

THE BOWMANVILLE TENNIS CLUB

BY-LAWS

October 2024

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1.0 **NAME**

The name of the organization is the BOWMANVILLE TENNIS CLUB.

2.0 **OBJECTIVES**

The objectives of the organization are:

- A. To develop and promote the game of tennis and tennis skills among all members of the club and in the community at large.
- B. To ensure the club continues to operate and grow as a not-for-profit, community based and volunteer driven tennis club.
- C. To ensure that the condition of the courts is maintained at a high level at all times and reserved for tennis only.
- D. To ensure an appropriate mix of fun but competitive tennis that is available to all Clarington residents at a reasonable annual membership fee and in a learning and instructional environment.

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3.0 MEMBERSHIP

3.1 Classification:

- a) Regular members.
- b) Junior members (under age 17 as of May 1 of the year).

3.2 Limitation of membership:

The number of memberships shall be decided by the Board of Directors.

3.3 Eligibility:

Membership in the club shall be limited to persons interested in furthering the objectives of the club.

All members who have paid their dues no later than 1 week after the Registration Date (as determined by the BTC Executive) or pay their dues after that time and who abide by the Club Bylaws and Code of Conduct are considered to be Members in good standing.

3.4 Privileges:

Members can have access to the courts and use of the facilities at all times as available on Squashnut, except where the courts may have been reserved for one or more tennis related events sponsored by the club.

All adult members in good standing can have a vote at a general meeting. All members in good standing are eligible for all club tournaments unless stated otherwise by the Tournament Director.

3.5 Responsibilities:

A member whose conduct is determined to be inappropriate, or likely to endanger the interests or the reputation of the club, or who wilfully commits a breach of the By-Laws of the Club, or the Code of Conduct of the Club may be sanctioned by the Board of Directors following discussion and an investigation into the alleged conduct. Further violation by the member after the sanction may result in expulsion from the club or suspension of the member's playing privileges as recommended by the Board of Directors and voted at a special meeting called by the Board of Directors for that purpose.

Members of the club are expected to share the tasks of the various committees of the club on a voluntary basis.

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4.0 **DUES**

The amount of the annual membership dues, including the refundable key deposit and the fees for other programs and/or other club sanctioned events shall be determined by the Board of Directors and posted on the membership application forms club's and/or newsletters, and website.

Upon termination of membership, for cause or otherwise, a member may not be entitled to any refund of membership dues paid.

5.0 **MEMBER'S INTERESTS**

The interest of a member, including rights and privileges, is not transferable.

6.0 **MEETINGS**

- 6.1 The club shall hold one Annual General Meeting in September or October of every calendar year.
- 6.2 Members shall be notified of the time and place of the Annual General Meeting at least 14 days prior to the meeting date.
- 6.3 Other general meetings may be held as determined by the Board of Directors from time to time. Individual members may initiate a general meeting by submitting a written request to the Board of Directors, signed by at least ten members in good standing. The Board of Directors shall call a general meeting within 14 days of receipt of the request. Notice of the time and place of the general meeting shall be given at least seven days prior to the date of meeting.
- 6.4 The quorum at any meeting of the Board of Directors is 4 members.
- 6.5 Decisions at meetings shall be made by a simple majority vote. The President or their designate will not vote except in the case of a tie. There shall be no proxy votes at any meeting.

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7.0 **BOARD OF DIRECTORS**

7.1 The Board of Directors of the club shall be elected from the membership at the Annual General Meeting.

7.2 The term of office of a Director is three years and re-election for the same or any other position is permitted without limit.

7.3 The Board of Directors shall consist of:

- President
- Secretary/Vice President
- Treasurer
- Nine Directors at Large

7.4 Responsibilities of the Members of the Board of Directors:

President:

- Chair all general meetings and meetings of the Board of Directors.
- Oversee the general management of the affairs of the club.
- Represent the club in dealings with external bodies.
- Co-ordinate activities of sub-committees.

Secretary/Vice President:

- Record and distribute minutes of all general and other meetings of the Board of Directors.
- Maintain records, files and correspondence.
- Distribute information and notices to members as directed by the Board of Directors.
- Compile and Update Membership Lists
- Chair meetings in the absence of the President
- Act as the President's Designate when the President is not available

Treasurer:

- Prepare financial statements and a budget for the Annual General Meeting.
- Manage all money transactions authorized by the Board of Directors, such as deposits of membership dues, payment of all accounts payable, and reporting on all investment of residual annual revenues.
- Maintain an updated financial record and present a report at the meetings of the Board of Directors or upon request by the President.
- Collect Registration Forms and Dues from Members
- Distribute Court Keys to Members

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Directors at Large:

- Directors at Large assist in running the club.
- Organize club activities as volunteers.
- Help to promote and develop tennis programs.
- Organize social events and activities
- Organize food, refreshments and prizes as needed
- Organize tournaments and tennis activities

7.5 Accountability of the Board of Directors:

a) Negotiation of Contracts:

- With the Municipality of Clarington.
- With other vendors in relation to court maintenance.
- With other community organizations where applicable.

b) Authorization of payments:

- Any transaction over \$3,000, other than for the Municipal lease and property taxes, shall be voted on and approved by the Board of Directors at one of its meetings and shall be paid by cheque or e-transfer.
- Any payment under \$3,000 shall be made by the Treasurer as appropriate under the general authority of the Board of Directors.

c) Signing authority for cheques:

- The designated signatories are: The President, and the Treasurer.
- All cheques must have the two signatures of the designated signatories.

8.0 SUB-COMMITTEES

8.1 Sub-committees shall be formed to assist the Board of Directors to:

- Maintain and improve club facilities.
- Communicate with other members for special events.
- Perform such other duties as are deemed necessary for the best interest of the club.

8.2 The number of sub-committees shall be determined by the Board of Directors.

8.3 The chairpersons of sub-committees shall be appointed by and shall report to the Board of Directors.

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9.0 AMENDMENTS

These by-laws may be amended at any Annual General Meeting or any special general meeting provided that a copy of the proposed amendment(s) is submitted in writing to the Secretary at least 30 days before the meeting. A two-third majority vote is required to pass the amendment at the meeting.

10.0 CONTINGENCIES

- 10.1 The club shall have a built-in contingency fund in the annual budget.
- 10.2 The club shall maintain a court resurfacing fund, which shall be invested in appropriate investments of the appropriate term, to hold any annual residual revenues remaining after accounting for all expenditures and payables, including the contingency reserve.
- 10.3 Upon dissolution of the club, any funds or other holdings remaining after payment of all debts and liabilities shall be distributed to such organization(s) which, in the opinion of the Board of Directors of the club, most clearly confirm to the club's objectives in Section 2.

These by-laws were passed by members at the Annual General Meeting on October 2, 2022 of the Bowmanville Tennis Club and were effective immediately.

SIGNATURES:

DATE:

President: Denis Beaulieu

Treasurer: June Schultz

Secretary/Vice President John Morris
