

**THE CONSTITUTION
and
BY-LAWS
of the
QUAKER PARK TENNIS CLUB

Peterborough, Ontario**

CONSTITUTION

Article	I	Name.....	page 2
	II	Purpose.....	page 2
	II	Membership.....	page 2
	IV	Executive.....	page 2
	V	Meetings.....	page 3
	VI	Liabilities.....	page 3
	VII	Amendments....	page 4

BY-LAWS

By-law	1.	Membership.....	page 5
	2.	Fiscal Year.....	page 6
	3.	Dues.....	page 6
	4.	Duties of the Executive.....	page 7
	5.	Special Positions.....	page 9
	6.	Committees.....	page 9
	7.	Quorum.....	page 10
	8.	Order of Business at General Meeting..	page 10
	9.	Amendments.....	page 10

Revision Dates: October 1997, 28 April 1998, 3 May 1999, 4 October 1999, 1 October 2001,
1 October 2002, 19 April 2007, 10 March 2009, April 2011 , March 2013, May 2014
October 2015

CONSTITUTION

ARTICLE I

Name:

This Club will be called The Quaker Park Tennis Club. The Club will be incorporated.

ARTICLE II

Purpose:

The purpose of the Club will be to encourage interest in and to improve the calibre of tennis playing.

ARTICLE III

Membership:

Section 1.

Any person who is interested in the purpose of the Club, and who agrees to abide by the Constitution, By-Laws and all Rules of the Club, will be eligible for membership.

Section 2.

All members, guests, visitors and paid staff will abide by the Constitution, By-Laws and all Rules of the Club.

Section 3.

Membership in the Club will be nontransferable.

Section 4.

Only Adult, Student, and Honourary Members will have voting privileges.

ARTICLE IV

Executive:

Section 1.

Only members in good standing will be eligible for the Executive of the Club.

Section 2.

The Executive of the Club will consist of:

- a) Immediate Past President
- b) President
- c) Membership Director
- d) Secretary
- e) Treasurer
- f) Property Director
- g) Tournament Director
- h) Publicity Director
- I) Social Director
- j) Junior Development Director
- k) KCU Liaison Officer
- l) Vice-President (as elected by Executive)
- m) Fundraising Director

Section 3. The Executive members, except for the Immediate Past President, Vice President and the KCU Liaison Officer, will be elected at the Fall General Meeting each year and will serve during the next fiscal year.

Section 4. If there is any vacancy on the Executive of the Club, the Executive will appoint a replacement who will serve only until the next General Meeting, at which time an election will be held to fill the vacancy.

ARTICLE V **Meetings:**

Section 1. The Executive will call two General Meetings of the Club annually, one in the spring and one in the fall.

Section 2. a) A Special General Meeting of the Club may be called by the Executive whenever desired.

b) A Special General Meeting of the Club must be called by the Executive within fifteen days after receipt of a petition requesting such a meeting, provided such a petition has been signed by at least twenty percent of Club members who have voting privileges: such a meeting must be held within thirty days of receipt of such a petition.

Section 3. a) General Meeting
Notice to include the date, time and location of General Meetings to be in both the Spring and Fall newsletters and posted at the Clubhouse.

b) Special General Meeting,
Notice posted in the Clubhouse (during the tennis season) and in local newspapers at least four (4) days in advance of meeting to include date, time, location and topic(s) of the Special General Meeting.

ARTICLE VI **Liabilities:**

Section 1. The Club will have no legal responsibility for loss or damage or injury sustained by any member, or guest while using the facilities or premises of the Club.

Section 2. No member will incur any indebtedness on behalf of the Club except by authority of the Executive Officers.

Section 3. No member of the Club will be personally liable as a partner or otherwise under this agreement.

Section 4. The Club will, as a general business practice, carry Director/Executive liability insurance for all Directors/Executive members/Employees, Staff and Ex-officio Members appointed by the Directors/Executive for Club business or special Club projects.

