

CONSTITUTION OF THE ALMONTE TENNIS CLUB

Approved by Motion at 2004 AGM April 7th 2004

Article 1: Name

The name of the organization shall be Almonte Tennis Club (hereinafter referred to as the "Club").

Article 2: Operation

The right to operate the facility as a community owned club, established under the auspices of Mississippi Mills Parks and Recreation Committee, is granted pursuant to By-Law No. 01-52. This By-Law gives authority to the *Almonte Tennis Club Maintenance and Management Agreement (the Agreement)*, between the Club and the Corporation of the Town of Mississippi Mills. (See the Agreement in Annex 1). This agreement is negotiated every five years.

Article 3: Object

The object of the club shall be to encourage and promote the game of tennis.

Article 4: Membership

Adult membership shall be open to all persons over the age of 18, as of May 1st of the year of membership. Members under this age are junior members. These latter pay a reduced membership fee, as do other full time students, regardless of age. Membership shall be open to all persons, but if the total membership (Junior and Senior) increases to the point where it impedes article 2, the Executive may, at it's discretion, limit total membership (Junior and Senior). The Executive may recommend "life memberships" for ratification at the AGM. Life members pay no fee.

Article 5: Fees

- a. New members seeking admission will pay an initiation fee. Previous members who have allowed their membership to lapse for more than two years will also pay an initiation fee.
- b. All members other than Life Members will pay an annual membership fee on or before the day declared by the Executive.
- c. The club will notify members from the previous year at least four weeks before payment is due.
- d. The Executive Committee will propose the initiation and membership fee

structures for approval at the AGM .

Article 6: Executive Committee Structure

The Executive shall consist of the following elected members and shall be responsible for the operation of the Club:

President
Executive Assistant
Vice President
Treasurer
Membership Coordinator
Property Manager
Program Manager
Social Coordinator

The Past-President may act in an advisory capacity with non-voting privileges.

Article 7: Election of Executive Committee Members

- a. All senior members of the club are eligible for election as officers on the Executive Committee and may hold office, if elected, for up to four consecutive years. (This condition may be waived at the AGM). No member may hold office of the President for more than two years, (unless this condition is similarly waived).
- b. Nominations (including the endorsement of at least one other member in good standing) may be submitted to the Executive in writing prior to the AGM, at which time members may also nominate (subject to one other endorsement) members for office. In the event more than one person is nominated for an office, members will elect one nominee by ballot at the AGM.

Article 8: Responsibilities and Powers of the Executive Committee

The Executive Committee is responsible for the operations of the club, and its general powers exist so that it may perform functions and conduct business that fosters the object of the club. It will, among other duties:

- a. Negotiate club operations with the town of Mississippi Mills.
- b. Arrange for the opening of the club.
- c. Collect initiation and membership fees, and manage finances.
- d. Introduce "rules" for ratification at the AGM (see Annex 2), and enforce said rules as required.
- e. Purchase equipment and supplies.

- f. Organize tournaments, league teams, and social functions.
- g. Hire professional services as required.
- h. Maintain playing facilities and general upkeep.¹
- i. Fill any vacancy that occurs on the Executive Committee during its term in office.
- j. Conduct any other club business.

Article 9: Executive Committee Meetings

- a. The Executive Committee will convene an AGM each year prior to May of that year, and will meet as the Executive Committee not less than once each year. Notification of the AGM will be provided to members at least 30 days in advance of the AGM.
- b. The notice of the AGM meeting will include:
 - a synopsis of the financial statement of the previous year
 - an estimate of expenses for the forthcoming year
 - a proposed fee structure for the following year
- c. At the AGM, the Executive will present an accounting of the funds of the previous year and an account of the functions of each manager and coordinator over the past year.
- d. Any three members of the Executive Committee plus six club members constitutes a quorum for the AGM. A quorum for Executive Committee meetings is the President or Vice President, and two other members of the Committee.

