

# **Constitution of The Swansea Community Association Tennis Club**

## **ARTICLE I – NAME**

### **Section 1**

The organization shall be known as “The Swansea Community Association Tennis Club” or “The Swansea Tennis Club” which may hereafter be referred to as “The Club.” This Constitution may also be referred to as the By-Laws of The Club.

## **ARTICLE II – PURPOSES**

### **Section 1.**

The purposes of The Club shall be to provide maximum opportunities to play the game of tennis; to engage in other recreational, social and community activities as the interest of its members dictate; and to maintain a co-operative relationship with other recreational groups in the community, with appropriate departments of local governments, and with the community at large.

## **ARTICLE III – MEMBERSHIP**

### **Section 1.**

Membership in The Club shall be accorded any applicant without regard to age, sex, colour, creed, nationality or political affiliation.

### **Section 2.**

The Executive Committee shall determine the maximum number of members acceptable for the current year, having in mind requirements and stipulations of local government and other such authorities whose facilities may be being used by The Club, such membership numbers being amendable on the recommendation of the Membership Committee or by an executive member provided such amended number is kept to a minimum and provided such additional memberships are in the best interest of The Club and agreed to by a simple majority vote of the Executive Committee.

### **Section 3.**

Within the limits of numbers set by the Executive Committee, membership shall be accorded in the following order of priorities:

- a. Returning members, who are renewing their membership after being a member in good standing during the immediate prior year. Such membership shall be renewed on a “first come, first serve” basis up to an annual date to be established by the Executive Committee, after which all returning members will no longer enjoy priority status.
- b. The immediate family of an existing member as the existing member, as determined by the Executive Committee.

c. Residents of the Swansea Community, that is roughly the geographical area determined by the borders of the Village of Swansea before its amalgamation with the City of Toronto.

d. All other applicants in chronological order of receipt of their membership application.

#### **Section 4.**

Membership shall be on an annual basis commencing April 1st of the current year and ending March 31st of the immediate following year.

#### **Section 5.**

All existing members shall be served notice of renewal for application of membership by email or, for those existing members for whom The Club does not maintain an email address, by mail at least six (6) weeks before the date on which fees become due, the emailing or mailing address being that most recently provided to The Club. Failure to receive such a renewal notice may be reported to the Executive Committee and new notices may be sent provided membership has not been closed.

#### **Section 6.**

All memberships shall be reviewed and approved by the Executive Committee as soon as a membership list has been compiled by the Membership Secretary.

#### **Section 7.**

Unless otherwise specified the term “member” shall mean a member in good standing.

#### **Section 8.**

A “member in good standing” or “registered member” shall be defined as one who –

a. has submitted application papers which have been approved by the Executive Committee in accordance with Article III Section 6.

b. has paid the required dues or fees.

c. agrees, by accepting membership, to abide by this Constitution and Rules and Regulations of The Club in accordance with ARTICLE XI, Section 9.

## **ARTICLE IV – FEE STRUCTURE**

### **Section 1.**

The Executive Committee shall establish a membership fee structure for three (3) categories of returning membership:

- a. Adult returning member,
- b. Junior returning member,
- c. Family returning member.

### **Section 2.**

An Adult returning member shall be defined as a person of either sex over eighteen (18) years of age as of December 31<sup>st</sup> of the immediate prior calendar year and who was a member in good standing during that calendar year.

### **Section 3.**

A Junior returning membership shall be defined as a person of either sex who was eighteen (18) years of age or younger as at December 31<sup>st</sup> of the immediate prior calendar year, and who was a Junior member in good standing during that calendar year.

### **Section 4.**

A family returning membership shall be defined as a family consisting of one or two adult members plus up to three natural, foster or adopted children eighteen (18) years of age or younger as at December 31<sup>st</sup> of the immediate prior calendar year and who were all registered with The Club under a family membership in good standing during that calendar year.