ARTICLE VII **Amendments:**

Any proposed amendments to this Constitution must be submitted in writing to the Club Executive at least ten (10) business days in advance of any General Meeting of the Club, provided such proposed amendments have been signed by three members with voting privileges. Such proposed amendments will be included in the notice of the General Meeting by the Secretary, will be voted on at that General Meeting and will become a part of the Constitution only if approved by a two-thirds majority of the members present and voting at the said General Meeting.

ARTICLE VIII **Voting for Directors:**

Election of the Board of Directors will be by secret ballot. In the event there is one uncontested Nominee for any position, the presiding officer may ask for acclamation of the Nominee from the Members.

BY-LAWS

1. MEMBERSHIP

Section 1: a) **Adult Member**: an adult member will be one who has paid the adult membership dues.

b) **Student Member**: a student member will be one who has paid the student membership dues, who is a full-time student, who as of the first day of June of the current year has just completed a year of study at a High School, College or University and who has not obtained permanent employment. Special exceptions may be made on the recommendation of the Junior Development Chair, but all exceptions must be approved by the Executive.

c) **Junior Member**: a junior member will be one who has paid the junior membership dues or who has a parent who is a full adult member, in which case no fees will apply. A junior member will be of elementary school age as of January 1st of the membership year and will not yet have entered high school. A junior member may book courts up to twenty four hours in advance, but a junior member is not eligible to play in Club tournaments, round robins, socials or leagues, serve on the Club Executive, or have a key to the gate/clubhouse. Junior membership rates may be discounted by a preset amount for each two-week session of the Junior Program for which they are enrolled.

d) **Half Year Member**: a half year member will be one who has never been a member and who has paid the half year membership fee. Half year memberships will be available after the first of August of any year for new adult, new student and new junior members with payment of the posted fees.

e) **PepsiCo & Kawartha Credit Union (KCU) Employee Member**: a PepsiCo or KCU employee member will be one who is an employee of PepsiCo Canada or Kawartha Credit Union, their spouse or dependants who has paid the membership due as outlined in the Fee Schedule. The fee will be discounted from the full Adult annual rate.

f) **Trial Memberships and Special Category Memberships**: trial memberships may be issued to encourage potential new members to try playing tennis and to learn the fundamentals of the game before committing to full membership status. Special category memberships may be issued to meet the needs of persons unable to commit to full adult membership. The rules for such membership shall be established by the executive. Trial or Special Category memberships will have the same rights as full adult members for the term of their membership, but may not have a club key or serve on the executive or vote at any general meetings.

g) Honourary Member: A person who has been a long-standing member and served on the Executive and contributed substantially to the Club's welfare may be nominated for an Honourary Membership by written submission to the President signed by 25% of the voting members in good standing. The nomination will be voted on by secret ballot at the next general meeting and will be approved upon 2/3 majority vote of those members present and voting at that meeting. The Honourary Membership will become effective for a lifetime. No membership dues will be required from an Honourary member.

h) Complimentary Memberships: a complimentary membership will be given to the manager and any assistants who are responsible for full time teaching and maintenance at the Club or as deemed appropriate by the Executive.

Section 2: Members who carry an outstanding balance on membership dues for more than one month will have their playing privileges suspended until full payment is received.

Section 3: A member may be suspended by majority vote of the Executive for any infraction of the Constitution, By-laws or Rules of the Club, or for any willful destruction of Club property. Such suspension shall last only until the next General Meeting.

Section 4: A member may be expelled from the membership of the Club for any infraction of the Constitution, By-laws, or Rules of the Club or for any willful destruction of Club property by two-thirds majority vote of the members present and voting at a General Meeting.

2. FISCAL YEAR:

The fiscal year of the Club shall be from the first day of January to the thirty-first day of December each year.

3. DUES:

Section 1: The annual dues shall be established by the Executive.

