

Fenelon Falls Tennis Club Constitution and Bylaws

Version: FINAL, Adopted Oct. 27, 2024 (AGM)

Amendments: Article 18, Banking Section, 18.1 & 18.3

1. Name:

The club shall be named the Fenelon Falls Tennis Club (hereafter known as “the Club”).

2. Objectives of the Club:

- 2.1. To provide opportunities for players of all ages and abilities to play tennis.
- 2.2. To provide an organization for the operation and administration of the tennis facilities.

3. Definitions:

3.1. The Year

3.1.1. The Playing Year: January 1 through December 31
This is the Membership Year and also the Ontario Tennis Association (OTA) insurance year.

3.1.2. The Fiscal Year: October 1 through September 30.

3.2. In interpreting references to “The Club”, the singular shall include plural and the plural shall include the singular.

3.3. Executive: The elected officers of the Club.

4. Classification of Membership:

4.1. Member in Good Standing

4.1.1. A member in good standing is one who has filled in the membership form completely, signed it and submitted it to the Club along with the appropriate dues for the type of membership requested for the current playing year.

4.1.2. A member in good standing has access to the courts and is eligible to participate in Club programs.

4.1.3. A member who is not under suspension nor have they been expelled from the club.

4.2. Adult Members:

Shall be those individuals who have attained the age of sixteen (16) years by the end of the fiscal year.

4.3. Junior Members:

Shall be those individuals under sixteen (16) years of age as of the end of the fiscal year.

- 4.4. Family Membership:
Shall consist of memberships for parent(s) and their children who have not attained the age of sixteen (16) during the current fiscal year.
- 4.5. Student Members:
Shall be those individuals who attend a secondary or post-secondary institution who have passed age sixteen (16) but have not reached the age of twenty-three (23) during the current fiscal year.
- 4.6. Guests:
 - 4.6.1. Shall be those individuals who are not currently members in good standing, who pay an appropriate fee for a specific time on court.
 - 4.6.2. Guests shall follow all the rules and regulations that pertain to the Club.
 - 4.6.3. The guest(s) must be sponsored by a Club member in good standing.
 - 4.6.4. A guest will be allowed to participate on 3 occasions, after which a full membership will become due for further participation at the club during that playing year.
 - 4.6.5. The guest fees, information forms, and procedures shall be reviewed by the Executive on an annual basis.
- 5. Fees:
 - 5.1. All annual fees are due and payable by March 31 of the current playing year, in order to be in good standing.
 - 5.2. The collection of guest fees is the responsibility of the sponsoring member. If the guest has not paid the prescribed fees directly (for example by e-transfer), the sponsoring member is bound by the terms of his/her membership to provide the Club Treasurer, or other member of the Executive, with the payment of fees for all guests who play under his/her patronage.
- 6. Setting of Annual Fees:
 - 6.1. The annual membership fee schedule and guest fees shall be reviewed by the membership at the Annual General Meeting (AGM).
 - 6.2. Based on the resulting discussion, the new Executive will set appropriate fees to meet the Club's short-term and long-term financial responsibilities.
 - 6.3. The fee structure shall be established and published by the new Executive by December 31.
- 7. Expulsions and suspensions:
 - 7.1. A member in good standing may ask the Executive to consider for review the suspension or expulsion of another member.

- 7.2. The Executive may recommend for just cause, by the unanimous vote of its members present at a duly constituted Executive Meeting, the suspension or expulsion of a Club member.
 - 7.3. The member in question shall be advised of such recommendation, forwarded to him/her by prepaid registered post or email, care of his/her residence as indicated on the books of the Club. The member shall also be advised of the date, time, and place of the meeting of the Executive which will consider this recommendation and shall be told that he/she has the opportunity to attend said meeting of the Executive in order to show cause why the recommendation should not be implemented.
 - 7.4. The Executive shall have the authority to determine reinstatement and/or any rebate of membership fees to the member in question.
8. Amendment of The Constitution and Bylaws:
- 8.1. Any member in good standing may submit proposed amendments, in writing, to the Secretary by September 1st. All members must be notified of the proposed amendments fourteen (14) days prior to the AGM or special meeting.
 - 8.2. Each proposed amendment must be approved by a two-thirds majority of the members present at the meeting to be adopted.
 - 8.3. Amendments may be considered separately, without affecting the validity of the unamended portion of the Constitution and Bylaws.
9. Meeting of Members:
- 9.1. AGM shall be called within the 30-day period which follows the end of the fiscal year. Notification to all members regarding the AGM date and agenda must be made a minimum of 14 days prior to the AGM.
 - 9.2. Special General Meetings may be called by
 - a) any ten (10) members in good standing by contacting any one member of the Executive, OR
 - b) any two (2) members of the Executive.

