

MALTON TENNIS CLUB

Affiliated with the City of Mississauga

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Constitution and By-Laws

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CONSTITUTION

1. Aims and Objectives

- 1.1 To promote the game of Tennis in the Malton Area, in a friendly and non-discriminatory environment.

2. Membership

- 2.1 Membership is open to all residents of Mississauga and surrounding areas at fees set annually by the MTC Board of Directors (see item 9.1).
- 2.2 Applications for membership will be considered from non-residents of Mississauga as long as the number of non-resident members does not rise above 20 percent of the overall membership as outlined in the City of Mississauga's policy entitled Community Group Registry Program.
- 2.3 Prospective Family/Adult/Senior members will be required to complete a membership application form providing their name, full address, email address and phone numbers and will be admitted as a bone fide Club Member upon signature of the Voting Option form. Student members will be accepted upon production of a valid Student Card and for Junior members, proof of date of birth must be validated. All returning and new members must sign and abide by the Code of Conduct.
- 2.4 Membership year will be from January 1st to December 31st.
- 2.5 The Board of Directors reserves the right to terminate/refuse any membership application should such action be deemed in the best interest of the Club. (see also item 9.8)
- 2.6 Membership definitions:
- Adult: 18 years of age and over
 - Junior: Under 18 years but over 7 years as of December 31st of previous year.
 - Family: Defined as two adults and up to three children under 18 living at the same address. Additional children will be charged at \$5.00 each. Additional adults at the same address will pay the adult rate.
 - Student: Available to eligible individuals with a valid student card.
 - Senior: Available to eligible individuals who have attained the age of 60 years.
- 2.7 Membership will entitle all Adult, Student, Senior members in good standing to be voting members at the Annual or General Meetings if so agreed to on the Registration Form. Non-playing Parents/Guardians of Junior members may vote on behalf of their child(ren)/Ward at the Annual or General Meetings if so indicated on the Registration Form.

- 2.8 Conflict of Interest: Members of the Board of Directors will declare a potential conflict of interest and refrain from discussion and voting when a true or perceived conflict of interest exists.
- 2.9 All members will abide by the Constitution, By Laws and Code of Conduct of the Malton Tennis Club. Documents are available on the website: MaltonTennisClub.ca. Members who do not abide by the rules and regulations of the Malton Tennis Club may be subject to the withdrawal of their membership privileges.

3. Board of Directors / Elections

- 3.1 The Board of Directors will consist of at least five members, but not be limited to the following officers:
- President
 - Past President (Honorary, if applicable)
 - Vice-President
 - Treasurer
 - Registrar
 - Secretary
 - Directors
- Other positions that may be filled by members of the Board of Directors or appointed by the Board of Directors include:
- Team Captain
 - Junior Coordinator(s)
 - House League Coordinator
 - Tournament Coordinator
 - Social Coordinator
- 3.2 With the exception of the Past President, the Board of Directors of the Malton Tennis Club will be elected at the Annual General Meeting and will hold office for a term of one year at which time they may stand for reelection.
- 3.3 Eligibility to stand for Board of Directors' positions.
- 3.0.1 All members in good standing with a minimum of two consecutive years of membership in the Club may stand for the positions of: President, Vice President, Treasurer/Registrar.
- 3.0.2 All members in good standing with a minimum of one year membership in the Club may stand for all other positions not noted in 3.0.1 above.
- 3.4 A President who finishes his/her term in good standing, and in the following year does not stand for reelection or stands but is not reelected, will be offered the position of Past President.

- 3.5 If the Malton Tennis Club enters a team into the InterCounty Tennis League, then the Board of Directors will oversee the selection of a Team Captain who will then be appointed to the Board of Directors.
- 3.6 In the event of resignation of any other member of the Board of Directors, the remaining members may at their discretion appoint an interim member for the balance of the term.

4. Duties of the Board of Directors and appointed positions.

4.1 Elected

- 4.1.1 President: Ensure that the Board of Directors body performs its duties as outlined in this Constitution. Chair all Board of Directors and General meetings.
- 4.1.2 Vice-President: In the event that the President is unable to continue with his/her duties the Vice President will assume the President's duties. Assist with the general operation of the club.
- 4.1.3 Treasurer: Will handle all cash/cheque related transactions, including Bank deposits, payment of invoices, and other expenses relative to the operation of the Club.

Responsible for providing a financial statement of income and expenses at the Annual General Meeting to include any financial assistance provided by the City of Mississauga.
- 4.1.4 Registrar: Responsible for handling the electronic aspects of transfers relating to membership fees and depositing to the Club Account.

