



### Constitution

#### **Article I**

**Name:** The organization shall be known as the Port Perry Tennis Club.

#### **Article II**

**Object:** The object of this organization is to provide recreation for members of the community and to promote and develop the game of tennis at both junior and adult levels. Players shall respect and observe the regulations of the Township of Scugog and the Port Perry Tennis Club in relation to tennis.

#### **Article III**

**Membership:** The membership will be open to all, regardless of race, colour or creed, who must abide by the Constitution and Rules and Regulations of the Club. The membership shall be from April 1<sup>st</sup> to the following March 31<sup>st</sup>.

#### **Article IV**

**Fees:** The fees shall be set annually by the Executive of the Port Perry Tennis Club. Fees must be paid in full in order to benefit from membership privileges. . There shall be no pro-rated fees. Fees shall be modest and shall cover the costs of court maintenance, professional administration fees (excludes lessons), OTA membership, and insurance premiums.

Fees will fall into five categories:

|               |  |
|---------------|--|
| Single Adults | 18 years and older as of April 1 <sup>st</sup> of the current year.                                  |
| Couples       | Any 2 adults who share a common residence.   |
| Families      | Any combination of parents, step-parents, children, step-children who share a common residence.      |
| Junior        | Under 18 years as of April 1 <sup>st</sup> of the current year.                                      |
| Two Juniors   | Any two family members that are both under 18 years as of April 1 <sup>st</sup> of the current year. |

#### **Article V**

**Executive:** The executive of the Port Perry Tennis Club shall consist of the following: The Club's Immediate Past-President, President, Vice-President, Secretary, Treasurer, Junior Development Representative, Tournament Director, Membership Director, Social Director, Maintenance Director, Publicity Director, Newsletter Correspondent, and Council Liaison Representative. A chairperson to represent Durham Leagues, Ladies League, Seniors' League, and each Adult Social League will also support Executive decisions and meetings.

#### **Article VI**

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

##### **President:**

- To call meetings as he/she considers necessary.
- To preside at all meetings and enforce the observance of all rules and regulations of the Club. He/she shall have the right to vote on all questions and, in case of a tie vote, shall be entitled to cast the deciding vote.
- To close the meeting.
- To sign all cheques after such have been signed by the Treasurer, and payment approved by the Executive.
- To encourage and to co-ordinate the duties of the Executive, ensure that all officers and committees perform their respective duties.
- To give general direction to the operation of the Club.
- To provide to the Parks and Recreation Department of the Township of Scugog any information pertinent to major court maintenance, policy changes, and publicity.

##### **Vice-President:**

- Shall assume the duties of the President in the President's absence.

##### **Secretary:**

- Shall keep accurate record of the minutes of all Club and Executive meetings.
- Shall send copies of each meeting's minutes to each Executive member for perusal and action.
- Receive and send out all Club correspondence.
- Possess a complete list of all members' names, addresses, and telephone numbers.
- Prepare and read minutes of each meeting and ensure that they are approved as read or corrected.
- Shall notify all Executive members of upcoming meetings.

## **Article VII**

**Auditors:** A qualified member in good standing may be appointed by the Executive to audit the books and statement of the Treasurer annually.

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

## **Article VIII**

**Election of Officers:** The election of officers of the Port Perry Tennis Club shall be held at an Annual General Meeting in the fall. 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/her term, the Vice-President automatically becomes President. If, for any reason, any other office becomes vacant, then the Executive will appoint another member in good standing to fill the vacancy until the next General Meeting.

## **Article IX**

**Meetings:** Regular meetings of the Club Executive shall be called by the President. All Club members are welcome to attend Executive meetings. They should let the President know, in advance of the meeting, the business which they wish to bring to the upcoming meeting.

The election of officers shall be held at the Annual General Meeting in the fall.

## **Article X**

**Nominations:** In the month of August, the President shall begin seeking nominations for the following year's Executive. All Executive members shall be encouraged to seek out new and interested volunteers.

## **Article XI**

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

## **Article XII**

**Quorum:** A quorum for a General Meeting shall be ten (10) voting members in good standing. A quorum for an Executive Meeting shall be five (5) members, including the presiding Chairman. Notice of all Executive Meetings shall be given to all members of the Executive in advance.

