

CONSTITUTION AND BY- LAWS

1. **NAME:** The name of the organization shall be **AGINCOURT TENNIS CLUB**, herein after called the Club.

2. **OBJECTS:** The objects of the Club shall be:
 - a) To provide for its members the best possible facilities for playing and enjoying tennis.
 - b) To affiliate with, or make any agreement or undertaking with, such organizations as may be necessary for the improvement and/or the expansion of the tennis facilities for its members.
 - c) To affiliate with all or any societies or organizations of the same kind or nature as its own, as may be deemed necessary.

3. **MEMBERSHIP:** Membership shall be open to all, subject only to numerical capacity, but residents of Scarborough (City of Toronto) shall be given preference, within the following categories:
 - a) **JUNIOR** - This shall be any person 15 years of age or under as of January 1st in the current year.
 - b) **INTERMEDIATE** - This shall be any person 16 or 17 years of age as of January 1st in the current year.
 - c) **SENIOR** - This shall be any person 18 years of age or older as of January 1st in the current year.

Membership applications shall be made in writing to the Club annually, and the membership period for any year shall run concurrently with the Club's fiscal year. Membership shall be on a "first come" basis, subject to numerical capacity as established by the Executive on an annual basis.

A half-season membership shall be available to non-members in the previous year applying after August 1st. Such membership shall cost 50% of regular fees, to the nearest high dollar.

4. **FEES:** The annual fees for members shall be determined by following the City of Toronto fee schedule, and may be surcharged by the Executive for development purposes, with City's approval. Such total fees shall be payable at the time of application for membership. **MEMBERSHIP FEE IS NON-REFUNDABLE.**

CONSTITUTION AND BY- LAWS (cont'd)

5. **GOVERNING BODY**

a) **COMPOSITION** - The business and affairs of the club shall be administered by the Executive consisting of:

1. President
2. First Vice-President
3. Second Vice-President
4. Treasurer
5. Secretary
6. Immediate Past President
7. Membership Chairperson
8. Junior Development Chairperson

Position numbers 1,2,3,4,5,7 and 8 shall be elected as provided hereafter. Position number 6, the Immediate Past President, shall be a voting member of the Executive, during the year following the expiration of his or her term of office as President.

b) **POWERS** - The Executive shall have full power to administer the business of the Club, including but without limiting the generality of the foregoing:

- 1) Control over all financial accounts and disbursements of that portion of the total fees accruing to the Club after City assessment.
- 2) Power to appoint committees and chairpersons thereof, including the Standing Committees. Such appointments shall be made annually.
- 3) Power to fill any and all vacancies which may occur on the Executive during its term of office, providing such vacancies occur between elections.
- 4) Only Executive members may vote at Executive meetings.
- 5) Signing officers for cheques shall consist of any two of the following:
 - a) President
 - b) First Vice President
 - c) Treasurer
- 6) All disbursements shall have prior Executive approval.

CONSTITUTION AND BY- LAWS (cont'd)

- c) **TERM OF OFFICE** - Elected members of the Executive shall hold office for the duration of the fiscal year following the date of their election. The appointed members of the Executive shall hold office from the date of their appointment until the close of the then current fiscal year. However, if members of the incoming Executive have not been elected by the beginning of the fiscal year, then the existing Executive members shall continue to hold office until the time of such election, and the term of the incoming Executive shall date from the time of their election until the close of the then fiscal year. No member of the executive may occupy the same elective office for more than three (3) years consecutively.

6) **ELECTION OF THE EXECUTIVE**

- a) **ELIGIBILITY** - Senior members only shall be eligible to hold office. It is desirable that the office of the President shall be filled only by those who have served on the Executive in the previous year.
- b) **NOMINATIONS** - Nominations for the elected positions on the Executive shall be made by a Nomination Committee composed of no less than three senior members who are themselves not members of the Executive, along with the Immediate Past President. The report of the Nominating Committee shall be delivered to the Secretary at least 30 days prior to the Annual General Meeting. This report shall be included in the notice of the Annual General Meeting sent to all Senior members. Nominations for the selected positions may be submitted by Senior members, not less than two days prior to the Annual Meeting. Such nominations shall be accompanied by a letter of acceptance from the members so nominated, and shall be duly moved and seconded. The Secretary shall have ballot forms available at the Annual Meeting should there be more than one member nominated for each or any position. Elections shall be by simple majority.

7) **DUTIES OF EXECUTIVE MEMBERS**

- a) The executive shall administer the affairs of the Club between annual meetings.
- b) The President shall preside at all meetings of the Executive and of the Club and generally exercise such authority as is usually associated with this office. He or she shall ensure that the Club is correctly and adequately represented to the public and to any and all associations and affiliated organizations with whom the Club may have dealings.