### **Section 5.**

Each natural, adopted or foster child of either sex of a family membership who is over eighteen (18) years of age as at December 31<sup>st</sup> of the immediate prior calendar year shall be considered an “adult” family member and must pay the extra difference in membership fee between a returning Junior member in good standing and a returning Adult member in good standing, such extra fee to be added to the regular returning family fee.

### **Section 6.**

With the approval of a majority of the Executive Committee, a Junior member may transfer his or her junior membership to an Adult membership following his or her sixteenth (16<sup>th</sup>) birthday by paying the difference between the Junior membership fee and the Adult membership fee, and by so doing, will thereby be considered an Adult member and can enjoy all the benefits that may accrue to such status, with the exception of voting rights.

### **Section 7.**

The Executive Committee shall establish a membership fee structure for three (3) categories of “new” memberships:

- a. “new” Adult member,
- b. “new” Junior member,
- c. “new” Family members.

**Section 8.**

A “new” Adult member shall be defined as a person of either sex who is over eighteen (18) years of age as at December 31st of the immediate prior calendar year but has not been a member in good standing during that immediate prior calendar year.

**Section 9.**

A “new” Junior member shall be defined as a person of either sex who was eighteen (18) years old or younger as at December 31st of the immediate prior calendar year and was not a Junior member in good standing during that immediate prior calendar year.

**Section 10.**

A “new” Family member shall be defined as a family which consists of one (1) or two (2) adults over the age of eighteen (18) years, plus up to three (3) natural, foster or adopted children eighteen (18) years of age or younger as at December 31st of the immediate prior calendar year and who were not family members in good standing during the immediate prior calendar year.

**Section 11.**

The Executive Committee shall establish an annual date after which any membership application received from a “returning” adult, junior or family member will no longer enjoy priority status and must pay the fee structure established for the equivalent “new” membership.

**Section 12.**

The Executive Committee may establish a late season, reduced fee membership of 50% of the new membership rate for new membership applications received during or after the third week of August of any season, on the condition that the initiation fee is paid in full and the new member join the club for the next season at the full applicable membership rate at the time of initiation.

## **ARTICLE V – SUSPENSION**

### **Section 1.**

If it has been brought to the attention of a member of the Executive Committee that a fellow member or members have been continually ignoring and are breaking The Club's Rules and Regulations, or is in some way being obnoxious or abusive to another fellow member, it shall be the responsibility of the President, or in his or her absence, the Vice President or any member of the Executive Committee so appointed, to issue a warning to the offending member or members in person, by email which is acknowledged to have been received, or by registered mail of the consequences of his/her/their actions.

### **Section 2.**

If the member or members in question continue to act in a manner that necessitated the warning in the first place, or in any other offensive way, then the suspension process shall begin.

### **Section 3.**

A member may be suspended from The Club by the Executive Committee on a three-fourths (3/4) majority of at least two-thirds (2/3) of the Executive Committee. It shall be the duty of the President, or in his or her absence, first, the Vice President, or second, the Secretary, or a Committee member or members appointed by him or her –

- a. to canvass all available members of the Executive Committee for their vote,
- b. to ensure that the result of the vote, whether for or against the suspension is recorded in the minutes of the next executive meeting,
- c. to see that the member in question is informed of the Executive Committee's decision, whatever the outcome of the vote.

### **Section 4.**

The Executive Committee shall not be required to disclose either the number of votes cast either for or against the suspension or the names of the Executive members so voting.

### **Section 5.**

If the member in question is also a member of the Executive Committee he or she shall be counted as such as outlined in ARTICLE VI, Section 1, but shall not be allowed to cast a vote on the issue of his or her suspension. If the voting takes place at a meeting of the Executive Committee, the member in question shall not be present during the casting of votes.

### **Section 6.**

Any member so suspended may appeal his or her suspension either –

a. by personally presenting his or her appeal before the assembly at the next general meeting provided he or she has submitted in writing his or her intention to do so to the President and/or the Secretary at least six (6) weeks before the date of the annual meeting, or

b. by requesting the President to call a special Executive Committee meeting for the sole purpose of hearing his or her appeal. The decision either to retain or rescind the suspension shall be decided by the usual majority vote of the Executive Committee members in attendance at such meeting, the suspended member in question being required to abstain.

