

# **DENTONIA PARK TENNIS CLUB CONSTITUTION**

## Article One — Name of the Club

- 1.1 The club shall be called Dentonia Park Tennis Club, hereinafter to be referred to as “DPTC” or “the Club”.

## Article Two — Purpose of the Club

- 2.1 To foster and promote the sport of tennis for club members, at all levels, providing opportunities for recreation and competition in a friendly and co-operative environment.

## Article Three — Membership

- 3.1 Membership of the Club shall be open to any person completing a membership form and paying the relevant fee, as determined by the Club Executive Committee (see Article Five below), and who have accepted to abide by the Constitution and By-Laws of the Club, and also the Code of Conduct established by Tennis Canada. There shall be a number of classes of membership, and they are:
  - 3.1.1 Adult — 18 years of age and older as of January 1<sup>st</sup> of the current year.
  - 3.1.2. Junior — 17 years of age or younger as of January 1<sup>st</sup> of the current year.
  - 3.1.3 Family — a maximum of two adults in the same family, with any number of children.
  - 3.1.4 Senior — 65 years of age or older as of January 1<sup>st</sup> of the current year.
  - 3.1.5 Honorary — a lifetime free membership, voted upon by the Executive Committee, for exceptional service to the Club.
  - 3.1.6 The Executive Committee may suspend or strike off the register of membership any member found guilty of misconduct in accordance with Tennis Canada’s Code of Conduct, the Club’s Constitution and/or By-Laws. The procedure for such action, and a process for appeal, will be found in the By-Laws.

## Article Four — Meetings, Rules of Order, Regulations and Code of Conduct

- 4.1 The Annual General Meeting will be held once a year, no later than October 31<sup>st</sup>. Written notice of the meeting’s time and place will be sent to all Club members at least 30 days in advance by the Secretary, or designate.

- 4.1.1 Each adult Club member in good standing (including Seniors and adult Family members) will have one vote at the Annual General Meeting.
- 4.1.2 A quorum shall be twelve (12) adult members in good standing.
- 4.2 A Special General Meeting will be held when:
  - 4.2.1 One or more properly submitted amendments to the Constitution and/or By-Laws have been proposed, and/or:
  - 4.2.2 The Executive Committee determines that a matter of serious general concern requires discussion and voting on by the entire Club membership.
- 4.3 Executive Committee meetings shall be held on a regular basis, at least four (4) times per year. The Secretary shall take responsibility for organizing these meetings.
- 4.4 The rules of order and regulations for meetings and for the operation of a society, as laid out in “Robert’s Rules of Order” (any edition from 1967 on), shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with the rules of order contained in the Club’s Constitution and/or By-Laws.
- 4.5 The Code of Conduct as determined by Tennis Canada shall govern the Club in all cases to which they, too, are applicable, and in which they are not inconsistent with the rules of conduct included in the Club’s Constitution, By-Laws, and/or Standing Orders.

#### Article Five — Executive Officers

- 5.1 The President — has overall responsibility for upholding the Club’s Constitution and By-Laws, and for the operation of the Club. The President ensures that all officers of the Club fulfill their responsibilities. The President chairs, or delegates the chair, for all meetings that he or she attends. In any vote that results in a tie, the President only casts a second vote to break that tie, even if the chair of that meeting has been delegated. The President is one of the three signing officers of the Club for all cheques, contracts and other financial commitments.
- 5.2 The Vice-President — assumes the President’s responsibilities in the latter’s absence, including taking the chair of any meeting that the President does not attend, and also assumes the responsibility of the tie-breaking vote if need arises at such a meeting. Works closely with the President to provide leadership and the fulfillment of general responsibilities. The Vice-President is one of the three signing officers of the Club.
- 5.3 The Treasurer — has overall responsibility for the Club’s finances, keeping records of all financial transactions, all banking, cheques and any other monies or other financial instruments that the Club acquires, holds, uses or disburses. The Treasurer is one of the three signing officers of the Club.
- 5.4 The Secretary — keeps a record of all meetings of the Executive Committee (the

“Minutes”), schedules all meetings and, in consultation with the other executives (and, where applicable, the general membership), sets the agendas for those meetings. The Secretary is responsible for issuing proper notice for all meetings, including the Annual General Meeting and any Special General Meetings. The Secretary shall have custody of all papers and other documents produced by or associated with all such meetings.

- 5.5 The Executive Committee shall be defined as the four officers above, who form, together with all the duly-elected portfolio co-ordinators (see Article I in the By-Laws), the executive committee or board of directors of the Club. Any of the four officers may hold one or more of the portfolio co-ordinator positions, if the need arises and they are elected to that position or positions at the Annual General Meeting, or if they are appointed to such a position(s) on an interrim basis by the Executive Committee.

#### Article Six — Amendments to the Constitution

- 6.1 Any proposed amendment(s) to the Club’s Constitution or to the Club’s By-Laws must be considered either at an Annual General Meeting or at a Special General Meeting. Any such proposed amendment(s) must be communicated to all the voting membership at least 30 days before such a meeting. To take effect, the amendment(s) must receive a two-thirds (2/3's) vote of those adult Club members in good standing who are in attendance at the meeting. There are no proxy votes allowed. A voting member of the Club is any member in good standing who is 18 years of age or older as of January 1<sup>st</sup> of the current year. A quorum for a Special General Meeting, as for an Annual General Meeting, is twelve (12) adult members in good standing.
- 6.2 Any adult Club member in good standing who wishes to propose such an amendment shall give prior written notice to the Executive Committee at least 45 days before the date of the proposed meeting. This amendment(s) must be seconded by the signature of at least one other adult Club member in good standing. The Secretary will ensure the amendment(s) are sent in written form to all adult Club members in good standing at least 30 days prior to the meeting. No change or amendment shall be accepted at the meeting itself, without this opportunity for the whole adult Club membership to be notified of it, and to give it their due consideration. However, once an amendment is properly proposed, any adult Club member in good standing who wishes to propose an alteration or modification to a particular and specific amendment may do so at the time of the meeting. All such changes to a particular amendment will be voted upon first, with a simple majority vote to govern. Only then, once they are either incorporated into the amendment, or rejected, will the amendment itself be voted upon, with the requirement of a two-thirds (2/3's) vote to govern. (NB: a proposal to dissolve the Club would be handled in the same way as any other amendment – see Article Eight of By-Laws, below).