The meeting shall occur fourteen (14) days from the date of the notification to all members to discuss specific topics of importance to the Club.
 - 9.3. Executive Meetings
There shall be an Executive Meeting by the middle of April of each playing year to establish the opening activities of the season. Executive Meetings may be called at such times as any three (3) members of the Executive deem necessary for the efficient operation of the Club.
 - 9.4. Any member in good standing may submit a request to the Club President to be added to the agenda of an upcoming Executive meeting to present an issue or opportunity for the Club.

10. Quorum:

- 10.1. At AGMs or Special General Meetings, a quorum is established when 10% of the voting members of the Club are present. A simple majority is needed to carry any motion except amendments to the Constitution and Bylaws (see 8.2).
- 10.2. Executive Meetings: A quorum will be established at an Executive Meeting when a simple majority is present.

11. Voting Privilege:

- 11.1. Voting privileges shall be extended to all adult and student members in good standing.
- 11.2. Every member who is entitled to vote at a meeting of members and who is unable to attend such a meeting, may vote by means of a proxy. A proxy shall be in writing and executed by the member and may be in such form as the Executive from time to time prescribe.
- 11.3. The proxy will designate a member in good standing who shall attend the meeting and will vote on behalf of the non-attending member on all issues brought to a vote. Each attending member may vote only one (1) proxy at any meeting.
- 11.4. A copy of the completed proxy form shall be submitted to the Secretary before the start of the meeting, and a copy shall be held by the voting, attending member.

12. The Executive:

- 12.1. Shall consist of the following: President, Past President, Vice President, Secretary, and Treasurer. For the purposes of voting at Executive meetings, all Executive members have voting privileges.
- 12.2. Executive Positions:
 - The Executive shall be responsible for the day-to-day operation and management of the Club and its finances. They, in turn, will report their activities to the Club members at the AGM of the Club.
 - 12.2.1. President
 - The President shall have general supervision and direction of the affairs of the Club. At the end of his/her term, he/she graduates to Past President.
 - 12.2.2. Vice President
 - The Vice President shall, in the absence of the President, assume the responsibilities of the president and such duties as are delegated to him/her by the President.

12.2.3. Secretary

The Secretary shall issue the agenda and keep the minutes of all meetings as well as all necessary and proper records and files. The Secretary, along with the Treasurer shall keep a record of membership with addresses, email addresses and phone numbers of members to allow for adequate communications with the membership.

The secretary is also responsible for ensuring the timely posting of all relevant Club documents on the web-site.

12.2.4. Treasurer

The Treasurer shall supervise the keeping of accounts and the finances of the Club, and shall prepare financial statements for the AGM. He/she shall arrange for the completion of the annual audit of the Club books of the last complete fiscal year by an Auditor(s) elected or selected from the Club prior to the AGM (see Section 21 about auditing). With the help of the Secretary, the Treasurer shall keep records of membership, fees paid, and supervise the payment of invoices for contracted services and supplies for the Club.

12.2.5. Past President

The past president shall lend his/her expertise and past experience to allow for a more efficient running of the Club.

13. Election of the Executive:

- 13.1. Election of a new Executive shall take place at the AGM of the Club.
- 13.2. Nominations for President, Vice President, Secretary, and Treasurer, shall be presented by the Nominating Committee, established by the President for that purpose or through nominations from the floor of the AGM with a seconder.
- 13.3. For each position, the candidate receiving the most votes cast by members present, or through proxy votes, shall be elected to the office for which he or she is running. If there is only one nominee, they are elected by acclamation.

14. Executive Terms of Office:

- 14.1. Members of the Executive shall assume their respective responsibilities for a period of one (1) year terminating at the following AGM.
- 14.2. No person shall hold the office of President for more than two consecutive years unless there are extenuating circumstances. The President may stand for election as president after a one-year break following their service as past president.

15. Vacancies on Executive:

At some point it may be necessary to fill a mid-season vacancy on the Executive. This can be done, with the authority and approval of all remaining Executive members, by selecting candidates from the adult membership who are qualified and in good standing.

