

Thunder Bay Community
Tennis Centre

CONSTITUTION

November 18, 1998

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ARTICLE 1.0 NAME

The name of this organization shall be the Thunder Bay Community Tennis Centre, hereafter called the "Tennis Centre".

ARTICLE 2.0 INTERPRETATIONS

2:1 Wherever the word "executive" occurs in these by-laws it shall be understood to mean the Executive of the Thunder Bay Community Tennis Centre.

ARTICLE 3.0 DEFINITIONS

3:1 The governing body of the Tennis Centre shall be called the "Executive" and shall include but not limited to, the past president, president, vice president, secretary, treasurer....

3:2 The executive shall include, but not limited to, elected members & committees.

ARTICLE 4.0 PURPOSE

To administer the Tennis Centre facilities and implement and encourage participation in the sport of tennis in the city of Thunder Bay.

ARTICLE 5.0 OBJECTIVES

5.1 To maintain and improve the facilities of the Tennis centre.

5.2 To plan & implement programs & opportunities for skill development, including lessons, clinics, junior development & instructor development.

5.3 To provide recreational and competitive play, including leagues, tournaments, socials & casual play.

5.4 To co-operate and support school programs & regional and provincial events.

5.5 To administer funds, maintain records and prepare budget and financial reports for audit and presentation to the Annual Meeting of the Tennis Centre.

5.6 To co-operate with the City of Thunder Bay Community Services Dept-recreation division, in the promotion of tennis as a sport on a community wide basis.

- 5.7 To make available the services of the Tennis Centre to the public without discrimination, and including programs for all ages, levels of ability & background.

ARTICLE 6.0 AFFILIATIONS

Whenever possible, and at the discretion of the executive to the Tennis Centre shall affiliate with the Ontario Lawn Tennis Assoc; or with any other organization that is might deem beneficial.

ARTICLE 7.0 EXECUTIVE OFFICERS & DUTIES

- 7.1 President -The president shall be the chief executive officer of the tennis centre. Shall presided at all meetings of the tennis centre and the executive committee. Shall Implement all orders and resolutions of the executive and ecutive committee; shall be a non-voting of all committees; prepare and submit to the members at the annual meeting of report of the preceding year for its approval. The president, when presiding at meetings, shall only vote to break a tie.
- 7.2 Vice President - In the absence of the chairperson, assumes the duties and powers of the chairperson. The vice president shall perform such other duties as may, from time to time, be determined by the executive. In the absence of the president and vice president, the performance of their duties and powers shall be delegated to a chairperson appointed by the executive.
- 7.3 Secretary – The secretary shall ensure the proper recording of the minutes of all meetings of the executive and shall issue notices of such meetings. The secretary shall perform other duties as may be assigned.
- 7.4 Treasurer- The treasurer shall ensure that the financial activities of the tennis centre are properly recorded and that all the funds and securities of the tennis centre are secured with a financial institution in the name of the tennis centre. The treasurer shall present financial reports to all regular meetings Of the executive and shall present a budget and an audited financial report to the annual general meeting. The treasurer shall perform other duties as may be assigned by the executive.
- 7.5 Publicity - The publicity chairperson shall prepare special notices , as required, for the executive. Maintain a file of publicity information, posters, articles & pictures. Promote programs of the tennis centre, via notices to the television, radio & newspapers. Make arrangements for media to attend tournaments. Contact media regarding results of tournaments. Coordinate an prepare information for tennis centre newsletters and the Key.

- 7.6 Social - The social chairperson shall develop, initiate and coordinate the tennis centres social efforts, ie: open house, wind up banquet, weekly socials. Plan for social opportunities for new & existing members.
- 7.7 House & Grounds - The house and grounds chairperson shall be responsible for general maintenance and upkeep of buildings and properties. Organize a committee to perform General cleanup and install windscreens in the spring and fall. Arrange for seasonal startup and shutdown. Maintain all the tennis centres house and ground equipment in good repair.
- 7.8 Tournament - The tournament chairperson shall be responsible to develop a schedule for all tournament play at the tennis centre. Recruit volunteers to coordinate tournaments. Keep a Record of all tournament results. The tournament chairperson shall be responsible for maintaining and purchasing trophies.
- 7.9 Junior Development - The junior development chairperson shall organize a program for junior and juvenile tennis centre members. Examples are lessons, clinics, tournaments, etc. The chairperson shall liaise with The Lakehead Board of Education and the separate board regarding the use of the tennis centre courts. Promote the sport of tennis within the School system.
- 7.1 Members-at-Large - Members at large shall participate fully in the business of the executive and the affairs of the tennis centre. The members shall assist executive members on committees and shall also voice the concerns of members To the executive.

ARTICLE 8.0 ELECTION & TERMS

- 8.1 The election of the executive officers shall be held at the Annual General Meeting of the tennis centre.
- 8.2 Prior to the Annual General Meeting, a Nominating committee of three (3) shall be appointed by the executive to bring forth a slate of officers for the coming year.
- 8.3 Nominations from the floor at the Annual General Meeting shall be accepted.
- 8.4 If additional nominations are not submitted, the nominations shall be closed, and the nominated slate shall be elected at the annual general meeting.
- 8.5 When additional nominations are filed, the names of all candidates shall be presented to the general membership at the annual general meeting and an election shall be held. Candidates receiving the most votes cast shall be declared elected.
- 8.6 A person can only be elected to one (1) position on the executive.

- 8.7 The nominating committee shall also act as election committee, shall prepare and distribute ballots, supervise the election and the counting of ballots, and shall certify, in writing, the names of successful candidates duly elected to the executive.
- 8.8 The Chair of the annual general meeting shall call for a motion to destroy the election ballots and the ballots shall be subsequently destroyed by the nominating committee.
- 8.9 Executive officers are compelled to tender their resignation if three (3) consecutive meetings are missed without notification.

