

GLENDALE TENNIS CLUB – BY-LAWS

(dated June 12, 2007)

FINANCE - (Includes authorization levels)

1. Executive will approve an expense budget.
2. The Executive will estimate total membership fees and activity fees required to meet expenses and contingency amounts for the year.
3. Only the Executive may authorize expenditures and Treasurer and President are thereby authorized to issue the related cheque(s).
4. The Club will reimburse officers for all expenses made on behalf of the Club, where (a) the expense is authorized by the Executive, and (b) a sales slip or other valid documentation is submitted to the Treasurer.
5. Only the Executive may authorize banking transactions such as changes to reserve or contingency accounts.
6. Signatures of both the Treasurer and one other signing officer are required on any cheques and other financial transactions made or issued by the Club.
7. The President will ensure the Club's financial books and accounts will be reviewed each year, for the protection of the Club and the volunteer Executive. If deemed necessary by the Executive, an audit will be performed by an agency or person unrelated to Club Executive members.
8. The executive may grant a subsidy on an annual basis to any individual or family wishing to become members of Glendale Tennis Club as follows:
 - a. The request must be made in writing (for club records) and submitted to any member of the executive. The request need not contain more than a brief outline of the circumstances surrounding the case.
 - b. Application for the subsidy can be made by the prospective member(s) in need or by someone who is aware of the circumstances.
 - c. The amount of each subsidy granted will be equal to the value of an annual single adult or family membership.
 - d. The number of subsidies granted per year need not be limited, but will be granted by the executive at their discretion and shall be based on the merit of each case.
 - e. Notwithstanding the request in writing for the subsidy, the name(s) of the applicant(s)/recipient(s) shall not be published and or made public by the executive in any way.

MEMBERSHIP

- 1) Membership period
Membership period begins at date of registration and continues until March 31st of the following year unless membership is revoked by the Executive.
- 2) Membership fees
Fees will be determined by the current Executive.
- 3) Court Rules.
 - a) This is a community "MEMBERS ONLY" club. To go on court, members must be wearing issued shoe tags and must sign up using the blackboard or racquet sign-up board. The shoe tag is the member's proof of paid up membership and the member may be challenged if not wearing it conspicuously.
 - b) Seniors have priority on weekdays from 6:00 p.m. until 11:00 p.m. and on the weekends/holidays from Noon until 11:00 p.m. unless there are Club sanctioned, organized events. Juniors have priority on weekdays and Sundays from 4:00 p.m. to 6:00 p.m. and on Saturdays from 8:00 a.m. to noon. At all other times, Juniors and Seniors have equal priority.
 - c) Playing time is divided into 30-minute intervals from opening to 11:00 p.m. seven days a week.
 - d) Members may not reserve time without being present and remaining at the courts.
 - e) Members may tag up on any open court providing that priority has not been given to official Club functions, but may not tag up for two periods at once. However, at the end of the playing period, a member may re-tag any open court.
 - f) If a vacancy allows a member to go on court 14 minutes or less before the beginning of the next period, then he/she may tag up for the next period and gain the extra time. If a member tags up for a court with more than 14 minutes remaining then he/she must vacate the court at the end of the period and re-tag if a court is available.
 - g) A foursome may not bump a couple off the court once play has begun, but during busy times (i.e. people waiting) doubles play is encouraged.
 - h) Proper court etiquette must be observed at all times or a member's playing rights will be suspended.
 - i) A member may invite the same guest up to 3 times per season without charge. After that, the guest will be invited to take out a membership or pay a guest fee of \$10.00 per session.

Note: A Senior member is one who has reached their 18th birthday before or during the membership year (reference - 'the Constitution'). Juniors, 15 years to 17 years old, who have been sanctioned by the Junior Development Director and the Club pro, will be considered to have senior privileges as follows: Durham League, Club championships, Tuesday night house league or Thursday night house league.

EXECUTIVE DUTIES

Club officers are encouraged to involve other club members in accomplishing the tasks involved in operating the Club, as this will provide ongoing experience and strengthen the Executive for the long-term benefit of the Club.

In the event an officer has been terminated by the Club's Executive Committee, the terminated individual will be ineligible to hold an executive office in the future.

