

# GARNEAU TENNIS CLUB

## CONSTITUTION

### ARTICLE I – NAME:

The club will be known as the GARNEAU TENNIS CLUB

### ARTICLE II – PURPOSE:

The object of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) is to promote interest in tennis/volleyball and to maintain the tennis/volleyball facilities.

### ARTICLE III – MEMBERSHIP

An individual can become a member of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) by paying specified participation fee and being accepted by the Garneau Tennis Club Executive.

### ARTICLE IV – THE EXECUTIVE

The management of the business of the club will be vested in an executive comprising at least the offices of the President, Vice-President, Financial Officer, Secretary and Membership Chairman. The members who will comprise the Executive will be elected at the Annual General Meeting. The designation of officers will occur at a meeting of the Executive.

### ARTICLE V – MEETINGS:

The business of the club will be conducted by either:

- (a) A general meeting where each member of the club will have one vote, or
- (b) An executive meeting where each member of the Executive will have one vote.

A general meeting will be held annually as outlined in the by-laws.

### ARTICLE VI – AMENDING THE ARTICLES OF THE CONSITITUTION:

The By-Laws of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) will not be amended except at one general meetings at which at least one half of the members voting vote for the amendment(s).

## BY-LAWS

### 1. MEMBERSHIP

The Executive of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) will determine an appropriate activity level for the facilities available.

Pursuant to this purpose, the Tennis Executive shall:

- (a) Invite all members in good standing of the previous seasons to re-apply in advance of soliciting new members.
- (b) After the date of first soliciting new members, process all applications in the order they be received.
- (c) Solicit new members at any other time during the season
- (d) Members will be given the right to use the Club Facilities subject to the Club's Rules and Regulations.

### 2. PARTICIPATION

The Garneau Tennis Club Executive will fix the participation fees each year.

### 3. POWERS AND RESPONSIBILITIES OF THE EXECUTIVE

The Executive on behalf of the Club may exercise all such powers and do all such Acts as outlined in the Club's constitution.

The Executive may delegate its powers to individual officers or to committees.

The Executive is given the power to make Rules and Regulations for the day-to-day operation of the Club.

Without restricting the generality of the foregoing, the powers and responsibilities vested in the following officers will be as follows:

- (a) The President will:
  - i. Chair all meetings of the club,
  - ii. Liaise in the interest/or on behalf of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) with Garneau Community League and be a members of all Club Committees,
  - iii. Exercise control over the Garneau Tennis Club float and Tournament monies.
- (b) The Vice-President will assume all powers and responsibilities of the President in the absence of the President.
- (c) The Secretary will:
  - i. Record the minutes of all meetings, and
  - ii. Keep a copy of all correspondence relevant to the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club)
- (d) The Financial Officer will keep records of all monies handled by the club so as to produce a financial statement.
- (e) The Membership Chairman will ensure that applications for Membership are Received and duly processed.

#### 4. [PROCEDURE FOR SELECTING A NEW EXECUTIVE](#)

The members that will comprise the new Executive will be elected by the members of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) at the annual general meeting by the following procedure:

- (a) The President will accept nominations from the attending members. And all nominations must be seconded.
- (b) If 20 or fewer members are nominated, then voting will be by secret ballot. All members of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) present, including Executive nominees and outgoing Executive members may exercise their vote. Ties will be broken further by secret ballots.

#### 5. [PROCEDURE FOR FILLING EXECUTIVE OFFICES](#)

The President will call a meeting of the members of the new Executive within one month of the annual general meeting. At this meeting, individuals will be selected to fill the offices of the Executive in the order listed in section 3 of these by-laws by the following procedures.

- (a) Members will be nominated without seconders and
- (b) Voting will be by secret ballot.

In the event of a tie, the President, as Chairman, will cast the deciding vote.

#### 6. [PROCEDURE FOR REMOVING A MEMBER FROM THE EXECUTIVE](#)

A member of the Executive may be removed by an executive meeting at which two-thirds of the entire Executive vote by secret ballot for that dismissal.

#### 7. [PROCEDURES FOR DISCIPLINING A MEMBER](#)

There will be a Disciplinary Committee consisting of the President, the Vice-President, one member of the Executive selected by the President and one member of the Garneau Tennis Club (Garneau and Beach Volleyball Club) selected by the member whose conduct is in question.

In the event the member in question does not select a representative, the Executive will so appoint.

- (a) The President will, on the request of any member of the Executive, call a meeting of the Disciplinary Committee.
- (b) Notice of the meeting shall be provided to the member whose conduct is in question at least 2 days prior to the meeting.
- (c) The President may, at his/her discretion, suspend or dismiss the member pending the decision of the Disciplinary Committee.
- (d) The Disciplinary Committee will hear the representations of the member whose conduct is in question and will consider such other information as it deems necessary. Upon hearing the representations, the Committee will decide and may proceed if disciplinary action is necessary by a simple majority vote to be held in the absence of the member whose conduct is in question.
- (e) The Committee will then select the appropriate disciplinary action and notify the member of its decision immediately. The magnitude of the vote will not be divulged.

(f) The Disciplinary Committee may take such action as it considers necessary and without restricting the generality of the foregoing may:-

- i. Issue warning,
- ii. Suspend the member from a specific club activity or activities,
- iii. Suspend the member from general play for a period of up to two (2) weeks,
- iv. Report the member's conduct to the T.A.

## 8. MEETINGS

A general meeting will occur;

- (a) Annually during the month of September for at least the purpose of electing members of a new Executive.
- (b) Extraordinarily when either the President receives a petition signed by at least 10% of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) membership or when desired by the Executive. In the former case, only the issue addressed by the petition may be raised at the meeting.

The Executive will choose the exact place and time of a general meeting but the place will be in Garneau. The President will ensure that notifications to club members are provided one full week in advance of the meeting. Quorum for a general meeting will be seven percent (7%) of the club membership.

An Executive meeting will occur at the convenience of the Executive, the place of the meeting need not be Garneau. The President will ensure notification of all Executive members is attempted one full week in advance of the meeting. Fifty percent (50%) of the Executive will constitute a quorum. Any club member who requests to speak at an Executive meeting will be heard.

Minutes of all meetings will be posted in the Clubhouse during the season and will be available upon request during the winter.

## 9. PROCEDURE REFERENCE

The Roberts Rules of Order will apply to all matters not covered by the constitution.

## 10. AMENDING THE BY-LAWS

The by-laws of the Garneau Tennis Club (Garneau Tennis and Beach Volleyball Club) will not be amended except at one general meeting at which at least one-half of the members voting vote for the amendment(s).