16. Removal of an Executive member.

The members may, by a resolution passed by at least two-thirds of the votes cast at a Special General Meeting of members of which notice specifying the intention to pass such resolutions has been given, remove any Executive before the expiry of his/her term of office, if it is thought that he/she has lost the confidence of the membership.

17. Sub-Committees, Special Committees, and Volunteer Positions:

The Executive may appoint members to provide advice for, or action on a specific task or purpose.

17.1. Sub-Committees and Volunteer Positions:

These represent tasks that are performed by volunteers on a regular basis to support the Executive with their responsibilities with respect to Club operations and management:

17.1.1. Maintenance: Responsibilities include the day-to-day and yearly maintenance requirements for the Club. He/she may draw on the help of other members of the Club, or advise the Executive of additional work required.

17.1.2. High School Liaison shall ensure that the communication between the Club and the high school is maintained so that matters of mutual concern are treated fairly and equitably. The liaison shall be the point of contact for the high school representative to communicate their concerns and schedules to the Club.

The High School Liaison may be consulted by the Executive during contract negotiations with the School Board. (Section 22)

17.1.3. Communications Volunteers are responsible for web-site development and maintenance, and social media account maintenance. The web-site shall be updated and maintained so it is current with regard to fees, court bookings, Club programming, and Club administration.

The Club's social media accounts shall be periodically updated, per direction from the Executive, and shall be consistent with the Club web-site, referring visitors to the same.

17.1.4. Junior Representative represents the Junior membership to the Executive and at general meetings.

17.2. Special committees may be formed by the Executive to deal with items that arise from time to time that need group input.

17.3. Program and Activity Convenors

17.3.1. Junior Program Convenor is responsible for developing Junior programs and camps.

17.3.2. Volunteer convenors are responsible for ensuring that the activities they are organizing (drop-ins, leagues, special events) are inclusive and appropriately described so that all members are aware of the activity, and members for whom the activity is intended are aware of the mechanism to participate.

18. Banking:

- 18.1. A 'current' account has been established and shall be maintained in the name of the Club in trust with three (3) signatures.
- 18.2. Signing officers for cheque issuance will be any two of: President, Vice President, Treasurer, and Secretary.
- 18.3. The Club has the option to receive e-transfers and auto-deposits.

19. Spending.

In order to maintain control over Club funds, it is prudent to set limits on spending. Any expenditure over \$5000 will require approval of the membership through a Special General Meeting or at the AGM. Any expenditure between \$500 and \$5000 will require approval by the Executive. Any expenditure less than \$500 is considered discretionary and will require approval of the Treasurer or President.

20. Borrowing:

If necessary, with approval of the membership through a duly organized Special Meeting or at the AGM, moneys may be borrowed for any capital improvements or normal operating expenses at the Club.

21. Auditing of Club Financial Books:

- 21.1. The Treasurer's Books shall be reviewed by a qualified Club member in good standing who is not on the Executive or holding another volunteer position.
- 21.2. This person shall be appointed by the Executive.
- 21.3. A professional audit by a Certified Professional Accountant may be requested by the membership at the AGM.

22. Relationship with Property Owners:

- 22.1. The Club facilities are built on land under the jurisdiction of the Trillium Lakelands District Board of Education. An Agreement between the Club and the School Board is in effect that details the responsibilities of both parties in regard to the facilities at 17 Eva Street, Fenelon Falls. This Agreement runs for five (5) years.
- 22.2. The Executive, or sub-set of the Executive, will represent the Club during contract negotiations with the School Board.

23. Liability of the Club.

In the event of any accidents or claims against the Club, the liability policy of the Club is protected through the Ontario Tennis Association (OTA) Club Group Insurance and the Ontario School Board Insurance Exchange (OSBIE).

24. Rules for the Daily Operation of the Club Facility:

The Executive has the authority, in accordance with the Constitution, to establish the rules for the daily operation of the facility, and the obligation to ensure that these rules are openly posted and communicated.

25. As an incorporated non-profit organization, the Club designates the 'Executive' to be synonymous with Ontario Not-for-Profit Corporations Act 2010 terminology of a 'Board'. The Club also designates the positions of President, Vice President, Secretary and Treasurer to be 'Directors' of the Fenelon Falls Tennis Club. Finally, the FFTC position of 'President' is understood to be synonymous with the ONCA terminology of 'Chairman'.