

BRIDLEWOOD TENNIS CLUB

CONSTITUTION

October, 2018

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Article 1 - Bylaws

- 1.1 The purpose of these bylaws is to provide guidelines for the operation and conduct of the Bridlewood Tennis Club.
- 1.2 This Bylaw replaces all past bylaws.
- 1.3 A copy of the Bylaws of the Club shall be available on the website at all times for the inspection of members.

Article 2 – Name and Location

- 2.1 The organization shall be known as the Bridlewood Tennis Club herein after referred to as “the Club” and shall carry on as a not-for-profit community tennis club.
- 2.2 The location of the organization shall be at 445 Huntingwood Dr. in the city of Toronto, in the province of Ontario.

Article 3 – Purpose and Objectives

- 3.1 To encourage and promote the game of tennis at all age levels regardless of ability.
- 3.2 To respect and observe the regulations of the City of Toronto in relation to tennis.
- 3.3 To develop rules and regulations for the Club which support the enjoyment of the game of tennis by all members.
- 3.4 Liaise and co-operate with other tennis organizations as required for the enhancement of the Club’s objectives.
- 3.5 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 4 – Affiliation

- 4.1 The Club shall have the following affiliations:
 - i. The Club shall be a member of the Scarborough Tennis Federation (STF)
 - ii. The Club shall be a member of the Ontario Tennis Association (OTA).
 - iii. The Club shall be affiliated to Tennis Canada through the OTA.

Article 5 – Membership

- 5.1 Membership will be open to all, regardless of race, colour or creed.

- 5.2 All members must agree to abide by the Bylaws, Rules and Regulations of the Club.
- 5.3 The membership year will be from April 1 to October 31.
- 5.4 There shall be three categories of membership: Adult; Family; and Juniors (up to 18 years of age).
- 5.5 Memberships are non-transferable.
- 5.6 The Club reserves the right to restrict the maximum number of members eligible to join the Club.
- 5.7 At its discretion, the Executive may offer additional membership types from year-to-year.
- 5.8 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 6 – Complaint Resolution Process

- 6.1 A formal complaint including all particulars must be sent in writing within 30 days of the incident to the President. If the complaint involves the President, it should be sent to the Vice President.
- 6.2 The President or Vice President will inform the Executive about the complaint and it shall be investigated by the Executive.
- 6.3 Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. For clarity, the discipline committee may conduct such investigation in writing and/or in person.
- 6.4 Both the Complainant and the Respondent will be interviewed (either in writing or personally), as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
- 6.5 The disciplinary decision will be communicated in writing to the Complainant by the Executive.
- 6.6 Disciplinary decisions will require a majority vote of the attending Executive.
- 6.7 If the Complainant is not satisfied with the decision, the complaint may be sent, in writing, to the STF President. The complaint will be handled according to the STF By-Laws in the process outlined in the STF constitution.

Article 7 - Fiscal year

- 7.1 The fiscal year of the Club shall begin on October 1st of one year and end on September 30th of the following year.

Article 8 – Fees

- 8.1 The Executive shall set membership fees before the start of each playing season.

8.2 There will be separate fees for each category of general membership: Adults, Family, Juniors (Up to 18 years of age). The Executive will determine whether there will be separate fees for each category of early-bird membership: Adults, Family, Juniors (Up to 18 years of age), whether there will be referral bonuses available to existing members, or any other offers/discounts available to new and existing members.

8.3 Fees will be posted on the website and application form.

8.4 The Club will respect each member's right to privacy. Members have the right to request that the Club will neither release nor publish personal information.

8.5 Any member in good standing may introduce a visitor to the Club. Guest fees are to be decided by the Executive. The Executive may restrict the number of times the visitor can play at the Club.

8.6 Members are responsible for the conduct of their guests.

8.7 Requests for membership refunds must be approved by the Executive.

8.8 Failure of members to pay their fees will result in the loss of playing privileges.

Article 9 – Rules and Regulations

9.1 The rules and regulations of the Club governing such items as access to premises, court booking, allocation of courts for leagues, tournaments, special events, dress code and the closing of courts for maintenance purposes shall be as determined by the Executive.

9.2 Club Rules and Code of Conduct shall be published and made available to all members as soon as practicable in the playing season and must be observed by all members and guests.