ARTICLE 9.0 VACANCIES

Vacancies shall be filled in the following order:

1. Replace a vacancy with the runner up from the last election of the Executive officers.
2. Vacancies shall be filled by appointment at the Executives' discretion.

ARTICLE 10.0 MEMBERSHIP

- 10.1 Membership is open to all
- 10.2 All persons having paid the membership fee are considered members of the tennis centre.
- 10.3 Senior membership shelter for to all those who have attained their 19th birthday before January 1st of the playing year.
- 10.4 Junior membership shall refer to all those who have attained their 14th birthday before January 1st of the playing year but have not attained their 19th birthday before January 1st of the playing year.
- 10.5 Juvenile membership shall refer to all those who have not attained their 14th birthday before January 1st of the playing year.
- 10.6 All members in good standing, 18 years of age or over, have the right to nominate, stand for office, move and second motions and vote for any matter at an annual general meeting.
- 10.7 Any other membership classifications that are deemed necessary from time to time to be determined by the executive.
- 10.8 The membership fees shall be determined from time to time by the executive.

ARTICLE 11.0 MEETINGS

- 11.1 The executive of the tennis centre shall meet monthly on a day and time resolved by the executive to administer the affairs of the tennis centre.
- 11.2 The executive may, at anytime, call a special general meeting to consider issues of importance to the membership.
- 11.3 The executive shall convene an annual general meeting of the tennis centre for the purpose of reporting on the affairs of the tennis centre to the membership and for the election of officers.
- 11.4 The meetings of the executive shall be open to all members of the tennis centre who may attend but may not vote on any of the proceedings.

ARTICLE 12.0 FINANCIAL SYSTEMS

- 12.1 The funds and securities of the tennis centre shall be deposited for safekeeping in the name of the tennis centre with a financial institution to be selected by the executive.
- 12.2 All financial documents and contracts shall carry a minimum of two (2) signatures of the following executive members president, secretary or treasurer.
- 12.3 The fiscal year of the tennis centre, on which records are maintained, shall begin on the first day of October in each year.
- 12.4 The executive shall administer all funds and securities of the tennis centre, and shall present a financial report at the annual general meeting.
- 12.5 The executive shall annually appoint persons from outside the active tennis centre, with no vested interest to audit the financial records of the tennis centre.
- 12.6 A copy of the financial statement shall be filed with the city of Thunder Bay community services Department, recreation division.
- 12.7 The books and records of the tennis centre shall be open to inspection by members at all reasonable times, upon reasonable notice to the executive.

ARTICLE 13.0 VOTES TO GOVERN

At all meetings, every motion shall be decided by a simple majority of votes duly cast.

ARTICLE 14.0 CASTING VOTES

- 14.1 At a regular monthly, or special meeting, each executive member in attendance shall be entitled to one vote on each issue.
- 14.2 At the annual general meeting, or any special general meeting, of the tennis centre each senior member in attendance shall be entitled to one vote on each issue.
- 14.3 The chairperson at any meeting of the tennis centre shall vote only to break a tie.

ARTICLE 15.0 QUORUMS

- 15.1 A quorum for the regular or special executive meeting shall be a simple majority of the officers.
- 15.2 A quorum for the annual general meeting shall be a simple majority of the executive, plus a minimum number of tennis centre members.
- 15.3 Meetings shall be adjourned, and no business conducted if there is no quorum within 30 minutes after the scheduled time for the meeting.

ARTICLE 16.0 AMENDMENTS TO THE CONSTITUTION

- 16.1 Recommendations for amendments may be made by a 2/3 majority vote of eligible voters present at the annual general meeting of the tennis centre.
- 16.2 Notice of motion such Amendment shall be made at a general meeting not less than four(4) weeks prior to the meeting at which it is voted.
- 16.3 Notice of the meeting specifying the amendments being proposed shall be given through a newsletter mailed out to the membership four (4)weeks prior to the annual general meeting.

ARTICLE 17.0 COMMITTEES

- 17.1 The executive of the tennis centre may establish standing committees or ad hoc committees to assist with the administration of the tennis centre.
- 17.2 Committees shall be responsible and accountable to the executive, and membership of each committee shall be ratified by the executive.

ARTICLE 18.0 POWERS

The affairs of the tennis centre shall be managed by the executive and no activities shall be held in the name of the tennis centre without approval of the executive.

ARTICLE 19.0 CODE OF ETHICS

19.1 No paid employee of the tennis centre shall be a voting member of executive.

19.2 An executive officer shall receive no remuneration for acting as such.

ARTICLE 20.0 DISSOLUTION

The Tennis Centre shall use its funds only to accomplish the objectives and purposes specified in this Constitution and no parts of said funds shall be distributed to the members of the Tennis Centre. On the dissolution of the Tennis Centre, any funds remaining after payment of all debts and liabilities shall be distributed solely to charitable objects and purposes in the Province of Ontario.

ARTICLE 20.0 WAINBERG'S SOCIETY MEETINGS- Including Rules & Order

Our meetings at the tennis centre shall be conducted under the 'Weinberg society meetings'.

Article 21.0: INDEMNITY OF THE EXECUTIVE

Subject to the provisions of the Act, every Executive member of the Corporation and his heirs, executors, administrators and estate and effects, respectively, will from time to time be indemnified and saved harmless by the Corporation from and against;

a) any liability and all costs, charges and expenses that he sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against him for or in respect of anything done or permitted by him in respect of the execution of the duties of his office; and

b) all other costs, charges and expenses that he sustains or incurs in respect of the affairs of the Corporation except such costs, charges or expenses as are occasioned by his own willful neglect or default.