If required, both Treasurer and Registrar will respond to queries and advise new/returning members of any changes to the ByLaws and ensure new members have signed the Club's Code of Conduct form. Enquiries can also be forwarded to the Secretary for response.

- 4.1.5 Secretary: Responsible for all Club correspondence, newsletters, scheduling of meetings (in cooperation with the President), minutes of meetings, submission of City required documents including but not limited to Affiliation documentation, insurance submissions and notification of the date of the Annual General Meeting. Maintain up-to-date membership lists. Respond to members' enquiries, if required.

4.2 Nominated / Honorary

- 4.2.1. Team Captain: Nominated: Responsible for setting up inter-club matches, selection of teams, team practices and try-outs.
- 4.2.2. Junior Coordinator: Will coordinate the youth activities including tournaments, instruction, court time, supervision, etc.
- 4.2.3 House League Coordinator: Responsible for the organization and operation of the Malton Tennis Club House League.

- 4.2.4. Tournament Coordinator: Responsibilities include organizing Round Robins and Club Championships, defining the rules governing the above Tournaments and will be responsible for scheduling court time to complete each tournament. A copy of the proposed tournament schedule will be given to the Board of Directors for information. The Coordinator has the authority to discipline any member for breach of Tournament Rules.
- 4.2.5. Social Coordinator: Arrange various year round activities for Club Members and their families, such as an Annual Banquet and Trophy Presentation, dances, barbecue, picnics, etc. The Convener may recruit the help of any member in order to accomplish this task.
- 4.2.6. Past President: Honorary position, but has authority to exercise a vote at any Board of Directors meeting. Will assist new President in carrying out his/her duties, if required.

5. Board of Directors Meetings

- 5.1 Board of Directors meetings will be held as necessary to ensure the satisfactory operation of the Club.
- 5.2 All Board of Directors members are expected to attend meetings if at all possible.
- 5.3 Any member of the Board of Directors who fails to attend three consecutive meetings can be asked to resign his/her position and the Board may then appoint a successor as per article 3.6.
- 5.4 Fifty percent of the Board of Directors are required to vote on any matters relating to official Club business.
- 5.5 The President will not cast a vote unless his/her vote is required to break a tied vote.
- 5.6 Members of the Board of Directors will declare a potential conflict of interest and refrain from discussion and voting when a true or perceived conflict of interest exists.

6. General Meetings

- 6.1 An Annual General Meeting will be held every year, on a date determined suitable by the current Board of Directors. It is at this meeting that the current Board will step down from their positions, and elections held to select new Board for the following year.
- 6.2 Notification of the 'Annual General Meeting' will be mailed/emailed to all members in good standing a minimum of 21 days prior to the meeting date. The Notice will provide members with information relating to any major pieces of business that is expected to be presented at the meeting.
- 6.3 A required quorum for the 'Annual General Meeting' shall be 4% of the total membership of the MTC at the time of the meeting. If this quorum is not met then the meeting will be postponed and rescheduled for the earliest possible date.

The determination of the earliest possible date will allow for notification in writing to again be sent out to the membership explaining the reason for the postponement. If at the rescheduled meeting a quorum cannot be met, then the Board of Directors will take the necessary steps to disband the Club on the understanding that there is no longer interest within the community to maintain it.

- 6.4 A general meeting may be called by the Board of Directors at any time if any business arises that should be brought to the attention of the general membership.
- 6.5 Annual General Meeting minutes to be posted on MaltonTennisClub.ca (financial information is not required) within 90 days of the date of the meeting.

7. Club Operating Procedures

- 7.1 All Club bank accounts shall be set up such that two of three signatures are required on all cheques and for other financial withdrawal transactions. Three members of the Board of Directors will be designated as eligible signatories, one of which will be the Treasurer/Registrar with one of the President or Secretary designated as co-signers.
- 7.2 In the event that the MTC for any reason ceases operations, the Treasurer/Registrar will provide a financial statement to the Board of Directors. The Board will then disburse the remaining assets of the club following the guidelines laid out below.
 - 7.2.1 A portion of the assets will be given in trust to The City of Mississauga for the purpose of providing 'start up' capital in the event that a similar group or organization commence operations within the same community.
The actual dollar amount assigned to the portion left in trust will be voted on by the Board at the time operations are closed down.
 - 7.2.2 The remaining assets shall be donated to a charity or charities as decided on by the Board of Directors. Consideration should be given to local charities providing local community services consistent with the pursuit of helping the underprivileged enjoy a healthy and active lifestyle.

8. Resolution of Complaints

- 8.1. From time to time the Board of Directors may receive a complaint regarding policies, procedures, programs and activities, organization plans, practices of the organization or the behaviour of an individual or member of the Club.