CONSTITUTION AND BY- LAWS (cont'd)

- c) The First Vice-President shall, in the absence of the President, assume the duties and exercise the authority of the President.
 - d) The Second Vice-President shall, in the absence of the President and First Vice-President assume the duties of and exercise the authority of the President.
 - e) The Treasurer shall perform such duties as pertain to his or her office. The duties shall include maintaining the financial records of the club and receiving and depositing all monies paid into the club. The Treasurer shall be responsible for securing auditors and ensuring that such auditing shall immediately follow the close of the fiscal year of the Club.
 - f) The Secretary shall perform such duties as pertain to his or her office. These duties shall include the taking of minutes at all Executive meetings and the Annual General Meeting. Such minutes shall be made available at least one week prior to the immediate subsequent meetings. The Secretary shall advise the Executive of all meetings and deal with all correspondence as directed by the Executive.
 - g) The Junior Development Chairman shall act as Chairman of the Junior Development Committee.
 - h) The Membership Chairman shall act as Chairman of the Membership Committee.
- 8) **FISCAL YEAR:** The fiscal year of the Club shall be October 1 through September 30.
- 9) **ANNUAL GENERAL MEETING**
- a) The Annual General Meeting of the Club shall be held during October of each year for the receiving of reports, election of officers and transaction of such other business as may properly come before it. The Senior membership shall be advised of the date, time, and place of the meeting, in writing, at least 21 days prior to the meeting.
 - b) Special General Meetings may be held at any time at the request of the President or at the written request of not less than 10 Senior members.
 - c) A quorum at any General Meeting shall consist of not less than 10% of the Senior Membership of the Club. This Quorum must be present at all time during the meeting, then the Chairman shall terminate the meeting and any business remaining shall be referred to the Executive for any necessary action.

CONSTITUTION AND BY- LAWS (cont'd)

10) **MEETINGS OF THE EXECUTIVE**

- a) The first Executive meeting in any year shall be no later than March 15th and no less than once monthly thereafter for April, May, June, and July. Subsequent meetings may be called at the discretion of the President.
- b) A quorum shall consist of 50% plus 1 of the Executive members.

11) **AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

The Constitution and Bylaws may be added to, repealed, or amended at any General Meeting of the Club by a vote of two-thirds of all Senior members present. Notice of additions or amendments must be given in writing to the Secretary not later than 10 working days prior to the General Meeting at which they are to be discussed.

12) **AVAILABILITY OF CONSTITUTION AND BY-LAWS**

An up-to-date copy of the Constitution and Bylaws shall be posted and maintained in the Clubhouse and shall be available for perusal by all members at all times.

13) **STANDING COMMITTEES**

To assist in the operation of the Club, the Executive is empowered to raise Committees and appoint Chairmen thereof.

Without limiting the foregoing, these Committees may include the following:

- 1. Tournament Committee
 - 2. Junior Development Committee
 - 3. Social Committee
 - 4. Team Triad
 - 5. Publicity Committee
 - 6. Building and Grounds Committee
 - 7. Membership Committee
- 1. The Tournament Committee shall be responsible for handling the Club Tournament, Round Robins, etc..
 - 2. The Junior Development Committee shall be responsible for the operation the Junior program.

CONSTITUTION AND BY- LAWS (cont'd)

- 3. The Social Committee shall be responsible for the social aspect of the Club.

In particular, this committee shall work with the Tournament Committee and the Team Captains to provide the social amenities during competitive play.

4. The Team Triad shall be responsible for selection of Team Captains for inter-league play and the operations of the teams as set out by the Executive in the guidelines.
5. The Publicity Committee shall handle those aspects of outside publicity and internal Club communication as directed by the Executive.
6. The Building and Grounds Committee shall be responsible for the operation of the Clubhouse and court grounds in the best interest of the members. In particular, the committee shall be required to work with the other Committee chairpersons to insure adequate and equable use of the Clubhouse facilities, Tennis facilities and general maintenance of same.
7. The Membership Committee shall be responsible for the solicitation and registration of members (including the issuing of receipts and membership cards and tags) and recording monies (fees) received, which shall be turned over to the Club Treasurer.

Chairmen of Committees may be required to attend Executive meetings. At such times, they may participate in all discussions but they may not vote. Chairmen of Committees may recruit assistance from the membership of the club.

October 22, 1994
Reviewed: July 24, 2002
Revised: August 08, 2005