### **Section 7.**

The member so suspended shall forfeit the fees or dues paid to The Club on his or her behalf but may apply, as a new member in the following (or a subsequent) year unless he or she has been re-instated as a member in good standing under the provisions of ARTICLE V, Section 6, before December 31st of the year in which the suspension occurred.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

### **Section 1.**

The governing body of the Swansea Community Association Tennis Club shall be an Executive Committee consisting of up to twelve (12) members who have been elected from the membership at large. The Executive Committee may be referred to as the Executive Board, Board of Directors, Board, or Executive.

### **Section 2.**

The Executive members to hold office shall be elected at an Annual General Meeting which shall take place at or around the end of the tennis season of every year. The term of office of those elected members shall expire at the adjournment of the following year's Annual General Meeting. For clarity, the term of office of each elected Executive member shall be approximately one (1) year.

### **Section 3.**

Members to be elected to the Executive Committee may include:

a. those incumbent committee members who wish to serve a further year in a specific officer role, or

b. member or members in attendance at the Annual General Meeting who agree to stand for office after being proposed to the Executive Committee by a fellow member or members in attendance at the Annual General Meeting, or

c. members who are in attendance at the Annual General Meeting who volunteer to stand for office on the Executive Committee, or

d. Members selected by a special "Nomination Committee" consisting of no less than three members at large appointed by the incumbent Executive Committee for the sole purpose of presenting a full or partial, whichever is applicable, slate of officers who will stand for election to the Executive Committee at the Annual General Meeting.

#### **Section 4.**

The term of office of newly elected members shall begin immediately upon adjournment of the Annual General Meeting.

#### **Section 5.**

Any Club member may be eligible for election to the Executive Committee provided he or she is a member in good standing at the time of the election, and further provided that the member's primary tennis club, *i.e.*, the club where he or she plays most of his or her tennis during the summer, or where he or she intends to play most of his or her tennis if elected, must be The Club.

#### **Section 6.**

A quorum of an Executive Committee meeting shall consist of at least one-half of its total membership.

#### **Section 7.**

It shall be the duty of the Executive Committee to determine and act upon all questions of policy relating to the operation of The Club except as the vote of the membership at an Annual General Meeting or Special Meeting determines such policy, and to establish the Rules and Regulations by which court procedure and behaviour shall be governed.

#### **Section 8.**

The elected Executive Committee shall select from among its members the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Membership Secretary
- Social Director
- Court Master
- Inter-County Teams Director
- Tennis Director
- Tournament Director
- Communications Officer
- Past President

## **Section 9.**

The duties of the President shall be:

- a. to call and chair all Executive Meetings, General Meeting and Special Meetings,
- b. to co-ordinate the activities of his or her fellow Executive Committee members with their respective area of responsibility,
- c. to become a member of The Swansea Community Center Advisory Council or other similar local group that may exist to the extent relevant and applicable to The Club's operations,
- d. to represent the tennis Club's best interest to the community by:
  1. attending the Swansea Community Center Advisory Council meetings,
  2. in dealing with the media,
  3. The Department of Parks and Recreation,
  4. The government of the Municipality of Metropolitan Toronto,
  5. generally, dealing with the community at large,
- e. to be registered at The Club's bank and act as co-signing officer, along with The Club's Treasurer, when issuing The Club's cheques,
- f. to deal with any matters of Club policy, rules and regulations.

## **Section 10.**

The duties of the Vice President shall be:

- a. to perform all the activities of the President when the President is absent,
- b. to attend all Executive meetings, annual meetings and special meetings,
- c. to provide such good and valuable advice as one may be called upon to render in the course of The Club's activities,
- d. to attend all Executive Committee meetings and to express an opinion and to vote when called upon in matters brought forward during the course of The Club's Executive Committee meetings.