### **Article XIII**

#### **Order of Business:**

- Reading of the Minutes from the previous meeting and their approval.
- Treasurer's Report.
- Business arising from the minutes.
- Correspondence.
- Upcoming Events.
- Special Reports.
- Other Business.
- Election of Officers. (Annual General Meeting only)
- Adjournment.

### **Article XIV**

**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 Rules and Regulations may be amended by a vote of two-thirds of the members present at any Executive, General, or Annual Meeting.

### **Article XV**

**Dissolution of Club:** Voluntary dissolution shall be by consent of no less than two thirds of voting members at a properly constituted general meeting.

In the event of a voluntary dissolution, dissolution of all assets of the Club shall be as follows: Assets shall be turned over to Port Perry Tennis Club to be held in trust for a period of two years pending re-establishment of a club at that location.

In the event of involuntary dissolution, voting members of the club from the current and previous years, will decide upon the disposition of assets after all liabilities have been met. This decision will be made a properly constituted General Meeting.

**This document was compiled and reviewed in August 2002 by the PPTC Executive.**

**Treasurer:**

- Shall receive all income of the Club, and disburse monies as authorized by the Executive.
- All funds shall be deposited in a Bank to the credit of the Port Perry Tennis Club, and cheques drawn thereon shall be signed by the Treasurer and the President.
- Prepare a financial report for meetings and an audited financial statement for Annual General Meetings.
- Record membership fees collected.

**Junior Development Director:**

- Shall obtain fair and adequate court time for the Juniors.
- Shall outline and implement a meaningful program for the Juniors, and encourage adult members to support the program.
- Shall communicate with the Juniors about the lessons, leagues, and tournaments available to participate in, and encourage the Juniors to get involved.
- Shall communicate to the Executive about any concerns that Juniors may have regarding Club policies and organization.

**Tournament Director:**

- Shall organize and promote Club tournaments with both participation and competition in mind.
- Shall ensure that each tournament has its chairperson.
- Shall ensure that all tournaments abide by Club rules and those found in Tennis Canada's "Yardstick" Rules and Regulations, and that the tournament chairpersons are aware of the rules.
- Shall ensure that each tournament chairperson prepares and submits a "Tournament Summary Sheet" to the Treasurer, depicting tournament income and expenditures.

**Membership Director:**

- Shall encourage applicants to join the Club, pass on all applications for membership, keep a list of all members and welcome and assist new members.
- Shall update the Club application form annually.
- Shall oversee registration on Port Perry Tennis Club Open House Night to ensure that all volunteers are registering members in the same manner.
- Shall prepare a roster of all members' names, addresses, phone numbers, and email addresses, and ensure that this is forwarded to members.

**Social Director:**

- Shall plan, promote, and manage social functions of the Club.

**Maintenance Director:**

- Shall see that all courts are in suitable condition for play and that all equipment is kept in good condition.
- Shall purchase any equipment needs as approved by the Executive.
- Shall oversee the putting up and taking down of windscreens and nets each spring and fall.

**Publicity Director:**

- Shall assist all other Directors in publicizing their functions to the news media.

**Newsletter Correspondent:**

- Shall collect, and collaborate, all Club news.
- Shall ensure that all members receive updated information regarding upcoming tournaments, tournament results, club policies, and social functions.

**Township of Scugog Liaison:**

- Shall attend Township of Scugog Parks and Recreation meetings when requested by the Township.
- Shall keep the Township informed of Port Perry Tennis Club financial needs, maintenance needs, and policy changes.

**League Chairpersons:**

- Shall ensure that all participants of leagues are fully paid members of the Club.
- Shall collect any designated league dues and pass them along to the Treasurer.
- Shall ensure that all participants of leagues are abiding by Club rules and are participating in the best interests of the Club.
- Shall report to the Executive of any League concerns.
- The Durham League Chairpersons should attend at least one Durham-wide meeting in the spring and provide League evaluation in the fall to ensure that Port Perry Tennis Club's best interests are served.