

BAYVIEW VILLAGE TENNIS CLUB - CONSTITUTION

- 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 senior levels, under guidelines and regulations set by the City of North York.
- Article III. Membership will be open to all residents of North York, regardless of race, colour or creed. Members must abide by the Constitution, Bylaws, and Rules and Regulations of the Club. The Membership year shall be from January 1st to the following December 31st.
1. Admission of previous season’s members:
 - a) All previous season’s members will be sent an application form in the winter. It must be returned, properly filled out, to the Club within a time limit set by the Executive.
 - b) Such form must be accompanied by a cheque or money order for the entire season’s fee, as set by the Executive governed by the City of North York.
 2. Admission of new members:
 - a) Prospective members will submit a properly filled out application form to the Club’s mailing address.
 - b) Such application must be accompanied by the full season’s fee.
 - c) Acceptable applicants will be notified as soon as possible. Unacceptable applicants will have their fee refunded at the same time they are notified.
 3. Suspension of members:
 - a) Any member who has not paid fees in full by the deadline set by the Executive may, at the discretion of the Executive, be suspended. No refund of any portion of fees will be made.
 - b) Any member who fails to abide by the rules of the Club may, at the discretion of the Executive, be suspended. No refund of fees will be made.
 - c) Any member who displays misconduct through physical or verbal abuse to another member, attendant, or teaching professional will at the discretion of the Executive be suspended. The Executive will act in accordance to the protocol stated in Article 1 of the By-Laws.
 - d) Notice of suspension, in all cases, will be made in writing, and sent by registered mail to such member, and will be effective within 10 days of the date of the notice.
 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 Officers:

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) Junior Development Director
 - j) Membership Director
 - k) Games Director
 - l) Publicity/Webmaster Director
 - m) Social Director
 - n) Tournament Director
 - o) Junior Representative

2. The Bylaws are to include a job description for each officer and director of the Executive. It is the duty of each officer and director to fulfil his/her responsibilities. Failing this the Executive has the right to request the resignation (by majority vote) of the director and/or officer in question. Failing this, any officer/director that misses three (3) consecutive Executive meetings, and/or is neglectful of his/her duties, may be dismissed from the Executive (by majority vote).

3. Each Executive shall attend all meetings called by the President, as part of his/her duties as a whole, and the Executive shall devote its time and efforts to the complete success of all Club operations, aims and objectives.

4. Election of Officers:

- a). The election of officers shall take place each year at the Annual General Meeting before the end of October.
 - b). The election shall be conducted by the President.
 - c). Nominations will be closed only after members present have had an opportunity to nominate candidates.
 - 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. If however, a non-confidence vote is returned by the Executive, the Executive will appoint a President for the remainder of that term based on a majority vote. A Vice-President will then be appointed by the Executive.
 - 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, a director may hold more than one office except the President and Treasurer may not hold more than one office
5. Nomination Committee
- a). A nominating committee, consisting of the President, two other members of the Executive and two members-at-large shall be appointed by the Executive no later than each August.
 - b). The committee shall select names of suitable candidates for each Executive position.
 - c). The President or a committee member designated by the President will contact potential candidates to assess their willingness to stand for office.
 - d). A list of names selected will be posted on the Club notice boards at least two weeks in advance of the Annual General Meeting.
 - e). Other nominations may be made from the floor at the appropriate time during the Annual General Meeting.
 - f). Voting will be only for those candidates who have agreed to allow their names to stand.
 - g). 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.

6. Voting
All senior 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 when 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 three (3) categories of membership: Individual Senior (adult); Individual Intermediate (16 or 17 years of age but not 18 on January first of calendar year of play); Individual Junior (4 to 15 years of age but not 16 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 officers, including the presiding chair, but two officers 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 mailed to each member in good standing 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 October 31st. 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 five 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. Treasurer's report
 5. Business arising from the Treasurer's report
 6. Reports of officers or directors of committees
 7. New business
 8. Nominations and elections (Annual General Meeting only)
 9. Adjournment.
- Article X. Special Committees
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. Guests
Members may introduce guests to the Club in accordance with the Rules and Regulations regarding frequency and payment as prescribed by the Executive Committee. Guest privileges are awarded for one day at a time only.
- 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
1. 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.