

CALEDON TENNIS CLUB

CONSTITUTION AND BY-LAWS



CONSTITUTION

1. Name

The name of the club is the “Caledon Tennis Club” hereinafter referred to as “the club”.

2. Objectives

The objectives of the club are to:

- a. provide access to tennis courts and organized tennis for residents of the Town of Caledon;
- b. promote interest in tennis in the community;
- c. provide tennis instruction and coaching to adults and youth;
- d. establish and maintain activities and equipment in support of tennis;
- e. maintain affiliation with the Town of Caledon for support of tennis; and
- f. realize new initiatives, projects, affiliations and partnerships in support of tennis.

3. Mandate

The mandate of the Caledon Tennis Club is to manage a facility and program that allows a wide base of community residents the opportunity to enjoy the sport of tennis and its benefits.

4. Mission

The club provides affordable membership for all ages and abilities to help develop a healthy lifestyle through community spirit and tennis.

5. Non-Profit

The club shall operate without the purpose of gain for the Executive Committee or members, and any profits shall be used in furtherance of the club’s mission, mandate, and objectives.

6. Executive Members Not Remunerated

Members of the Caledon Tennis Club Executive Committee shall serve without remuneration, and no member of the Executive Committee shall directly or indirectly receive any profit from his or her position. A member of the Executive Committee may be paid reasonable expenses in the performance of his/her duties in accordance with the club’s policy regarding reimbursement of expenses.

BY-LAWS

ARTICLE 1 – GENERAL

- 1.1 Purpose – These by-laws govern the general conduct of the Caledon Tennis Club hereinafter referred to as “the club”.
- 1.2 Definitions – The following terms have these meanings for the purposes of these by-laws:
Constitution – the constitution of the Caledon Tennis Club
Executive Committee – the committee comprised of the President, Past-President, Vice-President, Secretary, Treasurer/Membership Coordinator, Facilities Coordinator, Mixed Doubles Coordinator, Social Coordinator, Tennis Professional, and two (2) Members-at-Large.
Member – a member of the Caledon Tennis Club as admitted under Article 2 of these by-laws
- 1.3 Ruling on By-laws – The Executive Committee shall have the authority to interpret any provision of these by-laws that is contradictory, ambiguous, or unclear, provided that such interpretation is consistent with the club’s mission, mandate, and objectives.
- 1.4 Conduct of Meetings – Meeting procedures of both the Executive Committee and the Annual General Meeting are to be consistent with Roberts Rules of Order.
- 1.5 General Operating Procedures – The club is committed to working in a non-racist, non-sexist, non-violent, and democratic manner in accordance with the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

ARTICLE 2 – MEMBERSHIP

- 2.1 General - Membership is open to all residents and non-residents of the Town of Caledon, Ontario, who support the club’s mission, mandate, and objectives.
- 2.2 Categories - The club offers the following categories of membership:
- a. *Adult Member* – any person aged 18 or more as of January 1 of the membership year and who meets the general requirements of Article 2.1 may become a member upon payment of the annual dues for Adult membership.
 - b. *Junior Member* – any person aged 17 or less as of January 1 of the membership year and who meets the general requirements of Article 2.1 may become a member upon payment of the annual dues for Junior membership. Parent/Guardian signature is required.
 - c. *Family Member* – up to two (2) adults and all students/juniors who co-reside who meet the general requirements of Article 2.1 may become members upon payment of the annual dues for a Family membership.
 - d. *Student Member* – persons aged 18-24 years as of January 1 of the membership year and attending school who meet the general requirements of Article 2.1 may become members upon payment of the annual dues for a Student membership.

2.3 Voting Rights – Members do not vote directly on affairs of the club, other than at the Annual General Meeting further to Article 4.12 of these by-laws.

ARTICLE 3 – FINANCE AND MANAGEMENT

3.1 Fiscal Year – The fiscal year of the club shall be November 1 – October 31, or such time as the Executive Committee may from time to time determine.

3.2 Signing Authority – The Executive Committee shall designate from among the Executive Committee members two or more individuals who shall have signing authority for all financial transactions, contracts, and documents conducted in the name of the club. All such transactions, contracts, and documents shall require two signatures and once signed shall be binding upon the club.

3.3 Books and Records – The club shall ensure that all books and records of the club that are required to be kept by the Constitution, these by-laws, or other statute of law are regularly and properly kept.

3.4 Financial Institutions – The banking business of the club shall be transacted with such banks, trust companies, or other financial institutions as the Executive Committee may designate, appoint, or authorize from time to time.

3.5 Annual Budget – The annual budget of the club shall be prepared by the Treasurer and shall be presented at the Annual General Meeting for approval.

ARTICLE 4 – GOVERNANCE/EXECUTIVE COMMITTEE

4.1 Executive Committee Election - The Executive Committee shall consist of members elected at the Annual General Meeting.

4.2 Powers of the club - Except as otherwise provided by law, the Constitution or these by-laws, the Executive Committee exercises the power of the club and may delegate any of its powers, duties, or functions.