## **Section 11.**

The duties of the Secretary shall be:

- a. to attend all Executive, Annual and Special meetings of The Club and to record the detailed minutes of such meetings,
- b. to type up the minutes, or have the minutes typed up and arrange for the typed minutes to be photo-copied and delivered by hand or post to each member of the Executive Committee,
- c. to maintain The Club's archive file of copies of all the minutes of all meetings,
- d. to attend all Special, General and Executive Committee meetings and to express an opinion and to vote when called upon in matters brought forward during the course of The Club's Executive Committee meetings.

## **Section 12.**

The duties of the Treasurer shall be:

- a. to record and maintain a set of accounting books which reflect in detail The Club's cash flow and current financial position,
- b. to co-ordinate with the Membership Secretary the processing of memberships and the deposit of membership revenue into The Club's bank account,
- c. to co-ordinate with the President as co-signing officer the preparation of cheques for payment of The Club's current payables,
- d. to maintain all files and records which reflect and verify the accounting records,
- e. to attend all Executive, General and Special meetings and to express an opinion and vote when called upon during the course of dealing with Club matters,
- f. if called upon, to co-ordinate all Club's accounting matters and co-operate when necessary with a Club-appointed Auditor.

## **Section 13.**

The duties of the Membership Secretary shall be:

- a. to act as Chairman of the Membership Committee, to the extent one is formed,
- b. to set membership sign-up night dates,
- c. to assign responsibilities during sign-up nights to the Membership Committee, to the extent one is formed,

- d. to co-ordinate with the Communications Officer for the production and distribution of promotional materials related to sign-up nights,
- e. to receive and process all applications and fees for membership in The Club and submit them for approval to the Executive Committee,
- f. to maintain a file of records of each member in such a way as to be able to provide the Executive Committee with statistics that relate to a profile of the membership,
- g. to maintain a set of keys to The Club's post office box, to clear the box of mail from time to time and to re-route relevant mail to the appropriate executive,
- h. to co-ordinate these duties with the treasurer in order to account for and to deposit all membership fees received,
- i. to assist the Inter-County Teams Director in ensuring that all Inter-County Tennis League players for The Club are properly registered as members of The Club,
- j. to attend all executive, general and special meetings, to express an opinion and to vote when called upon with relationship to the activities of The Club and the Executive Committee.

#### **Section 14.**

The duties of the Social Director shall be:

- a. to act as Chairman of any Social Committee that may be established,
- b. to plan, organize and execute a schedule of events throughout the year with any established Social Committee for the entertainment of The Club's members,
- c. to co-ordinate any such events with the Treasurer and the Executive Committee for approval of the event and the necessary funding,
- d. the acquisition of catering services, food, beverage, prizes, guests, entertainment or, whatever may be required, to fulfill the purpose of any social event,
- e. to plan, organize and execute all details necessary to accomplish successful social events,
- f. to attend all Executive, General and Special meetings to express an opinion and to vote when called upon to do so during the course of dealing with Club matters.

## **Section 15.**

The duties of the Court Master shall be:

- a. to plan, organize and execute maintenance of the tennis court surfaces in Rennie Park, the tennis court accessories, such as fences, signs attached thereto, doors, locks, lights, light standards, net posts, electric clocks, etc.,
- b. to maintain in good order Club equipment such as nets, wind screens, rollers, squeegees, and to have repairs to Club equipment made when necessary and purchase new equipment when needed,
- c. to co-ordinate with the Executive Committee the hiring of the Court Steward and to supervise the Court Steward's activities and work schedule,
- d. to co-ordinate and co-operate with the Treasurer by preparing a proposed budget for anticipated purchase of equipment, repair services, maintenance expenses and Court Steward expenses,
- e. to attend all Executive, General and Special meetings, to express an opinion and vote when called upon during the course of dealing with Club matters.