Article 10: Parliamentary Procedure

Executive and Annual General Meetings will be conducted according to "The Rules of Order".

Article 11: Cancellation of Membership

The Executive Committee may cancel the membership of any member whose conduct is considered prejudicial or harmful to the club.

¹As per the Agreement, of August 22, 2001, the Club will be responsible for all minor maintenance and its costs as well as operational costs incurred through the day to day operations of the tennis courts. The Town is responsible for all major renovations/maintenance items and their costs, that may occur from time to time. In conjunction with the Club, the Town will obtain cost estimates, apply for grants, identify cost sharing options and will recommend to the club that funds be budgeted for said projects.

Article 12: Non-Voting Officials and Duties

Team Manager - a team manager may be appointed to promote and select club teams, arrange court times for matches, tournaments and league play, arrange training for teams, attend league meetings, and attend Executive Committee meetings when invited.

Social Director - a Social Director may be appointed to organize and plan social events, organize a social committed to assist, and attend Executive Committee meetings when invited.

Article 13: Tennis Professional

The Executive Committee may hire a qualified tennis professional who in turn is required to execute and supervise the following functions:

- a. Provide group lessons to members as designated by the Executive Committee.
- b. Provide private lessons to members as designated by the Executive Committee
- c. Conduct and supervise club championship tournaments in all events as designated by the Executive Committee
- d. Conduct and supervise the junior program as designated by the Executive Committee.

Article 14: Rules

Tennis playing rules shall be those that have been adopted by the Canadian Tennis Association. In addition, the Club may introduce rules (see Annex 2) governing court usage and the behaviour of members at the club, and may impose sanctions on members who violate those rules. A list of the main rules shall be displayed clearly at the club facility. These rules may be modified by presenting alternatives in writing in advance of the AGM, at which time the matter shall be resolved by vote.



ANNEX 1:

BY-LAW 01- 52 – Management and Maintenance Agreement

Insert a copy of the August 22, 2001 Agreement here.

Annex 2: Club Rules²

1. General rules shall be clearly displayed at the club facility.³
2. Use of the courts is restricted to members, their guests and groups who have booked the courts through the club's scheduling authority.
3. Notice of tournaments or other approved group uses of the courts will be posted at least one week before the event.
4. Members may bring guests, but not more than 3 times per season, per guest, unless a special arrangement (\$10.00/week) is made with the club authority. The guest fee of \$2.00 per person per use is to be provided by the member to the membership coordinator.
5. When all courts are in use, singles players may be asked if they would agree to play doubles. However, if they wish to continue, they may finish their set or their use of one-half hour, whichever is first. If access to courts by waiting members becomes a persistent issue during the season, the Executive Committee may use its discretion to amend the guidelines regarding court usage in a manner that is consistent with Article 3 and fair to singles and doubles players. Notice of the amendment(s) shall be posted at the club facility.
6. Membership fees are due May 1 of each year.
7. Junior members do not have voting privileges, and after 7:00 PM, must cede the courts to adult members, unless they have been granted senior playing privileges by the executive.
8. Upon receipt of the membership fee, each member shall be provided with a tag, indicating membership, and one key to the lock per member or family. A fee will be charged for a replacement key. The tag is to be worn by its owner at all times on the courts. Members are to lock the door when they are the last to leave the courts.
9. Appropriate clothing as determined by the Executive, and tennis shoes must be worn on the courts.
10. Cell phones must be switched off while play is in progress.
11. Members are expected to display good manners on and off the courts. If a member's behaviour is disruptive, he/she may be asked to leave by a member of the Executive.
12. Members who carelessly or intentionally damage club property will be charged the appropriate costs.
13. Members of the Executive Committee and the Club Pro are responsible for the enforcement of these rules, including sanctions. Serious or repeated breaches

² Note that "playing rules" shall be those that are adopted by the Canadian Tennis Association, as set out in their book of rules.

³ See Annex 3, *List of Rules to be Posted at the Club Facility*

of club rules may result in expulsion from the club.