PRESIDENT

1. General: Ensure the Club achieves its purpose as described in the Constitution. Assist other Club officers in the achievement of their duties. Ensure the Executive works together for the benefit of the Club and the enjoyment of all. Celebrate successes.
2. Obtain volunteer members to fill all Executive positions.
3. Provide a budget estimate at the beginning of year for the President's activities (e.g. meeting refreshments).
4. Chair Executive meetings and General meetings.
5. Plan meeting agendas, and distribute through Secretary.
6. Review minutes before distribution by the Secretary.
7. Represent GTC at any external meeting.
8. Co-sign cheques for authorized expenses on behalf of the Club.
9. Sign any contracts, as authorized by the Executive, to retain a professional tennis teacher for (a) provision of lessons for Club members; (b) provision of the junior program or parts thereof.
10. Approve content of Newsletter before printing. Approve content of web-site.
11. Ensure that bulletin boards are up to date.
12. May delegate any of the above, other than signing of documents.

VICE PRESIDENT

1. General: Act for the President when authorized by the Executive. Assist the President as requested. The Vice President does not have cheque-signing authority.
2. Provide a budget estimate at the beginning of the year for the Vice President's activities.
3. Co-ordinate league tryouts, using format and procedure as approved by the Executive.

DIRECTOR AT LARGE

1. Advise the President. Participate in any responsibilities that will assist other Executive. Take on special projects that don't really fit under the portfolio of any other Executive.

SECRETARY

1. General: Provides agenda and minutes of Executive and General meetings. Assists other officers with communication and other requirements.
2. Provide a budget estimate at the beginning of the year for the Secretary's own activities (e.g. postage, stationery).
3. Record, and distribute meeting minutes, to all Executive members. (minutes to be reviewed with President before distribution.) Minutes to be distributed within 7 days after a meeting.

4. Distribute meeting agenda to attendees for Executive and General meetings.
5. Obtain lists of other Pickering tennis club executives and distribute to GTC Executive members.
6. Organize the AGM, book meeting facilities and advise all members of time and place.
7. Assist Membership Director in planning Registration Day(s) and book the Recreation Centre if requested by the Membership Director.

TREASURER

1. General: The Treasurer oversees and reports on all expenditures, revenues, financial accounts and assets of the Club. Signing of cheques is done jointly by the Treasurer and one other signing officer.
2. Provide a budget estimate at the beginning of the year for the Treasurer's activities.
3. With input from the other Officers of the Club, prepare a budget of estimated revenues and expenses for the year.
4. Prepare a forecast of contingency fund deposits and withdrawals and year-end balance, with input from other officers of the Club.
5. Facilitate transfer of authority for banking transactions (cheque signing etc.) from previous Club officers to current Club officers. Remain available to perform this function as the outgoing Treasurer.
6. Prepare cheques in payment of authorized expenses. Obtain and file the vendor receipt for all expense items paid.
7. Provide a written statement at each Executive meeting, showing details of all receipts, disbursements and outstanding expenses with net cash and bank balances in current and savings accounts.
8. Present a year end financial statement at the Annual General Meeting.
9. Submit all Club financial books and accounts to a financial review.
10. Provide a monthly report comparing actual activity to budgeted activity.

TOURNAMENT DIRECTOR

- 1) Plan the schedule of events for the season.
- 2) Provide event schedule to Newsletter Editor.
- 3) Provide a budget estimate to the Treasurer at the beginning of the year.
- 4) Organize and co-ordinate the following suggested tournament events:
 - a) Opening Day Round Robin
 - b) Handicap Tournament
 - c) Over 40 Tournament
 - d) Canada Day Junior Tournament
 - e) Presidents' Tournament
 - f) Mother/Son, Father/Daughter Tournaments
- 5) Club Championships - Juniors (cont); Mixed; Doubles; Singles
- 6) Advertise tournaments, with their appropriate rules and registration cut-off dates, on notice boards at least two weeks before tournament.
- 7) Prepare and post the draw three days before the tournament.
- 8) Ensure satisfactory running of tournaments with court assignment, draw update, line persons and umpires as required, and maintain records of results.
- 9) With the Executive's approval, update and purchase trophies and awards before the year end award presentation.

JUNIOR DEVELOPMENT DIRECTOR

- 1) General: Plan and communicate current year's program. Co-ordinate scheduled times with Executive, especially the Match Convenor, and Club Tennis Professional. Obtain Executive authorization for any required paid assistants.
- 2) Provide Newsletter editor and web-master with program details and dates.
- 3) Provide a budget estimate to Treasurer at the beginning of the year.
- 4) Manage junior program from beginning of May to the end of August.
- 5) Organize Junior Round Robin, Pickering Junior League and Club Championship, etc. (Aim is to get all interested juniors out early in the season, work with them and encourage them to come out and play often.)
- 6) Monitor and report to the Executive results of current year activities in junior programs.

