

  
CAROL PREST

# Newton Tennis Club Constitution and By-Laws

## CONSTITUTION

### I. NAME:

The name of the Society is Newton Tennis Club (NTC).

### II. SOCIETY ACT:

All other terms of the Society Act not covered by this Constitution and By-laws, shall apply.

### III. PURPOSE:

The purpose of the society is:

1. To encourage, develop and promote social and competitive tennis in the community of Surrey, BC.
2. To provide and improve a recreational tennis club for its members
3. To organize social tennis functions and tournaments for its members
4. To promote and supervise tennis competitions
5. To participate in Tennis BC Leagues

## BY-LAWS

### I. DEFINITIONS

1. **Family** any 2 adults over the age of 21 who reside at the same address; plus, up to 3 children, whom also reside at the address of the couple. The adults will be designated as Voting Members, but the children will not.
2. **Adult** an individual who is more than 21 years of age as of January 1st, of the current playing year and who has paid an initiation fee as may be designated by special resolution at an Annual General Meeting. Such members shall pay annual membership fees in accordance with the regulations of the Club and shall be designated voting members.
3. **Couple** any 2 adults over the age of 21 who reside at the same address. Fees and voting rights apply as above.
4. **Junior** any person under the age of 19 as of January 1st, of the current playing year and registered in the Club Junior Program. Such members shall be limited to playing in

designated times and are non-voting members. Also a person aged as above but joined through a Family Membership. Such person may be permitted to play in the club tournament, solely at the discretion of the Tournament Director.

5. **Junior Adult** an individual under the age of 22 as of January 1st, of the current playing year and not registered in the junior program. Or, under the age of 25 if living at home and attending full-time post-secondary education. Such members are designated non-voting members.
6. **Social** an individual who does not play tennis but is entitled to participate in club sponsored social functions. Such members are designated non-voting members.
7. **Guest** an individual who is not a member who wishes to play with a member during club organized activities such as Ladies Drop-In Socials, Men's Drop-In Socials and Mixed Socials.

## II. MEMBERSHIP

### 1. **Categories**

NTC shall have the following categories (per "DEFINITIONS") of membership:

- i. Family
- ii. Adult
- iii. Couple
- iv. Junior
- v. Junior Adult
- vi. Social
- vii. Guest

### 2. **Applications**

Application for membership shall be made in writing on a registration form and must contain such information as the Executive requires. The category and acceptance of an applicant shall be determined by the Executive. The Member will receive:

- i. A copy of the NTC bylaws

## 2. **Dues**

The amount of the annual membership fee shall be established at the Annual General Meeting. Dues categories shall include:

- i. An initiation fee for new members
- ii. Dues for the different categories of membership
- iii. Special Levy or Fee as established at the AGM
- iv. **A late fee for applicants who do not meet the application deadline**

The NTC may charge such other dues and fees as the Executive may determine to persons and members enjoying a benefit from the NTC. Dues shall be payable to the NTC by the date specified in the membership application form, and dues must be paid by Cash, Cheque, Money Order or Bank Draft. A member with a balance of outstanding fines is prohibited from renewing their membership until such fines are paid in full.

## 4. **Penalties of Infraction**

The Executive has the power to issue a Warning or Fine any member whose actions are in direct violation of the Constitution and By-Laws. Such fines are to be a minimum of \$25 up to a maximum of \$100 per infraction. The amount is at the discretion of the Executive. Complaints of improper conduct of a Club member must be in writing to the attention of the Executive, OR the complaint may be made verbally at an Executive meeting where the Vice President will record it. The Executive shall adjudicate the complaint and attempt to resolve the matter in an amicable manner (which may result in a Fine). Continuing violations, or serious infractions may be cause for Suspension or Termination of membership as per section 5.

## 5. **Forfeit of Membership**

Any member who has not paid annual dues by May 31<sup>st</sup> immediately forfeits their membership. The former member may re-apply for membership, subject to the usual rules for new members, including an Initiation Fee, and being subject to acceptance by the Executive in accordance with Section II. Subsection 2. Applications. Any member, whose conduct is in violation of these Constitution and Bylaws, may have his or her membership suspended or terminated by the Executive. Complaints of improper conduct of a Club member must be in writing to the attention of the Executive who shall adjudicate the complaint and attempt to resolve the matter in an amicable manner.