Article 10 – Executive

10.1 The property and business of the Club shall be managed by an Executive.

10.2 The Executive of the Club shall consist of any or all the following: President, Vice President, Past President, Membership Director, Secretary, Treasurer, Facilities Director, Junior Development Director, and/or Social Director.

10.3 The Executive 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.

10.4 An executive member shall be a minimum age of eighteen (18) years old.

10.5 No member of the Executive shall be compensated for the provision of services associated with their duties. However, each member of the Executive may have a free membership. The Club may pay the appropriate OTA/STF fees for the Executive.

10.6 No paid employee or contractor of the Club shall be a member of the Executive.

10.7 The office of an Executive member shall be automatically vacated:

- i. If at a special general meeting of members, a resolution is passed by members present at the meeting that the Executive member be removed from office;
- ii. If an Executive member has resigned office by delivering a written resignation to the Secretary;
- iii. If an executive member is found by a court to be of unsound mind.

10.8 If a vacancy occurs for any reason contained in paragraph 10.7, the Executive may, by majority vote, appoint a member of the Club to complete the term of the previous Executive member.

Article 11 – Powers of the Executive

11.1 The Executive shall administer the affairs of the Club in all things, authorize expenditures, investments of Club funds, borrow money upon the credit of the Club and enter into lawful contracts with suppliers, contractors and individuals.

11.2 All expenditures beyond the annually approved budget, is authorized by the Executive to a maximum of \$2,000 within the current fiscal year of the Club.

11.3 Any expenditures exceeding this maximum amount must be approved by a majority vote of members at a general meeting.

11.4 The Executive will develop, implement and monitor a long-term capital expenditure plan to ensure the maintenance and improvement of tennis court facilities and inclusion of new projects to respond to membership needs.

Article 12 – Duties of Executive Members

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

12.2 The President shall:

Be the official representative and designated spokesperson for the Club.

Preside at and chair all meetings of members and of the Executive.

Perform such functions as the Executive shall assign.

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

Be a signing authority.

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

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 Executive member from the privileges of The Club or the duties of this office, until the next meeting of the Executive, but not in any case more than thirty (30) days, from when the offense for which such suspension was made shall be dealt with by the said Executive.

12.3 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.

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 Executive.

12.4 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 Executive meetings.

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

Perform any other duties as assigned by the President or the Executive.

12.5 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 Executive.

Recommend a policy for the investment of club funds to the Executive.

Be responsible for reconciling and reporting to the Executive the financial accounts of the Club at each Executive meeting or as requested.

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 Executive.

Perform any other duties as assigned by the President or the Executive.

12.6 The Membership Director shall:

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

Collect and keep a record of all payment and fees collected.

Compile an email list of each interest checked on membership application and contact appropriate leader of said interest with the member's email.

Deliver shoe tags and court lock code to current members.

Perform any other duties as assigned by the President or the Executive.

12.7 The Immediate Past President shall:

Serve as Nominations Chairperson for Executive elections.

Chair the Volunteer Recognition Committee.

Chair Executive meetings in the absence of the President and Vice President.

Maintain and update Bylaws and Policies and present recommended changes to the Executive.

Perform any other duties as assigned by the President or the Executive.

Article 13 - Term of Office

13.1 The elected term for the Executive shall be one (1) year. The election shall be conducted at the Annual General Meeting.

13.2 In the event of a vacancy occurring after the Annual General Meeting, a successor may be appointed by the Executive and such appointment, if any, shall be from within the membership and for the remainder of the term for that position.

Article 14 – Election to the Executive

14.1 Twenty - one days (21) prior to the Annual General Meeting (AGM) the Past President shall post a list of the Executive positions up for election in the coming year.

14.2 Executive members currently holding those positions may choose to stand for re-election.

14.3 Club members may be nominated to indicate their willingness to serve in a particular position. Nominees may be offered prior to the AGM or from the floor during the AGM.

14.4 At the AGM, members will first approve positions where only one candidate has indicated a willingness to serve in a particular position.

14.5 Members will vote on positions contested by two (2) or more candidates. Voting shall be by secret ballot. Scrutineers will comprise two (2) Executive members, neither of whom is nominated in the voting being undertaken.