COURT MAINTENANCE DIRECTOR

1. General: Maintain courts and facilities in a neat and clean condition. Co-ordinate any required repair or replacement of facilities.
2. Provide a budget estimate to the Treasurer at the beginning of the year.
3. Co-ordinate with the municipality for maintenance of courts, nets and screens, signs, bulletin boards, equipment, stands, storage buildings fences and lights.
4. Organize and co-ordinate removal of bulletin and chalk boards, timers, nets and screens for winter storage and replacement in spring.
5. Co-ordinate court security, including keeping all master-keys and lock combinations, ensuring that all Executive members are given the appropriate lock keys or combinations to the court facilities, keep an inventory of the keys. Inform the newsletter co-ordinator of appropriate lock combination(s) needed by the membership at large.
6. Supply team captains and others on a need-to-know basis of other lock keys or combinations.

MEMBERSHIP DIRECTOR

- 1) General: Co-ordinate all activities having to do with membership registrations and membership information required by Club. Collect registration fees for memberships, leagues and pro lessons from registrants and forward to the Treasurer with a detailed report after each "registration day" and monthly thereafter.
- 2) Provide a budget estimate to the Treasurer at the beginning of the year.
- 3) Inform Executive of registration drive plans, such as: colours of toe tags, marketing, registration walk-in dates and registration mailer requirements.
- 4) Ensure toe-tags are ordered, book recreation centre, assemble and produce registration forms and hand outs for walk-in and mailers. Publicize and organize membership drive and "registration days" (definition of "registration day"):
 - a) Confirm with the Secretary that suitable membership registration facilities have been booked.
 - b) Advertise in newspapers, TV, (e.g. cable 10), post signs at the courts and the local area prior to registration.
 - c) Mail registration package to previous members (1 - 2 years).

- d) Obtain membership and lesson forms, tags, cash float for registration time.
- 5) Generate list of members names, addresses, phone numbers, leagues and lessons and distribute to appropriate officers, on a need-to-know basis. These would be sub lists derived from the master list.
- 6) Report membership status at each meeting. (Counts of total membership, revenue passed to Treasurer, any revenues on hand, count of registrations for each league and activity.
- 7) Book facilities for registration day(s). Co-ordinate with Secretary.

SOCIAL DIRECTOR

- Provide a budget estimate to the Treasurer for the year's events.
- Organize refreshments for all senior tournaments.
- Organize major social functions such as year end banquet. Book the room, hall, disc jockey and caterer as required. Order and distribute the tickets to events well in advance.
- Recruit and organize committee to assist.
- Publicize events to the membership.
- Co-ordinate the collection of prize donations for the banquet.
- For a major function, provide estimates of detailed expenses and revenues to Executive. Obtain authorization before committing to the expenditures.
- Communicate to the Executive on the details of the event, well in advance of the event, so they are aware and can provide feedback and/or assistance in helping the function run smoother both operationally and financially.
- Take control of all ticket production, management and distribution. Get prior knowledge, clearance and approval from the Executive about any tickets being provided complimentary. Address any member's concerns about any possible discrepancies or concerns they may have. Confer and alert the appropriate Executive accordingly.

COMPETITIVE LEAGUES AND TEAMS

General

1. GTC will support regional and inter-club leagues by entering teams as can be mustered.
2. Team selection will be made by a Selection Committee comprised of the team captains of the past season, the Club instructor (if possible), and at least one respected Executive member.
3. The core of the team shall be chosen from last year's players and augmented by an aggregate of repeat and new applicants. With the exception of the core, the players will be required to participate in TRYOUTS, which will be judged by the Selection Committee, consisting of a quorum of three, including the applicable captain.
4. The TRYOUT format will be a doubles evaluation. Some core players may be used in tryouts to establish a benchmark.

AMENDMENT

Amendment of the By-laws

- (a) Amendment of the By-laws is the repeal, or change or addition to one or more items or parts of these By-laws.
- (b) The Executive Committee may, from time to time, amend the By-laws by motion passed by a two-thirds majority vote of the Executive Committee present at an Executive Committee meeting.
- (c) Notice of any intended motion for amendment of the By-laws by any non-Executive member, must be submitted in writing to the Secretary, at least one week in advance of the meeting at which the motion will be made. Secretary will inform the President, and will include the motion on the Executive meeting agenda if so advised by the President.
- (d) The Secretary will inform all Executive members at least **four days** before the Executive meeting, of any motion(s) for amendment of the By-laws.
- (e) The Secretary shall notify the membership within 7 days, by means of the Club bulletin board(s) and other usable facilities, of any amendment of the By-Laws.

Approved by Glendale Tennis Club Executive Committee

Date approved:

President's Signature: