

# **EAST YORK TENNIS CLUB**

## **BY LAWS**

### **I – MEMBERSHIP**

- a) A member in good standing has paid the required dues and is supportive of the Club's aims and objectives.
- b) Adult member shall be at least 19 years of age as of January 1 of the current year.
- c) Student members shall be enrolled in school and 18 - 24 years of age as of January of the current year.
- d) Junior members shall be under 19 years of age as of January of the current year.
- e) Revocation of an individual membership will be decided by a meeting of the Executive Committee. Grounds for revocation of membership:
  - i) failure to comply with the Rules and Regulations as passed by the Executive Committee and posted on the website, and/or
  - ii) conduct contrary to the aims/objectives of the Club as set forth in the Constitution.
- f) Membership shall be for the period April through October.
- g) Fee shall be due April 30 for renewal membership.
- h) The playing season shall be from the last Saturday in April to the last day of September, but may be extended earlier or later at the discretion of the Executive Committee.
- i) Fiscal year shall end December 31.

### **II - EXECUTIVE COMMITTEE**

- a) At the Annual General Meeting, the Club membership shall elect the Executive Committee who shall take office November 1.

- b) The President must be elected from among the current Executive Committee.
- c) The volunteer Executive directors, as members of an effective team should be allowed to perform their responsibilities and duties independently within the framework of the Constitution. Decisions and information should be communicated in a timely fashion by the Executive Committee.
- d) All Executive members except the Chair shall have one vote. In the event of a tie, the Chair shall cast the deciding vote.
- e) Nominations of any positions on the Executive Committee will be accepted where two adult members and the nominee indicated approval.
- f) Any one of the Executive members may be removed from office for improper conduct by majority vote of a properly constituted Executive Committee meeting.
- g) In the event that the President becomes incapacitated and can no longer perform his/her duties, it will be filled by the First Vice-President. Any other vacancy will be filled by appointment by the President and with the approval of the Executive Committee. Replacements shall be for the balance of the term.
- h) The Executive Committee shall conduct the general operations of the Club.
- i) The Executive Committee shall review and approve the Club Rules which are to be posted on the website or in the Clubhouse.
- j) No member of the Executive Committee shall undertake a non-budgeted expenditure on behalf of the Club in excess of \$ 200.00 without prior Executive Committee approval.

### **III - HONORARIA**

- a) All members of the Executive committee shall have for themselves only, free membership in the Club with full privileges.
- b) Members who are deemed to have provided many years of extraordinary service to the Club may be provided with a lifetime free honorary membership with full privileges.
- c) Candidates for honorary membership shall come from a screening of the entire membership, and shall be recommended by an Executive member. Selection shall be based on pre-established criteria and voted on and

approved by the Executive Committee and announced at the Annual General Meeting.

- d) Maximum number of honorary members awarded during any one year shall be two (2).

#### **IV - DUTIES OF THE EXECUTIVE MEMBERS**

In addition to the specific duties outlines below, each Executive Members shall:

- a) Represent the Club's best interests in dealing with individual members, suppliers, and the general public.
- b) Uphold the Constitution, By-Laws and Rules and Regulations of the Club.
- c) Attend the General and Executive Committee meetings.
- d) Prevent damage to Club facilities and equipment.
- e) Undertake to update these By-Laws as required to properly reflect duties and responsibilities.

##### **(i) President:**

- Call meetings as considered necessary.
- To preside at General and Executive meetings.
- Have one vote, only if necessary to break a tie.
- Ensure that all affairs, business, operation and general conduct of the Club are executed in accordance with the Constitution.
- Liaise between the Executive and the Club Pro.
- Represent the Club in dealings with The City of Toronto and outside agencies.

##### **(ii) Past President**

- Provide advice and counsel to the President if required.
- Participate in special projects or sub-committees as requested by the President.

### **(iii) First Vice-President**

- To assist the President as required.
- To assume all duties of the President in his/her absence.
- To help maintain the grounds, courts and keep nets and equipment in repair.
- Update and maintain Constitution and By-Laws, the Club Rules and make recommendations for approval by the Executive committee.

### **(iv) Second Vice-President**

- To assist the President as required.
- To advise the Executive in order to maintain continuity from year to year.
- Establish and monitor Club communications.

### **(v) Secretary**

- Coordinate and arrange for meetings.
- Record minutes of all meetings.
- Maintain an accurate record of all meetings.
- Distribute a copy of the minutes of meeting to each member of the Executive.
- Prepare and distribute all written notices to the Executive Committee.
- Handle all incoming and outgoing correspondence.

### **(vi) Treasurer**

- Record, monitor and supervise a control system to ensure the security and accountability for all Club funds.
- Maintain proper records of all revenues and disbursements and deposits all monies on behalf of the Club
- Pay all liabilities of the Club. All bills are to be paid by cheque except where receipts are received at once. Two signatures will be required on all cheques paid out by the Club: any two of the President, Treasurer, or First Vice-President.
- Prepare all records and statements for the regular and annual general meetings.
- To pay bills received and record all such payments in a ledger.

#### **(vii) Membership Director**

- Prepare and distribute membership applications for each Club member prior to the beginning of the season.
- Receive applications and record all paid-up members.
- Maintain an up to date list of members, their address, email and telephone numbers etc.
- Organize the tag board in the Clubhouse before the start of the playing season and as required throughout the season.

#### **(viii) Social Director**

- Plan, promote, and manage all food and beverage requirements at the Clubhouse.
- Maintain kitchen and toiletry supplies as directed by the Executive Committee.
- Coordinate the supply and donation of prizes.

#### **(IX) Tournament Director**

- Assist and advise the teams in the selection of team captains for all league competitions.
- Arrange and schedule tryouts.
- Resolve any disputes that cannot be solved by team captains.
- Arrange, develop and coordinate club tournaments, ladders, and round robins (except for social round robin).
- Encourage members to compete in club activities.

**(X) Director of Junior Development**

- On behalf of the Executive Committee, oversee the programs relating to the club's Junior members.
- Help prepare a junior team to participate in inter-county competition.
- Supervise play during Junior member designated court times.
- Organize round robin games for Junior members.
- Organize social events for Junior members.
- Coordinate with the Club Pro with regards to their lessons and programs.

**(XI) Committee Members**

- Help maintain the clubhouse, grounds and courts in good repair.
- Monitor court activity during supervised hours.
- To assist, as required, in the general operation of the Club.

**Revised March 2017**