



Bayview Village Tennis Club Constitution

Revised November 21, 2023
Effective November 21, 2023
Proposed October 23, 2023

Article I.

The Club shall be known as the Bayview Village Tennis Club (“BVTC”).

Article II.

The object of the Club is to provide recreation for members of the community and to promote and develop the game of tennis at both the junior and adult levels, under guidelines and regulations set by the City of Toronto (the “City”), and in accordance with the BVTC Bylaws and Rules and Regulations.

Article III.

Membership will be open to all residents as determined by the Executive and policies of the City. Members must abide by the Constitution, Bylaws, and Rules and Regulations of the Club. The Membership year shall be during the pendency of BVTC operations in a calendar year, in accordance with such terms of the BVTC permit.

1. Admission of previous season’s members:

a) All previous season’s members will be given priority to sign up for a subsequent year and must register and pay the entire season’s fees to secure their membership by such deadline as is set by the Executive.

b) Fees and acceptable payment method shall be set on an annual basis by the Executive.

2. Admission of new members:

a) Prospective members shall register on the BVTC waitlist to be considered for membership.

b) Prospective members will be notified if capacity will allow their membership, at which point they will be advised of how to register and the fees due, as well as the deadline for registration and payment of fees.

c) Failure to register and pay the required fees by the deadline will result in a prospective member being removed from the waitlist.

d) The Executive retains discretion to address any failure to provide registration and payment by the deadline.

3. Suspension of members:

a) Any member who fails to abide by the rules of the Club may, at the discretion of the Executive, be suspended in accordance with the protocol stated in Article I of the Bylaws. No refund of fees will be made.

4. Number of Members:

The number of senior memberships each year may be limited by the Executive. Such limitations must adhere to the City's published guidelines and current practices.

5. Honorary Members

a) Honorary Life Memberships may be proposed to the Executive and, if approved, be voted on at the following Annual General Meeting.

b) Honorary Annual Memberships may be approved directly by the Executive, at its discretion.

6. The fiscal year of the Club will end on September 30th of each calendar year.

Article IV.

Executive:

1. The Executive of the Bayview Village Tennis Club will consist of:

- a) Past President
- b) President
- c) Vice-President
- d) Secretary
- e) Treasurer
- f) Courts Director
- g) Clubhouse Director
- h) Membership Director
- i) Games Director
- j) Webmaster Director
- k) Social Director
- l) Tournament Director
- m) Directors at Large

2. The Bylaws are to include a job description for each Officer and Director of the Executive.

Officers and Directors are expected to be honest, careful, and competent in their role as a director, to act in accordance with the

Bylaws, and to conduct themselves in a manner befitting their role, and in the best interests of the Club.

If an Officer or Director fails in respect of the above, the Executive has the right to request the resignation of the Officer or Director in question. If the Officer or Director does not resign, they may be dismissed from the Executive, by majority vote of the Executive.

3. Each Officer and Director shall attend all meetings called by the President, as part of their duties, and the Executive shall devote its time and efforts to the complete success of all Club operations, aims and objectives.

4. Election of Directors and Officers:

a) The election of Directors and Officers shall take place each year at the Annual General Meeting before the end of November.

b) The election shall be conducted at the request of the President.

c) Nominations will be conducted in accordance with section 5, below.

d) The candidate for any post receiving the highest number of votes shall be elected.

e) In the case of a tie, the President will cast the deciding vote.

f) Officers and Directors will hold office for one year, and will be eligible for re-election. The term of President shall be restricted to a maximum of three consecutive terms of office.

g) If a member of the Executive is unable to continue in office, the Executive will appoint a successor for the balance of the term of office.

h) If the President is unable to continue in office, the Vice-President will assume the Presidency, pending a majority confidence vote by all Executive members. A Vice-President will then be appointed by the Executive. If the Vice-President is not willing to assume this position, the Executive will appoint a President for the remainder of that term based on a majority vote.

i) Members may hold only one office at a time during the year. In the event that an inadequate number of candidates are elected at an Annual General Meeting to fill the offices, an Officer or Director may hold more

than one office except the President and Treasurer, who may not hold more than one office.

5. Nomination Committee

- a) A Nominating Committee, consisting of the President and two other members of the Executive shall be appointed by the Executive no later than each August.
- b) The Nominating Committee shall solicit nominations for suitable candidates for each Executive position.
- c) The President or a Nominating Committee member designated by the President will contact potential candidates to assess their willingness to stand for office.
- d) A list of names selected (the "Prospective Slate") will be sent to the adult membership via email at least two weeks in advance of the Annual General Meeting .
- e) Members may, in writing, nominate other candidates to the President, prior to the Annual General Meeting, but must first have agreement from the candidate that he or she will stand for election.
- f) Voting will be only for those candidates who have agreed to allow their names to stand, and who are a) listed on the Prospective Slate or b) nominated to the President in writing prior to the Annual General Meeting.

6. Voting

All adult members in good standing may vote. The President shall not cast a vote except where a deciding vote is needed to break a tie. Voting by proxy in the event that a member cannot attend shall be allowed except for Amendments to the Constitution, in respect of which votes may only be cast by members present in person.

Article V.

Club fees shall be set annually by the Executive of the current year. Fees must adhere to guidelines set by the City. There will be two (2) categories of membership: Adult (18+) and Junior (17 and under on January first of calendar year of play).

Article VI.

A quorum for an Annual, General or Special Meeting shall be 20 voting members in good standing. A quorum for an Executive meeting shall be five directors, but two directors must be present from among the President, Vice-President, Secretary or Treasurer.

Article VII.

Notice of the Annual or Special Meeting of the Club shall be emailed at least 15 days in advance. Date, time and place of meeting must be stated.

Article VIII.

The Annual General Meeting shall be held prior to November 30. Special meetings may be called at the discretion of the Executive. The President must call a general meeting within 15 days of receipt of a written request, of no fewer than 20 senior members in good standing. A minimum of three Executive meetings shall be held during the year.

Article IX.

Order of business at meetings:

1. Call to order
2. Reading and adoption of minutes of previous meeting
3. Business arising from the minutes

4. Reports of directors
5. New business
6. Nominations and elections (Annual General Meeting only)
7. Adjournment.

Article X.

Special Committees may be appointed by the Executive and their duties must be clearly specified.

Article XI.

Auditors

A qualified auditor must be proposed by the Executive and approved by a majority vote at the Annual General Meeting each year to audit the Club's books and statements.

Article XII.

Directors will determine guest policies on a yearly basis. If it is decided that guests are not allowed, guests may only play during public hours.

Article XIII.

Every member of the Club shall be entitled to receive a copy of the Constitution and current financial statements on request.

Article XIV.

Amendments

The Constitution may be amended by a two-thirds majority vote of voting members present (a quorum is necessary) at the Annual General Meeting. Notice of amendment must be sent to the membership at least fifteen days prior to the Annual General Meeting.