

Seneca Hill Tennis Club - Constitution

ARTICLE I - Name

- 1 The organization shall be known as The Seneca Hill Tennis Club.

ARTICLE II - Purpose and Objectives

- 2.1 To encourage and promote the game of tennis at all age levels regardless of ability.
- 2.2 To develop rules and regulations for the Club which support the enjoyment of the game of tennis by all members.
- 2.3 Liaise and co-operate with other tennis organizations as required for the enhancement of the Club's objectives.
- 2.4 Develop and implement a feasible and affordable Capital Expenditure Program for the upkeep and improvement of the existing facilities and the inclusion of new projects in response to the needs of the membership.

ARTICLE III - Membership

- 3.1 Membership will be open to all, regardless of race, colour or creed.
- 3.2 All members must agree to abide by the Bylaws, Rules and Regulations of the Club.

3.3 The membership period will be from April to November depending on permit expiry and weather.

3.4 Memberships are non-transferable.

3.5 The Club reserves the right to restrict the maximum number of members eligible to join the Club after meeting the city's maximum requirement.

3.6 At its discretion, the Board of Directors may offer additional membership types from year-to-year.

3.7 A member in good standing is one who has paid any membership dues or other fees owing to the Club and who is not the subject of a disciplinary investigation or sanction by the Club.

ARTICLE IV - Fee

4.1 Seneca Hill Tennis Club fees shall be set and approved annually for the next following year, by a simple majority of voting members present at the Annual Meeting, subject to the right of Toronto Parks and Recreation Department to prescribe or otherwise govern said fee.

4.2 There will be the following four categories of membership:

(1) Family - consisting of parents and children up to their 18th birthday;

(2) Individual Adult - Over 18 years of age;

(3) Junior - Under 18 years of age;

(4) Day Time - Play time is up to 6:00 PM daily.

All members over the age of 18 years age classified as Adult Members.

4.3 The Club will respect each member's right to privacy. Members have the right to request that the Club will not release or publish personal information.

4.4 Any member in good standing may introduce a visitor to the Club. Guest fees are to be decided by the Board of Directors. The Board may restrict the number of times the visitor can come to the Club.

4.5. Members are responsible for the conduct of their guests.

4.6 Requests for membership refunds must be approved by the Board of Directors and are generally given only for medical reasons as certified by a doctor's note and within the return policy as detailed on our website.

4.7 Failure of members to pay their fees by a date set by the Board of Directors will result in the loss of playing privileges.

ARTICLE V - Board of Directors

5.1 The property and business of the Club shall be managed by a Board of Directors.

- 5.2 The Board of Directors of the Club shall consist of but not limited to any or all the following: The Club's Immediate Past President, President, Vice-President, Secretary, Treasurer, Social Director (manages Membership and Junior Program) and website/IT Maintenance Director.
- 5.3 The Board of Directors shall endeavor to carry out its duties in a manner consistent with the purpose of the organization and in keeping with the best interests of the Club.
- 5.4 A Director shall be a minimum age of eighteen (18) years.
- 5.5 No member of the Board of Directors shall be compensated for the provision of services associated with their duties.
- 5.6 No board member shall be permitted to hold any salaried position with the Club during his / her term of office.
- 5.7 No paid employee or contractor of the Club shall be a member of the Board of Directors.

The office of director shall be automatically vacated:

- 5.8 I. If at a special general meeting of members, a resolution with proven cause is passed by members present at the meeting that the director be removed from office;
- II. If a director has resigned office by delivering a written resignation to the secretary;
- III. If a director is found by a court to be of unsound mind.

- 5.9 If a vacancy occurs for any reason contained in paragraph 5.8, the Board of Directors may, by majority vote, appoint a member of the Club to complete the term of the previous director.

ARTICLE VI - Duties of Officers

- 6.1 The President, in absentia, the Vice-President, shall have overall responsibility and authority for all aspects of the operation of the Club.

The President shall:

Be the official representative and designated spokesperson for the Club
Preside at and chair all meetings of members and of the Board of Directors.

Perform such functions as the Board of Directors shall assign.

Be the Chief Executive Officer of the Association and be responsible for the functions of the Board of Directors.

Be a signing authority.

Be an ex-officio member of all committees and sub-committees.

- 6.2 Be responsible for the promotion and maintenance of a positive club profile in the community
Ensure that the Club is represented at all external meetings and meetings of significance.
Appoint from time to time such special committees as deemed necessary.
Suspend any member or director with justified cause from the privileges of The Club or the duties of this office, until the next meeting of the Board of Directors, but not in any case more than **30** days, from when the offense for which such suspension was made shall be dealt with by the said Board.

The Vice-President shall:

Carry out the duties of the President in his or her absence.

Be a signing authority.

Assist the President in overseeing the day-to-day operation of the Club.

6.3 Be responsible for the promotion and maintenance of a positive club profile in the community.

Perform any other duties as assigned by the President or the Board of Directors.

The Secretary shall:

Keep all records of the Club, except the accounting records.

Keep all legal documents of the Club in a permanent file in a secure location.

Serve notice of meetings and record all minutes of duly constituted meetings of the Club, including Board of Directors meetings.

6.4 Publish and post agendas and approved minutes of all duly constituted meetings of the Club, including Board of Directors meetings.

Maintain copies of all significant correspondence related to the Club.

Keep a record of the membership and the addresses of members.

File information returns as required.

Perform any other duties as assigned by the President or the Board of Directors.

The Treasurer shall:

Be responsible for all monies of the Club and for their deposit in the name of and to the credit of the Club in a chartered bank.

Be a signing authority.

Dispense funds with the approval of the Board of Directors.

Recommend a policy for the investment of club funds to the Board of Directors.

Ensure that the signing officers are any two of the designated members of the Board of Directors.

6.5 Be responsible for reconciling and reporting to the Board of Directors the financial accounts of the Club at each board meeting.

Prepare an annual budget with regard to the current and future financial obligations of the Club and track expenditure against the budget.

Prepare an annual report and make the financial records available for audit as required.

Evaluate, review and recommend financial policy to the Board of Directors.

Perform any other duties as assigned by the President or the Board of Directors.

The Immediate Past President shall:

Assist the upcoming president with a smooth transition.

Serve as Nominations Chairperson for Board of Director elections.

6.6 Chair Board of Directors meetings in the absence of the President and Vice-President.

Maintain and update Bylaws and Policies and present.

Perform any other duties as assigned by the President or the Board of Directors.

ARTICLE VII - Terms Of Office

7.1 The elected term for the Board of Directors shall be one (1) year for the President and all other board members. The election shall be conducted at the Annual General Meeting.

- 7.2 The President and Vice-President positions will be limited to two successive terms. The member who has served the maximum terms of office shall not be eligible to stand for election to the Board for the next year, but may stand for election the following year. The Immediate Past President position is one year term non-recurring position.
- 7.3 In the event of a vacancy occurring after the Annual General Meeting, a successor may be appointed by the Board of Directors and such
- 7.4 appointment, if any, shall be from within the membership and for the remainder of the term for that position.

ARTICLE VIII - Election to the Board of Directors

- 8.1 Twenty-one days (21) prior to the Annual General Meeting the Past President shall post a list of the Board positions up for election in the coming year.
- 8.2 Board members currently holding those positions may choose to stand for re-election.
- 8.3 Club members may also sign the list in order to indicate their willingness to serve in a particular position.
- 8.4 Seven (7) days prior to the Annual General Meeting, the Past President will remove the sign-up sheet and post the names of the candidates standing for election so that club members have an opportunity to make an informed decision as to their choice of candidate(s) prior to the election.
- 8.5 At the Annual General Meeting members will first approve positions where only one candidate has indicated a willingness to serve in a particular position.

- Members will vote on positions contested by two (2) or more candidates.
- 8.6 Voting shall be by secret ballot. Scrutineers will comprise two (2) directors, neither of whom is nominated in the voting being undertaken.
- 8.7 Nominations from the floor will be considered for positions not filled.

ARTICLE - IX Directors' Meetings

- 9.1 Meetings of the Board of Directors may be held at any time provided that a minimum of 48 hours written notice be given.
- 9.2 Each Director is authorized to exercise one vote.
- 9.3 The President will only vote to decide the outcome of a tie.
- 9.4 A majority of Directors shall constitute a quorum for meetings of the Board of Directors.
- 9.5 Should the number of Directors attending a meeting fall below a quorum, motions presented at that meeting must be ratified at a subsequent meeting with a quorum present.

ARTICLE X - Meetings of Members

10.1 The annual or any other general meeting of the members shall be held at a location and date as determined by the Board of Directors. If this is not possible, online option will be exercised.

10.2 The Board of Directors or the President shall have the power to call, at any time, a general meeting of members.

10.3 The Board of Directors shall also call a special general meeting of members on written requisition of a minimum of 15 voting members. The requisition shall set forth the object of the meeting and shall be delivered to the President or Secretary.

10.4 15 days notice shall be posted, e-mailed and communicated to each member of any annual or special general meeting.

10.5 Notice of any meeting where special business will be transacted shall contain sufficient information to permit members to form a reasoned judgment on the decision to be made.

10.6 A quorum of any general meeting shall be FIFTEEN voting members in good standing of the club in person. A quorum for an Executive Meeting shall be FOUR members, including presiding Chairman.

10.7 Each voting member present shall be 18 years of age or older and shall have the right to exercise one vote.

10.8 A majority of votes cast by members present shall determine the question. OR Decision is by majority vote, excluding the Chair. The Chair will cast the deciding vote in the event of a tied vote.

- 10.9 At all meetings, members can vote in person or via proxy. A proxy can be any voting member in good standing. To appoint a proxy, a member must send an email with the proxy's identity to the committee 24 hours before the meeting starts.

ARTICLE XI - Order of Business

1. Reading of the minutes from the previous meeting and their approval.
2. Business arising from the minutes
3. Treasurer's report and passing of bills and accounts
- 11.1 4. Business arising from the Treasurer's report
5. Reports of officers or directors of committees
6. New business
7. Nominations and elections (Annual General Meeting only)
8. Adjournment.

ARTICLE XII - Amendments

- 12.1 Directors may recommend amending or repealing any part or parts of the constitution by presenting a motion at an Annual or General Special Meeting of the members

- 12.2 Such a motion must be confirmed by a two-thirds majority vote at an Annual or General Special Meeting where a quorum of members is present.

- 12.3 The constitution may be amended by a two-thirds majority vote of voting members present (a quorum being present) at the General, Special or Annual Meeting.

- 12.4 Notice of Amendment must be given in writing to the general membership fifteen days prior to the Annual or General Special Meetings.