

Hillcrest Tennis Club

Constitution

Article 1

Name: The organization shall be known as "The Hillcrest Tennis Club"

Article 2

Object: The object of the organisation is to provide recreation for members of the Community and to promote and develop the game of tennis at both junior and senior levels and to respect and observe the regulations of the City of Toronto in relation to tennis.

Article 3

Membership: The membership will be open to all residents of the city of Toronto, regardless of race, colour or creed who must abide by the constitution and the By-Laws of the Club.

Article 4

Fees: The fees shall be annually and approved for the following year at the Annual General Meeting. The fees must be in accordance with those laid down by the City of Toronto. There will be four categories for membership as follows:

- (1) Adults
- (2) Family
- (3) Young Adults (Students from 18 to 24 years old)
- (4) Juniors (up to 18 years old).

Article 5

Executive: The Executive of the Hillcrest Tennis Club shall consist of the following:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer
- (5) Membership Director
- (6) Facilities Director
- (7) Tournament Director
- (8) Junior Development Director
- (9) Social Director
- (10) Immediate Past President

Article 6

Duties of

Officers: The duties of the Executive are to attend all meeting that may be called by the President, and to devote their time to the complete success of all Club operations, aims and objectives.

President:

- (1) To call meetings as he considers necessary.
- (2) To preside at all meetings and enforce the observance of all By-Laws, rules, and regulations of the Club. He shall have the right to vote on all issues and in case of a tie vote, he shall be entitled to cast the deciding vote.
- (3) To close the meeting
- (4) To sign the minutes after read and approved.
- (5) To encourage and to co-ordinate the duties of the Executive, assure that all Officers and Committees perform their respective duties.
- (6) To give general direction to the operation of the Club
- (7) To provide to the Parks and Recreation Department of the City of Toronto promptly all the information required for the issuing of the Club's Permit.

Vice-

President:

- (1) Shall assume the duties of the President in the President's absence.
- (2) Shall co-ordinate all matters related with communications and promotions.

Secretary:

- (1) Shall keep an accurate record of the minutes of all Executive and Club meetings.
- (2) Receive and send out all Club correspondence.
- (3) Possess a complete list of all member's names, addresses, and telephone numbers.
- (4) Prepare and read minutes, sign name, and after approval present them to the President for signature.
- (5) Shall notify all members in writing at least fifteen days prior to any Special or Annual General Meeting.

Treasurer:

- (1) Shall receive all income of the Club: Disburse monies as authorized by the Executive. All funds shall be deposited in a Chartered Bank to the credit of the Hillcrest Tennis Club. All cheques are to be signed by two officers, one of whom is the treasurer, or his designate, and no one shall receive a cheque payable to themselves, except that it be signed by two other officers.

There should be two bank accounts: Operations and Capital

- (2) Prepare a financial report or statement for the meeting as required including the Annual General Meeting (AGM).
- (3) Record membership fees collected.

(4) The fiscal year end shall be October 31st.

(5) Shall have an audited or reviewed annual financial statement prepared and presented by February 15th of the year following the previous year's AGM date.

Membership

Director: (1) Shall promote membership to the Club. Shall upgrade and pass on all applications for membership. Compile and keep up to date a complete membership list. Welcome and assist new members.

Facilities

Director: (1) Shall be the liaison between the City's Parks and Recreation Department in respect to the general maintenance of the Club's facilities. Shall see that the courts are in suitable condition for play and see that all equipment is kept in good condition.

Tournament

Director: (1) Shall organize and promote Club tournaments with both participation and competition in mind.
(2) Shall co-ordinate with the team Captains all the activities related with participation in various Leagues and the formation of the teams.
(3) Shall arrange the presence of a least one Coordinator for each of the Organized Round Robin tennis activities.

Junior

Development

Director: (1) Shall outline and implement a meaningful program for the juniors, and encourage adult members to support the program.
(2) Shall select suitable and good coaches for the juniors
(3) Shall obtain fair and adequate court time for the juniors
(4) Shall be familiar with programs offered by the NYTA
(5) Shall communicate with the juniors about what the Club and the NYTA has to offer for their benefit.

Social

Director: (1) Shall organize , promote and manage all social functions of the Club.

Past

President: The role of the past president is advisory only.

Article 7

Auditors: A qualified person shall be appointed by the Executive to audit the books and statements by the Treasurer annually, and /or in accordance with the requirements of the City of Toronto.

Article 8

Special

Committees: Special committees may be appointed by the Executive. The duties of these Committees shall be clearly defined.

Article 9

Election of

Officers: The election of Officers of the Hillcrest Tennis Club shall be held at the Annual General Meeting in the months of September, October, and November, but after the Club Year-End and /or other official tournaments which may take place.

- Effective the 2013 election, there will no longer be a slate.
- Where a candidate is proposed and not opposed that candidate will be acclaimed.
- No executive shall hold one position for more than three years.

The newly elected Executive shall officially direct the operations of the Club following the election.

If the President's office becomes vacant before the expiration of his term, the Vice-President becomes the President automatically. If for any other reason, any other office become vacant, then the Executive shall appoint another senior member in good standing to fill the vacancy until the next Annual General Meeting.

Article 10

Meetings: Regular meetings of the Club Executive shall be called by the President. A General meeting shall be called by the President within 15 days of receipt of a written request by no less than twenty senior members in good standing.

Article 11

Nominations: (1) By the First of August, the President shall appoint a Nominating Committee consisting of the a current Executive member as the chair, another member of the Executive, and a club "member at large"

The nominating committee will receive nominations to run for the various positions on the Executive. Existing executive members can forward their names to run again. New nominations should be nominated by two senior members in good standing.

All nominations will be put on a ballot, and voting will take place at the AGM to elect the new executive.

Article 12

Voting: Voting privileges shall be extended to all Senior members in good standing.

Article 13

Quorum: A quorum for a General Meeting shall be Ten voting members

A quorum for an Executive Meeting shall be Four members, including the presiding chairperson.

Notice of Executive Meetings shall be given to all Executive members in advance unless such members are present or consent to the holding of such meeting.

Article 14

Order of

Business:

- (1) Reading of the minutes for the previous meeting and their approval
- (2) Business arising from the minutes
- (3) Correspondence
- (4) Treasurer's report
- (5) Special reports
- (6) New Business
- (7) Election of Officers (Annual Meeting only).
- (8) Adjournment

Article 15

Amendments: The constitution may be amended by a two-thirds majority vote of voting members present (a quorum being present) at the Annual General Meeting.

Notice of Amendment must be given in writing to the general membership at least fifteen days prior to the Annual General Meeting.

The By-Laws may be amended by a vote of two-thirds of the members present at any Executive, General, Special or Annual Meeting.

Article 16

Dissolution

Of Club: Voluntary dissolution shall be by consent of no less than two-thirds of voting members at a properly constituted General Meeting.

An NYTA officer must be in attendance.

In the event of a voluntary dissolution, dissolution of all assets of the Club shall be as follows:

Assets shall be turned over to the NYTA to be left in trust for a period of two years, pending re-establishment of a Club at that location.

In the event of an involuntary dissolution, voting members of the club from current and previous year will decide upon the dissolution of assets after all liabilities have been met. This decision will be made at a properly constituted General Meeting. An officer of the NYTA and representative of the Parks and Recreation Department must be in attendance.

Article 17

Capital

Spending: Any capital expenditures greater than 20% of the capital funds should be approved by a vote of the general membership at a meeting called by the executive.

Original Draft: November 1980

Revised: September 1993

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Revised: October 2006

Revised September 2012