Complaints will be treated seriously and the Board will act promptly, treat people fairly and listen to both sides of the story, stay neutral, keep parties to the complaint informed, attempt to maintain confidentiality if possible, protect against victimization, keep accurate records as the investigation progresses and make decisions based only on information gathered, not personal views. After a thorough investigation, the Board will determine the most appropriate response and/or action and will advise the complainant in writing of the outcome. If still not satisfied, the complainant can take the matter to the AGM.

If the complaint concerns a Board Member, that member will be excluded from involvement at the Board level.

9. General

- 9.1 Membership fees will be set by the Board of Directors based on the annual budget provided by the Treasurer.
- 9.2 All members are required to wear proper tennis attire including court shoes or approved non-marking running shoes. Members failing to do so will be asked to leave the courts.
- 9.3 Inappropriate behaviour or abusive language will not be tolerated. Disciplinary action such as withdrawal of membership, may result if the infraction is repeated, as per article 9.8.
- Inappropriate behaviour or actions includes, but is not limited to the following behaviours: aggressive or intimidating approaches to another individual (verbal assault); threats; attempts to goad or incite anger in others; throwing of articles in a deliberate or aggressive manner; physical striking of another individual; theft of property; possession of weapons; illegal consumption of alcohol or drugs; vandalism (the deliberate destruction, damage or defacing of Club or personal property; harassment). Any member who abuses this rule will be advised to stop the activity immediate or will be asked to leave. As a last resort, the Police should be contacted if the individual does not co-operate and/or refuses to leave.
- 9.4 All members must wear MTC identification shoe tags showing that they are paid up members and provide identification to any other member who challenges their membership.
- 9.5 Guest Privileges
- 9.5.1 All guests must be accompanied by a member in good standing and may only use the courts if they are not required by regular members.
- 9.5.2 Members may be accompanied by only ONE guest and will be held responsible to ensure that the invited Guest abides by the Malton Tennis Club Constitution and By-Laws.
- 9.5.3 Any Guest meeting the requirements of item 9.5.1, and item 9.5.2 will be allowed to use the courts up to a maximum of three times, after which, if said guest wishes to continue using the facilities, he/she will be expected to complete a membership application to join the Club.
- 9.6 The By-Laws will be updated periodically and will outline Club rules relative to playing time, priorities and regulations.
- 9.7 Changes to the Malton Tennis Club Constitution can only be made by means of a vote of the general membership held at the Annual General Meeting. All proposed amendments/changes to the Constitution must be submitted in writing to the Secretary of the Board of Directors prior to the Annual General Meeting.
- 9.8 All members will be expected to abide by the Malton Tennis Club By-Laws and other rules laid out in the Malton Tennis Club Constitution. Failure to do so can, at the discretion of the Board of Directors, lead to a member having his/her membership revoked.

By Laws

All members and their guests will abide by the Malton Tennis Club's Constitution, By Laws and Code of Conduct.

Code of Conduct: Prior to acceptance as a Member, all new applicants into membership of the Malton Tennis Club will be required to sign their agreement to the Club's Code of Conduct and to fully complete the Club's current year's Registration Form in its entirety.

Dress: Appropriate tennis attire should be worn at all times (i.e. athletic clothing and tennis shoes with non-marking soles). Bare-chested (male) players will be asked to dress appropriately.

Tags: Membership (shoe) tags must be visible at all times. Failure to produce a valid tag may result in the 'delinquent' being refused the right to play.
Membership tags are non-transferable.

Court rotation: Court time is limited to 30 minutes, or one set, whichever comes first, if members are waiting to play.
Singles may not be played while others are waiting to play.
Juniors are not permitted on play on the courts after 7:00 p.m. unless special programs have been organized for their membership category.

Guests: Guests may play only when accompanied by a Club Member. If the same guest is invited to play more than three times, he/she will be expected to become a member and will not be permitted to use the courts until he/she becomes a member. Extenuating circumstances will be considered by the Board of Directors.
Non-members are required to pay a guest fee of \$5.00 per Adult, \$3.00 per Senior/Student/Junior per visit. Court time is subject to availability and all Club rules apply.

Tournaments: Club Tournaments take priority over regular Club play as long as rain-delayed InterCounty matches are not scheduled at the same time.

Court Rules: No smoking, pets, skateboards, bicycles, strollers, food or drink (except water/sport drinks) are allowed on the court.
As a courtesy to follow members, no tennis ball baskets/machines are permitted after 7:00 p.m. or at any time while members are playing on an adjacent court. Ball usage is restricted to a maximum of six balls per court.

Disclosure: Members will be required to indicate on their membership form if they are willing to release their personal information to the City of Mississauga as, if and when requested by the City of Mississauga .