, for discussion and approval.
3. shall present the Executive Slate to the Annual General Meeting.

ARTICLE VIII

SPECIAL COMMITTEES:

Special Sub Committees may be appointed by the Executive. The duties of these Committees shall be clearly defined.

ARTICLE IX

ELECTION OF OFFICERS:

The election of officers of the Lagoon City Racquet Club shall be held at an Annual General Meeting convened each September. The newly elected Executive shall direct the operations of the club following the election. If the President's office becomes vacant before the expiration of his/her term, the Vice-President automatically becomes President. If, for any reason, any other office becomes vacant, then the Executive will appoint another adult member in good standing to fill the vacancy until the next Annual General Meeting.

ARTICLE X

MEETINGS:

Regular meetings of the club executive shall be called by the President and Directors must be present in person in order to vote or electronic media if in absentia.

An Annual General Meeting with notice to all members will be held in September of each year in conjunction with the awards presentation. The election of the new Executive shall be held at the Annual General Meeting.

A General Meeting shall be called by the President within 30 days of receipt of a written request on behalf of no less than ten members in good standing.

At all meetings, matters arising requiring a vote shall be decided by a majority of the votes cast excluding the Chair. In case of an equality of votes, the Chair shall have a deciding vote.

ARTICLE XI

NOMINATIONS:

The Past President shall chair meetings of the Nominating Committee, the report of which shall be presented to the Executive for discussion, agreement and approval.

The report indicating a slate of members prepared to serve on the Executive shall be presented by the Past President to the Annual General Meeting for possible election. Other nominations for the positions will be accepted from the floor at the Annual General Meeting at the time of the election.

ARTICLE XII

VOTING: Annual meetings:

Voting privileges shall be provided to all adult members in good standing who are present in person.

ARTICLE XIII

QUORUM:

A quorum for a general meeting shall be ten adult members in good standing and present in person.

A quorum for an executive meeting shall be a majority of the Executive including the presiding chair

Notice of Executive meetings shall be given to all members of the Executive in advance unless such members are present or consent to the holding of such meeting.

ARTICLE XIV

ORDER OF BUSINESS -EXECUTIVE OR ANNUAL MEETINGS

- 1) Presentation of the Minutes from the previous meeting for approval
- 2) Business arising from the meeting
- 3) Tabling of all correspondence (executive meetings only)
- 4) President's Report
- 5) Treasurer's Report
- 6) Other Reports
- 7) New Business.
- 8) Election of Officers (Annual Meeting only)
- 9) Adjournment

ARTICLE XV

COURT REGULATIONS:

Rules of play shall be published prior to each playing season and a sign posted accordingly inside the courts for example:-

COURT REGULATIONS

These courts are for use by Lagoon City Racquet Club members and their guests only.

A guest must be accompanied by a member who will be responsible for locking the gate before leaving if other members are not present.

The last member to leave the courts is responsible for locking the gate.

Unaccompanied children are not permitted on the courts.

Players must wear proper shoes while playing. Proper shoes shall be fastened or laced running or tennis shoes.

Smoking is not allowed in the courts.

ARTICLE XVI

AMENDMENTS:

The Constitution may only be amended by a majority vote of voting members present (a quorum being present) at the Annual General Meeting.

Notice of amendment to the Constitution must be given in writing to the general membership at least fifteen days prior to the Annual General Meeting.

Draft changes:-

Article ix: change: his to his/her

Article x paragraph 1 add: or electronic media if in absentia.

Article xv: Insurance and \$10 fee clause deleted. Add clause "Rules of play shall be published prior to each playing season and a sign posted accordingly inside the courts for example"