4.3 Managing affairs of the club – The Executive Committee shall make policies and procedures for managing the affairs of the club in accordance with the Constitution and these by-laws.

4.4 Discipline – The Executive Committee shall establish policies and procedures relating to the discipline of members and shall have authority to discipline members in accordance with such policies and procedures.

4.5 Executive Committee member removal - The Executive Committee shall have authority to remove any Executive Committee member from his/her role prior to the expiry of their term of office in accordance with procedures specified in these by-laws.

4.6 Resignation – A member of the Executive Committee may resign from the Committee by presenting a notice of resignation to the Committee. The resignation shall become effective on the date the Executive Committee accepts the resignation.

- 4.7 Removal – A member of the Executive Committee may be removed by cause by resolution of the Executive Committee, provided the member has been given notice of the resolution and the opportunity to be heard by the Executive Committee before the resolution is voted on.
- 4.8 Vacancy – Whenever a position on the Executive Committee becomes vacant for whatever reason, the Executive Committee may appoint a qualified member to fill that vacancy until such time as the next Executive Committee election at the next Annual General Meeting.
- 4.9 Setting of Fees – The Executive Committee shall set fees for the membership.
- 4.10 Annual General Meetings - The Executive Committee shall coordinate an Annual General Meeting of the club, to which all members shall be invited to attend and participate.
- 4.11 Executive Committee Meetings – The Executive Committee may from time to time hold monthly meetings as necessary to conduct work on behalf of the club. Notice of meetings shall be communicated to Executive Committee members no fewer than seven (7) days prior to the date of the meeting.
- 4.12 Duties – The following are the duties of the members of the Executive Committee:
- a. President:
 - (i) To approve agenda drafted by the secretary and chair all meetings.
 - (ii) To call meetings as required.
 - (iii) To attend, or appoint a designate, at all functions requiring the presence of a representative of the Executive.
 - (iv) To facilitate the inclusion of Executive members from sub-committees.
 - (v) To present the minutes of the Executive meetings and annual report to the Town of Caledon Council.
 - (vi) To be accountable for the responsible financial management for the fiscal year.
 - (vii) To facilitate all media activities for the Executive.
 - (viii) To be a member of the Executive and to perform any functions assigned by the Executive.
 - b. Vice-President:
 - (i) To assume the position of the President if a vacancy occurs in that office.
 - (ii) To assume the position of President in the President’s absence.
 - (iii) To lead an annual review of the Executive Terms of Reference.
 - (iv) To ensure Club Championships are held on an annual basis.
 - (v) To be a member of the Executive and to perform any functions assigned by the Executive.
 - c. Past-President:
 - (i) May act as a resource person to the Executive Committee.
 - (ii) May assist in any capacity that may benefit the club.
 - (iii) To be a member of the Executive and to perform any functions assigned by the Executive.
 - d. Secretary:
 - (i) To be responsible for recording minutes of meetings and make available copies of minutes to all members prior to the next meeting.

- (ii) To keep a record of attendance for each meeting and a database of members of sub-committees.
- (iii) To co-ordinate meeting requirements and establish an agenda.
- (iv) To keep a calendar of club-related events and meetings.
- (v) To assist Chair in the recollection of motions passed.
- (vi) To assist the Chair on monitoring the completion of action items.
- (vii) To be a member of the Executive and to perform any functions assigned by the Executive.

e. Treasurer:

- (i) To monitor all Caledon Tennis Club receipts and expenditures.
- (ii) To facilitate an annual budget and the monthly monitoring of such.
- (iii) To manage a bank account for Caledon Tennis Club funds, requiring for withdrawal, the signatures of the Treasurer and/or the Chair, Vice-Chair or Secretary.
- (iv) To present a statement of finances at each meeting of the Executive Committee and distribute as necessary.
- (v) To present an Annual Treasurer's Report at the Annual General Meeting.
- (vi) To make the financial records available to auditors or Town of Caledon upon request of the club.
- (vii) To be a member of the Executive and to perform any functions assigned by the Executive.

f. Mixed Doubles Coordinator:

- (i) To organize and manage the annual Caledon/Dufferin Mixed Doubles Tournament, including budget, sponsorship, recruitment, trophies/gifts, scheduling, catering, and dinner.
- (ii) To be a member of the Executive and to perform any functions assigned by the Executive.

g. Facilities Coordinator:

- (i) To inspect and recommend maintenance for the clubhouse.
- (ii) To stock and maintain supplies for the clubhouse.
- (iii) To inspect and recommend maintenance for the courts, including nets, windscreens, etc.
- (iv) To oversee maintenance/physical plant projects related to the courts and clubhouse.
- (v) To be a member of the Executive and to perform any functions assigned by the Executive.

h. Social Coordinator:

- (i) To recommend and manage social events as approved by the Executive Committee.
- (ii) To be a member of the Executive and to perform any functions assigned by the Executive.

i. Members at Large:

- (i) Members at Large may consist of up to four (4) members who will participate in Executive Committee discussions and decisions.
- (ii) To be a member of the Executive and to perform any functions assigned by the Executive.