## **Section 16.**

The duties of the Inter-County Teams Director shall be:

- a. to plan, organize and supervise the activities of The Club's teams entered in the Inter-County Tennis League,
- b. to appoint team captains,
- c. to assist the team captains in organizing and monitoring team practices, team selection, and player personnel at matches,
- d. to co-operate with and represent the best interests of The Club to the Inter-County Tennis League Association,
- e. to assist the team captains in ensuring that all Inter-County Tennis League players for The Club are properly registered as members of The Club,
- f. to attend all Executive, General and Special meetings, to express an opinion and, to vote when called upon to do so during the course of dealing with Club matters.

## **Section 17.**

The duties of the Tennis Director shall be:

- a. to plan, organize and execute a programme which will develop an appreciation for the game of Tennis, will teach and will improve tennis skills, will impart the ideals of good sportsmanship, lasting camaraderie and the morals and ethics of playing a sport,
- b. to hire and supervise qualified assistants,
- c. to prepare a proposed annual budget in detail for presentation to the Executive Committee for approval and funding,
- d. to plan, organize and encourage competition play City-wide and/or Province-wide for members of the Junior Programme,
- e. to co-ordinate and co-operate with both the Membership Secretary and the Treasurer prior to and during sign-up nights,
- f. to attend all Executive, General and Special meetings and, to express an opinion and vote when called upon during the course of dealing with Club matters.

## **Section 18.**

The duties of the Director of Tournaments shall be:

- a. to plan, organize and execute The Club's annual, year-end tennis tournament,
- b. to be responsible for the purchase, maintenance, storage and safe-keeping of all The Club's trophies,
- c. to be responsible for purchasing winner's name-plates and their attachment to the appropriate trophy as well as any replicas to be presented,
- d. to present a proposed plan to the Executive Committee for their approval and to coordinate and cooperate with The Club's Communications Officer for the promotion of the tournament to The Club's members,
- e. to attend The Club's function for the presentation of trophies and make the necessary presentations,
- f. to attend all Executive, General and Special meetings and, to express an opinion and vote when called upon to do so during the course of dealing with Club matters.

## **Section 19.**

The duties of the Communications Officer shall be:

- a. to write, edit, produce, and distribute all correspondence from The Club to its members and information on The Club's website which could include garnering news and information of past and future events for a newsletter or email blasts, notice of membership registration, news of tournaments and social events and General meetings,
- b. prepare copy for signs and notices to be displayed at or around courtside,
- c. to attend all Executive, General and Special meetings and, to express an opinion and vote when called upon to do so during the course of dealing with Club matters.

## **Section 20.**

The duties of the Past President shall be:

- a. to attend all Executive, General and Special meetings and to offer the Executive Committee, when needed, advice, council and the benefit of past experience,
- b. to hold such office remaining unfilled on the Executive Committee, except President, which may be available, as if he or she were not Past President,
- c. may not vote or table motions at Executive Committee meetings in his or her capacity as Past President but, may do so if he or she holds, in addition to the office of Past President, another office on the Executive Committee.

## **Section 21.**

The Executive Committee shall meet in person as frequently as necessary to maintain proper operations of The Club and to deal with Club matters as appropriate. The Executive Committee may also meet, confer, or take votes by telephone conference, internet-based meeting, or email, as appropriate.

## **Section 22.**

Nominations for vacancies on the Executive arising from routine expiry of office may be provided by a Nominations Committee.

## **Section 23.**

A Nominations Committee may be appointed by the Executive Committee no less than six weeks before the date of the Annual General Meeting and shall consist of a minimum of three (3) members at least one of which shall be drawn from the membership at large.

#### **Section 24.**

The Nominations Committee shall table a report of its activities, including its list of nominees which, at the discretion of the Executive Committee, may or may not be in excess of the required number of vacancies, to the Secretary at a date mutually determined to ensure inclusion of the Nominations Committee Report in the notice of Annual General Meeting sent to all members.