## III. **DIRECTORS / EXECUTIVE**

1. The Directors shall consist of the President, Vice President and the Secretary
2. The standing committees of the NTC shall be:

- i. Junior Program Committee
  - ii. Fundraising Committee
  - iii. Communication Committee
  - iv. Tournament & League Committee
3. The Executive shall consist of both Directors and Committee Heads who shall administer the affairs of the club and be duly elected at an Annual General Meeting. All expenditures in excess of \$500 must be approved by the Executive Committee, except in emergencies where two executive members may authorize necessary expenditures.
4. The Past President shall be an Ex-Officio Executive member for a period of one year following the election of a new President.
5. All executive officers shall hold office for one (1) Year except President, Vice President & Secretary shall hold office for Two (2) Year. Each officer shall be eligible for re-election for a further term upon expiry of their term of office.
6. The President shall act as Chairperson at all Executive and General Membership meetings. In the absence of the President, the Vice President shall act as Chairperson or the remaining Executive members in attendance shall elect a Chairperson.
7. A Quorum to conduct official business at an Executive meeting shall be four members of the Executive and Standing Committees.
8. The signing officers for cheques shall be any two of the Directors. Legal Documents must be reviewed and approved by the Executive before signature.
9. The Executive shall meet at least 4 times per year by call of the President or upon written petition of 4 members of the Executive.
10. The Executive may fill any vacancy that may occur after an Annual General Meeting has taken place.
11. General Committees may be formed from time to time to work on a specific task. When the task is completed, this committee will cease to exist.

12. The books of account of the Society shall be reviewed and approved by the Executive prior to the annual general meeting.

#### IV. DUTIES OF EXECUTIVE MEMBERS

##### 1. **President**

The President shall preside over all meetings of the Club, appoint all committees not otherwise provided for and call special meetings when necessary.

##### 2. **Vice-President**

The Vice President shall act as President in the absence of that officer and perform such duties and powers as the President may delegate to him/her.

##### 3. **Secretary**

The secretary shall keep a correct account of the proceedings of the club and issue notices of meetings to the executive.

#### V. GENERAL MEETINGS

1. An Annual General Meeting shall be held within 2 months of the end of the fiscal year end.
2. The Executive shall notify at least two weeks in advance, all members in good standing, of the date, time and place of the meeting. A notice may be given either personally or by mail or email to the member's registered address.
3. The AGM shall receive reports of the Executive Members, conduct pertinent business including the election of the Executive and set membership fees (including initiation fees) for the coming year.
4. At the AGM, a nominating Committee consisting of 2 or more members may be chosen from among members to seek out at least one club member in good standing, who is capable and willing to fill any vacant Executive position.
5. Amendments to the Constitution and By-laws must be voted on at an Annual General Meeting.
6. A Quorum to conduct official business at all General Membership meetings shall be the lesser of 18 voting members in good standing or 10% of Adult members in good standing. If a quorum is not present, the Executive shall make arrangements for a second general

membership meeting. If after duly calling a second general membership meeting, there is still not a quorum present, the Members present may decide by a simple majority vote to proceed with the meeting as if a quorum was present.

## VI. COURT RULES AND REGULATIONS

1. Tennis Etiquette, Good Sportsmanship and Fair Play must be maintained by all members and guests. Common courtesy shall apply at all times including:
  - i. No profane language or loud or excessive noise
  - ii. Talking on Cell phones on the court should be reserved for emergency purposes only. Quiet use of texting or smart-phones is acceptable.
  - iii. No pets allowed at the club while their owner is On Court. Members who bring pets to the club must be in control of the pet at all times.
2. Hours of Play shall be 7:00 AM to 10:00 PM from the months of March 1<sup>st</sup> to October 31<sup>st</sup>, and from dusk to dawn for the months of November through February. Members shall have priority on courts 1 to 6 except during sanctioned tournaments, club tournaments, lessons and School District scheduled times. Priority on courts is outlined in the document "POLICY FOR TENNIS COURT USE BY MEMBERS".
3. Security and Care of Premises are the responsibility of all members:
  - i. All members are responsible for maintaining the tidiness of the courts
  - ii. The last member leaving the courts is to ensure that the lights are turned off
  - iii. Pets are not allowed on the courts