Article 15 – Executive Meetings

15.1 Meetings of the Executive may be held at any time provided that a minimum of 48 hours written notice be given.

15.2 Each Executive member is authorized to exercise one vote.

15.3 The Chair will only vote to decide the outcome of a tie.

15.4 A majority of Executive members shall constitute a quorum for meetings of the Executive.

15.5 Should the number of Executive members attending a meeting fall below a quorum, motions presented at that meeting must be ratified at a subsequent meeting with a quorum present.

Article 16 – Indemnities to Executive

16.1 Every Executive member shall be indemnified through the provision by the Club of Commercial General Liability Insurance and Directors and Officers Insurance with respect to any matter related to the duties of his office, except those occasioned by willful neglect or default.

16.2 An Executive member is always liable for:

- i. A breach of the Executive member's fiduciary duty to the corporation for failing to act in the best interests of the Club/corporation.
- ii. Failing to exercise the requisite standard of care in discharging his duties on behalf of the Club/corporation.
- iii. Authorizing or participating in a civil or criminal offence, regardless of the timing of his resignation.

Article 17 – Meetings of Members

17.1 The annual or any other general meeting of the members shall be held at a location and date as determined by the Executive.

17.2 At every annual meeting, in addition to any other business that may be transacted, the President's report and the report of any other Executive member, and the financial statement shall be presented.

17.3 The Executive or the President shall have the power to call, at any time, a general meeting of members.

17.4 Minimum of seven (7) days notice shall be posted, emailed and communicated to each member of any annual or special general meeting.

17.5 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.

17.6 A quorum of any general meeting shall be 10% of adult membership of the Club in person including the Executive.

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

17.8 A majority of votes cast by members present shall determine the question or decision, excluding the Chair. The Chair will cast the deciding vote in the event of a tied vote.

17.9 At all meetings, members must vote in person. No proxies are allowed.

Article 18 - Committees

18.1 The Executive shall have supervision and jurisdiction over all committees.

18.2 All committees shall report to the Executive, and no committee shall make any expenditure or incur any expenses or pledge the credit of the Club in any way without the authority of the Executive.

18.3 The Executive may from time to time appoint other committees for general or special purpose as they may from time to time deem expedient, and notwithstanding anything in these bylaws to the contrary, may add to any or all committees such member or members as they deem advisable.

Article 19 - Amendment of Bylaws

19.1 Executive members may recommend amending or repealing any part or parts of this bylaw by presenting a motion at an Annual or General Meeting of the members.

19.2 Such a motion must be confirmed by a majority vote at an Annual or General Meeting where a quorum of members is present.

Article 20 - Definitions

(a) "AGM" the Annual General Meeting of the Bridlewood Tennis Club.

(b) "Bylaws" refers to this bylaw and all other bylaws of the Club that may be enacted from time to time hereafter.

(c) "Club" refers to the Bridlewood Tennis Club.


(d) "Executive Members" refers to the President, Vice President, Secretary, Treasurer, Membership Director and Past President, or other appointed or elected positions listed in Article 10.2

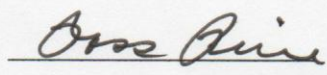
(e) "In good standing" shall refer to a member who has paid any membership dues or other fees owing to the Club and who is not the subject of a disciplinary investigation or sanction by the Club.

- (f) "Meeting of members" includes an AGM and a general meeting of members.
- (g) "Members" all classes of membership in the Club as provided for in Article 5.
- (h) "OTA" shall refer to the Ontario Tennis Association.
- (i) "Policies" are written statements governing issues which have been considered and approved by the Executive.
- (j) "Quorum" refers to the minimum number of members required to give authority to an Executive meeting, the AGM or any general meeting of members.
- (k) "Term of Office" is the length of time that an Executive member may serve on the Executive without having their position renewed.
- (l) "Complainant" means any person raising an incident, formally or informally, of Harassment on his or her person or where such person is a minor, a legal guardian of such person.
- (m) "Harassment" means any behavior which may be offensive or intimidating to another person, whether intentional or not.
- (n) "Respondent" means the party accused of Harassment by the Complainant and as set out in the Complaint.

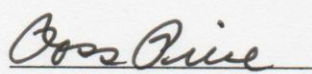
BRIDLEWOOD TENNIS CLUB BYLAWS

ENACTED BY THE Executive this 2nd day of November, 2018


Deborah Kudjerski, President


Ross Price, Secretary

Confirmed by a majority of members the 2 day of November 2018


Ross Price, Secretary