#### **Section 25.**

Vacancies on the Executive Committee, other than those arising from routine expiry of office, shall be filled by appointment on the majority vote of the Executive Committee for the term of the unexpired portion of office, such vacancy being required to be filled as soon as possible after their occurrence.

#### **Section 26.**

In the event that The Club cannot fill all the positions on the Executive Committee at the Annual General Meeting then, those members elected to the Executive Committee may agree by majority vote of those in attendance to either find members to fill the vacant positions within ninety days from the date of the last sign-up night of the new Club year or, if unsuccessful, to call a General Meeting.

#### **Section 27.**

A member of the Executive Committee shall be required to resign his or her office if:

- a. he or she ceases to be a member in good standing,
- b. he or she is absent without leave or sufficient excuse for two (2) consecutive meetings of the Executive,
- c. he or she submits his or her resignation in writing to the President, Vice President or Secretary,
- d. in the opinion of the Executive Committee he or she is considered to be incompetent to hold office, the procedure concerning this decision be identical with that of suspension of a member from The Club,
- e. he or she is or becomes a member of the executive committee or board of directors of another community tennis club in the greater Toronto area, or
- f. by resolution passed by simple majority vote of those present at a General Meeting that he or she be removed from office.

## **Section 28.**

The Executive Committee may appoint subsidiary committees that may be permanent (e.g. membership, social, etc.) or temporary (e.g. Tournaments, Fee Structure Review, etc.). Members of such committees may be drawn from the membership at large provided:

- a. at least one member of the Executive Committee serves on the appointed committee though not necessarily in the capacity of chairman,
- b. the Executive Committee approve both the numbers and the persons named to serve on the Committee,
- c. the policies, jurisdiction and general actions of the committee are approved by the Executive.

## **Section 29.**

The Executive Committee may allow up to six (6) members-at-large to attend Executive Committee meetings to encourage them to take part in sub-committee activity or to be executive-members-in-training. Such members-at-large may participate in discussion of Club business during meetings but may not propose motions or cast a vote.

## **ARTICLE VII – MEETINGS OF MEMBERS**

### **Section 1.**

A general or annual meeting of the membership shall be held on any day during the calendar year either, before the start of the outdoor tennis season or, before the end of the outdoor tennis season, due consideration being given by the Executive Committee as to time and place to maximize the opportunity for attendance.

### **Section 2.**

Notice of any general or annual meeting shall be sent, when possible, by email or, for those members for whom The Club does not maintain an email address, by mail to each member normally not less than fourteen (14) and not more than twenty-one (21) days prior to the date of the meeting.

### **Section 3.**

If normal difficulties of communications arise, the Executive Committee shall make every endeavour to substitute alternate methods but shall not be held responsible if notices fail to reach members.

#### **Section 4.**

A special meeting of the membership shall be called by the President or, in his or her absence, by first, the Vice-President and second, the Secretary, either:

- upon the written request or petition of at least thirty (30) members of The Club or ten percent (10%) of the membership, whichever is the lesser, or,
- by a majority of all available members of the Executive Committee, such decision being obtained either at a meeting or by canvassing on the part of the aforementioned officers or their appointee(s).

#### **Section 5.**

At the Annual General Meeting at which elections for the Executive Committee take place, opportunity shall be afforded for nominations from the floor, which must be seconded, provided that the nominee himself is present, or has submitted in writing his or her agreement to stand to his or her nominator or seconder who must both be present.

#### **Section 6.**

A quorum of any general or special meeting of the membership shall consist of those present at such a meeting, except when amendments to this Constitution are being proposed and then a quorum shall be thirty (30) members or ten percent (10%) of the total membership, whichever is the lesser.

### **ARTICLE VIII – VOTING**

#### **Section 1.**

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

#### **Section 2.**

Voting shall be by a show of hands or by secret ballot at the discretion of the Chairperson of the meeting.