Section 2: a) The guest/visitor fee shall be set by the Executive and shall become effective on the fifteenth day of May each year.

b) Every guest must be checked in by a Club Member, who must complete and sign the guest form in the Clubhouse and must pay and deposit the fee and the form into the guest fee/suggestion box before using the Club courts. It is the responsibility of each member to insure that his or her guest follows this procedure and pays the required fee.

Section 3: No cancellation or refund of dues shall be made if a member resigns before the close of the fiscal year. Where exceptional circumstances arise, refund will be considered upon approval by the Executive at the next Executive meeting.

4. DUTIES OF THE EXECUTIVE

Section 1: In the administration of their duties the members of the Executive shall be responsible to the Executive; the Executive shall be responsible to the club members.

Section 2: Executive members may appoint committees or assistants to help them with their duties.

Section 3: Signing Authority: The signing authority of the Club shall be any **one** of the following Executive members: the President, the Vice President or the Treasurer. For any amount above \$1000.00 (one thousand dollars) **two** signatures are required.

Section 4: The Executive shall be responsible for the enforcement of the Constitution and By-laws and all Club rules.

Section 5: Immediate Past President: The immediate Past President shall act as an advisor to the Executive; shall have voice and vote as an Executive member; shall serve as a member of the Nominating Committee; shall be responsible for an annual review of the Constitution and Bylaws and recommend any updating required and shall be responsible for any other duties reasonably requested by the Executive.

Section 6: President: The President, when present, shall preside at and prepare agenda for all Executive, General and Special General Meetings; shall exercise general supervision over the officers, employees and activities of the Club; shall be responsible for hiring and supervision of the Club Manager; shall, if so desired, appoint another Board member or one (1) general member to aid the President regarding personnel issues only; shall appoint representatives to attend regional meetings of the OTA; shall serve as a member ex-officio of all committees; and shall be responsible for any other duties reasonably requested by the Executive. Club staff members report to the Club Manager who is responsible for their direction; the Club Manager reports to the President only and this will be part of his/her contract.

Section 7: Vice-President: The Vice-President shall be a current member of the Club Executive who shall be elected by a majority of the Executive. The Vice-President shall in addition to his/her existing position and duties assume the duties of the President in the absence of the President.

Section 8: Membership Director: The Membership Director shall be responsible for the issuance and receipt of membership application forms and transfer of fees to the treasurer; shall prepare and post up-to-date membership lists with phone

numbers in the club house and on the club website; shall order shoe tags and issue them to paid up, full(non trial) members; shall upload current valid-for- booking membership lists to our on-line court booking system; shall maintain up to date email lists for communication with members and shall be responsible for any other duties requested by the Executive.

Section 9: Secretary: The Secretary shall keep the minutes of all Executive, General and Special General Meetings which shall be an accurate and official record of all business transacted; shall conduct and keep a record of all correspondence; shall be custodian of an up-to-date constitution, by-laws, Club rules and a list of committees and committee members; shall make arrangements to reserve/rent a room for the General meetings; shall assist the Executive with typing, and shall be responsible for any other duties reasonably requested by the Executive.

Section 10: Treasurer: The Treasurer shall receive all funds and keep them in a bank or repository selected or approved by the Executive; shall pay out funds as approved by the Executive; shall ensure that any investment of Club funds shall be limited to fixed interest bearing instruments; shall prepare a Club budget; shall prepare financial statements for Executive and General Meetings; shall prepare a year-end financial statement and have it audited by the Auditing Committee; shall be responsible for the Club's post office box; and to see that all guests fees be collected by the end of the season and shall be responsible for any other duties requested by the Executive.

