

WEST ROUGE TENNIS CLUB CONSTITUTION

October 23, 2023

Article # 1. NAME

The name of this organization shall be the West Rouge Tennis Club, hereinafter referred to as WRTC.

Article # 2. OBJECTIVE

The objective of the WRTC shall be to encourage, foster and promote the game of tennis in the West Rouge community.

Article # 3. MEMBERSHIP

Membership shall be open to all who pay the membership fee as fixed by the Executive Committee of the WRTC and by their actions abide by the Constitution and Bylaws of the WRTC.

3.1 Membership Classifications

The Membership Classifications shall be defined in the WRTC By-Laws.

3.2 Membership Privileges and Restrictions

- a) The membership year shall be from January 1st until December 31st of the same year.
- b) Maximum membership shall be documented in the WRTC By-Laws.

Article # 4. Executive Officers

- a) President

The President shall, when present, preside over all Executive Committee and General Meetings. The President shall supervise the affairs and operation of the Club, sign all documents requiring presidential signature and perform such other duties that may from time to time be prescribed by the Club.

- b) Past President

The Past President shall act in an advisory capacity and share previously gained knowledge and experience with the Executive Committee and Club members. The Past President shall chair the Nominating Committee for the election of the Executive Committee and shall run that portion of the Annual General Meeting pertaining to the elections.

- c) 1st Vice-President

During the President's absence or inability to act, his/her duties and powers may be exercised by the Vice President, or if there are more than one, by the Vice-Presidents in order of ranking. A Vice-President shall also perform other duties from time to time as prescribed by the Executive Committee.

- d) Secretary

The Secretary shall attend and take minutes of all Executive Committee meetings and General meetings. The Secretary shall give all notices required to be given to all Members and shall be the custodian of all records, correspondence and documents belonging to the Club, and shall perform other duties from time to time as prescribed by the Executive Committee.

- e) Treasurer

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Club in proper

books of account and shall deposit all monies and other valuable effects in the name and to the credit of the Club in the bank or banks from time to time designated by the Executive Committee. The Treasurer shall disburse the funds of the Club under the direction of the Executive Committee, and shall render to the Executive Committee and Members, when required, an account of all financial transactions, and the financial position of the Club. The Treasurer shall cooperate with the auditors of the Club during any audit of the accounts of the Club and perform any other duties as prescribed by the Executive Committee.

Article # 5. EXECUTIVE COMMITTEE

The Executive Committee's primary role shall be to establish policy for the general operation of the Club's affairs, including responsibility for approval of expenses incurred on behalf of the Club. The Executive Committee shall be comprised of the following individual Executive Officers:

President
Past President
1st Vice-President
2nd Vice-President
3rd Vice-President
Secretary
Treasurer

Four of the seven executive positions are considered mandatory and must be filled. These are:

President
1st Vice-President
Secretary
Treasurer

The President must have been a member in good standing for at least 3 years, and have served as an Executive or General Officer for at least 1 year of the previous 5 years. President shall be an ex-officio member of all sub-committees.

The Executive Officers must be members in good standing.

In the event of any office becoming vacant, the Executive Committee may appoint a successor to such office for the unexpired term, except in the case of the office of President.

In the event of the office of President becoming vacant, the 1st Vice-President, shall immediately become President and the Executive Committee may then appoint a Vice-President to fill the vacancy so created.

Any Executive Officer who is absent from three consecutive meetings without sufficient cause shall automatically cease to be a member of the Executive Committee and his/her position shall be filled by appointment, at the discretion of the Executive Committee.

Any Executive Officer may, in performing his/her duties, appoint volunteer assistants as required.

All Executive Committee members shall serve without remuneration.

The Executive Committee may appoint any member in good standing as a Chairperson of a Committee, to be responsible for particular activities such as Tournaments, Junior Development, Socials and Entertainment, etc.

Article # 6. GENERAL COMMITTEE

The General Committee shall consist of the elected Executive Officers (Executive Committee) and the

Directors appointed by the Executive Committee. The primary role of the General Committee shall be the day-to-day operations of the Club's activities.