#### **Section 3.**

At the discretion of the Executive Committee, voting by proxy may be extended to all adult members in good standing, the notice of proxy to be attached to or enclosed in the notice of annual or general meeting. To the extent proxies are emailed to members, they may be in PDF format. Only adult members in good standing may vote by proxy.

#### **Section 4.**

Only signed proxies received at The Club's most recent email address (via a signed PDF document) or most recent postal address not later than 6 p.m. on the business day prior to the date of the annual or general meeting shall be counted as votes.



## **Section 5.**

The Executive Committee shall not be held responsible for votes by proxy received late or lost in transit.

## **ARTICLE IX – FINANCIAL INFORMATION AND EXPENDITURE THRESHOLD**

### **Section 1.**

The financial books of The Club shall be available for inspection to any member upon written request to the Treasurer. Financial statements shall be prepared on an annual or other interim basis, which may include a “Notice to Reader” signed by the Treasurer and President. Upon majority vote of the Executive Committee or if required or requested by a relevant tax, governmental, or other authority, the financial books or financial statements of The Club may be audited by a qualified person who is not a member of the Executive Committee and who is approved by a majority of the Executive Committee.

### **Section 2.**

All expenses of \$200 or more must be approved by a majority of the Executive Committee before they are incurred by The Club, unless such expenses are related to payroll payments, in which case such approval is not required. The Treasurer and the President (or, in the President’s absence, the Vice President) have the authority to pay for expenses of less than \$200 without approval of the Executive Committee. The \$200 figure may be increased by the Executive Committee, as appropriate, to adjust for inflation over time.

## **ARTICLE X – AMENDMENTS TO THE CONSTITUTION**

### **Section 1.**

This Constitution may be amended in part or in whole at any general meeting of the membership provide that:

- a. a copy of the original Constitution to be amended, along with the proposed amendment(s), is included in the notice of the meeting sent to members in accordance with Article VII, Section 2,
- b. the calling of a special meeting for the purpose of amending the Constitution is in accordance with Article VII, Section 4,
- c. the quorum for such a meeting is thirty (30) members or ten percent (10%) of the total membership, whichever is the lesser,
- d. the vote in favour of the amendment is by simple majority of those present,
- e. a vote by proxy is in accordance with Article VIII, Section 3, 4 and 5.

## **ARTICLE XI – GENERAL**

### **Section 1.**

This Constitution, on being approved at the Annual General Meeting, with or without amendment, will become effective upon the adjournment of that meeting.

### **Section 2.**

In the context of This Constitution, references to the word “General Meeting” shall apply equally to “Special Meeting” and “Annual Meeting” and visa versa and shall mean a meeting of the general membership.

### **Section 3.**

The procedure of any meeting concerned with the business of The Club shall be governed by “Robert’s Rules of Order” except where a specific procedure is outlined in this Constitution.

### **Section 4.**

Except where otherwise stated, determination of votes shall be a simple majority of votes cast. In the event of tie votes at any meeting of the Executive Committee or the general membership, the chairman of the meeting shall cast a deciding vote.

### **Section 5.**

The Club assumes no legal or financial responsibility for deaths, accidents, injuries or physical or mental disabilities which may occur either to members or non-members on or off the tennis courts, neither is it responsible in any way for the property or personal effects of its members, or non-members, on or off the tennis courts.

### **Section 6.**

For the purpose of simplicity and brevity the masculine gender has been used in the written word throughout this Constitution but the intent shall apply equally to members of the feminine sex except where the words, meaning or implications clearly indicate reference to male or female members.

### **Section 7.**

The Club shall issue to each of its members a set of rules and regulations that will govern the member’s conduct and deportment when at courtside or on The Club’s tennis courts, to which, each member agrees to abide as a responsibility of his or her membership. The authority to enforce these rules will be any member of the Executive Committee or the Court Steward.

### **Section 8.**

Failure by a member to abide by these rules and regulations of The Club could result in suspension of membership privileges in accordance with Article V, Section 1. of this Constitution.

**Section 9.**

The Club's most updated Rules and Regulations shall be posted on The Club's website.