Section 11: Property Director: The Property Director shall be responsible for all matters pertaining to property maintenance and property improvement, including court maintenance in conjunction with the Club Manager and his staff. The Property Director shall be aware of the hours of the work of all staff as submitted by the Club Manager to the Club Treasurer for payment. The Property Director shall keep the Board informed of all court requirements necessary for the smooth operation and continuous play. The Property Director shall be responsible for the opening of the Club in the spring and the closing of the Club and grounds at the end of each season. He/she shall ensure that there is sufficient material to open the Club for the following year, and shall be responsible for any other duties reasonably requested by the Executive.

Section 12: Tournament Director; The Tournament Director shall be responsible for finding any assistants as he/she shall need, and for the following duties in collaboration with the Club Managers: organizing the Club tournaments (except for Junior events), procuring prizes and awards for the tournaments, informing the Publicity Director in a timely manner of the results of Club tournaments and/or any other tournaments in which Club members compete; and shall be responsible for any other duties requested by the Executive.

Section 13: Publicity Director/Newsletter: The Publicity Director shall be responsible for internal and external publicity, including pre-season publicity to the news media and publicity for special events; shall prepare and mail a spring

and a fall newsletter (and as needed, a summer news bulletin); and shall be responsible for any other duties requested by the Executive.

Section 14: Social Director: The Social Director shall be responsible for organizing a Social committee as needed to arrange refreshments for General Meetings, and special Club events and shall be responsible for any other duties requested by the Executive.

Section 15: Junior Development Director: The Junior Development Director shall be responsible for overseeing the operation of the Junior programs, including junior lessons, junior Club tournaments, junior tournaments outside the Club and junior social events; shall be responsible for junior awards and prizes; shall be responsible for any other duties reasonably requested by the Executive.

Section 16: KCU Liaison Officer: The KCU Liaison Officer shall act as liaison between the Executive of the Club and the officials of Kawartha Credit Union; shall be responsible for any other duties reasonably requested by the Executive.

Section 17: Removal of a Board Member: The Executive shall have the power to remove any one of its members who, in the opinion of all Executive members, (save for that member and one other member), is not acting in the best interests of the Club or its Executive, and whose interference is causing lack of function for either the position held or the working order of the Board as a whole.

Section 18: The Director of Fundraising shall be responsible for organizing a fundraising committee to annually determine a specific goal and develop a fundraising program(events or ongoing initiatives) to meet that goal. These funds will be accounted for and maintained by the Treasurer.

5. SPECIAL POSITIONS

The Executive shall have the power to establish such Special Positions as it deems necessary and to appoint persons to fill these Special Positions on terms and conditions it deems necessary.

6. COMMITTEES

Section 1: Nominating Committee: The Nominating Committee shall consist of the Immediate Past President and two general Club members who shall be appointed at the Spring General Meeting. This committee shall prepare a slate of candidates consisting of at least one candidate for each Executive office who has indicated his or her willingness to stand for election. The committee shall present this slate to the membership at the Fall General Meeting.

Section 2: Auditing Committee: An Auditing Committee of two Club members who are not current Executive members shall be appointed by the membership at

the Fall General Meeting. This committee shall prepare a report to be presented at the Spring General Meeting.

Section 3: Other ad hoc committees may be appointed by the Executive as required.

7. QUORUM

Section 1: At an Executive meeting a quorum shall be defined as 50% of the current serving Executive plus one. In the event of a tie vote at a meeting where there is only an Executive Quorum, the President shall have a second and deciding vote to break the tie.

Section 2: Ten adult members shall constitute a quorum at any General Meeting in addition to an Executive Quorum.

8. ORDER OF BUSINESS AT GENERAL MEETINGS

The order of business at General Meetings shall be:

- a) Call to order
- b) Reading & approval of the minutes of the previous General Meeting.
- c) President's Remarks
- d) Unfinished Business (Business Arising.)
- e) Reports of Officers and Committee Chairs.
- f) New Business: At Fall General Meeting - appoint Auditing Committee and election of officers.
- g) Adjournment

9. AMENDMENTS

Any amendment to these By-laws may be proposed and adopted by a majority of those present and voting at any General Meeting.