Article # 7. Meetings

- a) There shall be a Spring General Meeting before April 30th of the current year, the proposed budget for the new season by the General Committee will be reviewed and approved by the membership.
- b) There shall be a Fall General Meeting prior to October 31st each year. All reports of the season shall be reviewed and the Executive Officers for the following year shall be elected. The new Executive Committee will take office upon the conclusion of this AGM meeting.
- c) If for any reason, any of the four mandatory executive positions are not filled by election at an Annual General Meeting, each of the executive positions not elected may continue to be held by the incumbent officer. The Executive Committee so formed must then call a Special General Meeting to be held within 30 days of the Annual General Meeting, for the purpose of electing officers for the positions not elected at the Annual General Meeting and for the purpose of discussing the dissolution of the Club, in accordance with Article 12.

If, for any reason, the four mandatory Executive Committee members have not been elected for the new year prior to January 1st, the Club shall be dissolved in accordance with Article 12.

- d) A Special General Meeting may be called at any time by the President, or by written notice signed by any twenty voting members as dictated in the WRTC Constitution & By-Laws, and circulated. Business transacted at any Special General Meeting will be restricted to that specified on the notice.
- e) Meetings of the Executive Committee or the General Committee may be called at any time by the President with the appropriate (a minimum of 10 days) prior notice. Emergency committee meetings may be called on short notice, with two-thirds approval of all committee members concerned.
- f) Notification of any General Meeting or Special General Meeting of the Club shall be sent to each voting member at least 10 (calendar) days prior to the date selected for the meeting
- g) A quorum must first be established before any meeting may vote:
Quorum for Executive Committee - Three
Quorum for General Committee - Six
Quorum for General Meeting - Fifteen
Quorum for Special General Meeting - Fifteen
- h) All resolutions shall be decided by a simple majority of votes cast except as set forth in Article 9 and Article 12. The Chairperson of the meeting may only vote if necessary to break a tie vote.

Article # 8. CONDUCT

- a) The Executive Committee may prohibit acts or practices by a member that are detrimental to the interests of other members, contrary to the ethics of tennis, are infringements of the WRTC Constitution & Bylaws or are deemed unacceptable due to these acts creating conflict among WRTC members.

Article # 9. AMENDMENTS

- a) This Constitution may be amended only at an Annual General Meeting, or at a Special General Meeting called for that purpose. If a Special General Meeting is called, a written request specifying the proposed changes and signed by 10 voting members must be received by the Secretary at least 21 days prior to the meeting and a copy of the proposed amendment must be sent to each voting member at least 10 (calendar) days prior to the Special General Meeting. Any amendment shall require a two-thirds majority of votes cast before it can be adopted.
- b) The WRTC By-Laws may be amended at any Executive Committee meeting; any amendment shall require two-thirds majority of votes cast and such amendment must be posted on the WRTC's website before it becomes effective.

Article # 10. FINANCIAL

- a) The fiscal year shall run from January 1st to December 31st in each year.
- b) A proposed annual budget for the current year shall be presented by the Treasurer at the Spring General Meeting.

However, any individual expense incurred on behalf of the Club by the Executive Committee in excess of \$2000 over the approved expense total must be first approved by the membership at a General Meeting.
- c) All cheques or other documents drawn on the Club's bank accounts must be signed by any two of the President, 1st Vice-President and Treasurer.

Article # 11. FEES

- a) The fee structure for the current year shall be set by the Executive Committee, WRTC and included in the budget tabled at the Spring General Meeting of the current year.
- b) Special activity fees (e.g. Tournaments, socials) shall be determined by the activity Club chairperson, subject to ratification by the Executive Committee.

Article # 12. DISSOLUTION

- a) In addition to the automatic dissolution of the Club in accordance with Article 7, clause 'c' and 'd', the Club may be dissolved at a Special General Meeting specifically convened for that purpose, by resolution carried by four-fifths of the votes recorded.
- b) In the event of dissolution of the Club, the remaining funds and any assets on hand shall, after provision has been made for any outstanding expenses, become the responsibility of the Scarborough Tennis Federation in accordance with Article 11 of the Scarborough Tennis Federation By-Laws.

Passed by the Membership at the Annual General Meeting on the 18th day of October 2023

Peter Kusiak
President

Maria Wiggers
Secretary