Annex 3: List of Rules Posted at the Club Facility

Court use Rules

Members and their paying guests only.

Tennis shoes and appropriate tennis clothing must be worn on the courts.

All members are expected to behave in a courteous manner on the courts.

When all courts are in use, doubles are preferred but not mandatory.

Waiting period is ½ hour, or the end of the set, whichever is achieved first.

Club facilities may be booked through the club (see posted telephone number) for instruction, tournaments, club events and groups.

Motion: That the Constitution as presented to the 2004 AGM is accepted as the Constitution of Almonte Tennis Club. **Moved:** Ruedi Muller. **Seconded:** Fern Beaudry. **Carried.**

ALMONTE TENNIS CLUB

Job Descriptions

Duties of the Executive:

1. President. The President shall:
 - call and appoint a chair~~for~~ chair all general meetings and executive meetings
 - establish standing committees for property, program and social activities and serve on these committees
 - be responsible for ensuring that all the functions of the club are fulfilled
 - ensure that at the AGM, reports on finance, property and memberships are given and that an election of officers for the coming year takes place.

2. Vice-President. The Vice-President shall:
 - aid and support the President in his work
 - become familiar with club operations and club procedures so as to be in a position to assume presidential responsibilities either temporarily or as a successor
 - serve on committees or carry out projects as mutually agreed with the President.

3. Treasurer. The Treasurer shall:
 - maintain a set of books showing all assets, incomes and expenditures for each season with all necessary bills and receipts
 - pay all club bills duly and promptly from club funds
 - invest any funds above and beyond current needs, so as to accumulate funds for larger capital projects.
 - present a financial balance sheet for the past year to the AGM.

4. Past President. The Past President:

may be appointed at the AGM at their pleasure. Will be a non-voting executive member. The Past President may provide expertise, help and guidance as requested by the President.

5. Membership Secretary. The Membership Secretary shall:
 - collect membership fees and deposit same in the bank account of the Almonte Tennis Club
 - issue keys and tags to members upon receipt of members fees
 - keep an accurate record all bank deposits, with deposit slips and give these to the Treasurer at the end of the season along with a reconciliation with the number of members.
 - maintain a membership list current for each year
 - provide members with information on meetings, activities, plans etc.

- take minutes and type up and distribute as needed for both the AGM and for Executive meetings if Executive Assistant not available.
 - receive and solicit feedback from members, keeping the Executive informed on the opinion of members and any problems being encountered.
6. Executive Assistant. The Executive Assistant shall
- be responsible for recording minutes of general and executive meetings and distributing them as needed
 - may undertake written correspondence where agreed
 - may be involved in preparation of newsletters, information material, publicity, advertising etc.
 - may prepare computerized membership lists.
7. Property Chair. The Property Chair shall:
- maintain the best possible standard at the facility as regards playing surface, fencing, nets, lights, windscreens, backboard and all aspects of the property
 - attend to any damage that is sustained as soon as possible
 - initiate the process of shutting down or turning on the lights and of putting up or taking down the nets at the beginning and end of each season
 - be responsible for any club owned property such as squeegees, brushes, rollers, paint etc.
 - inform the Executive of problems regarding property, so that proper planning and financing can occur
 - present a Property report to the AGM.
8. Program Chair. The Program Chair shall:
- be responsible for ensuring that a range of activities are carried out that will provide enjoyment, development and competition. Activities may include tournaments, interclub competition and "meet and play" social times.
 - Normally, a Program committee will be established to assist in this work.
9. Social Convenor. The Social Convenor shall:
- organise social events such as Awards Night, tournament lunches, visitor refreshments and other special events.
10. Club Pro. The Club Pro shall:
- shall be responsible for instruction and coaching. Has primary responsibility for scheduling and ensuring that court bookings are posted on the notice board at least a week before the event.
 - may undertake other responsibilities with recompense as negotiated with the club.