



Manotick Tennis Club Constitution

1. NAME

The club shall be known as the Manotick Tennis Club, hereafter referred to as the MTC.

2. GENERAL ORGANIZATION

The MTC shall operate under the auspices of the City of Ottawa as a community-based, not-for-profit Member Association and provide both Tennis and Pickleball facilities to the community.

3. AIMS OF THE ORGANIZATION

The MTC shall endeavour to:

- promote participation among juniors, adults and seniors in the games of Tennis and Pickleball.
- provide recreational, competitive, and instructional programs.
- foster good sportsmanship, friendship and community spirit.
- maintain, and when possible, improve the club facilities.

4. THE SEASON

The MTC season shall run, weather dependent, from May to October of the same year, the exact dates to be determined annually by the Executive.

5. MEMBERSHIP

- A. Various categories of membership shall be offered at the discretion of the Executive (e.g. junior, adult, senior, family).
- B. Annual membership covers period May 1 to April 30 of the following year.

6. FEES

- A. Fees shall be set each year by the Executive and are payable at time of registration.
- B. Membership fees shall entitle members access to all facilities, including Tennis and Pickleball courts.

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7. RULES AND REGULATIONS

- A. MTC Rules and Regulations shall be posted on the MTC website and in the club-house.
- B. Players shall conduct themselves in accordance with the MTC's rules and regulations. Failure to do so may result in disciplinary action up to and including revoking of membership.
- C. Willful damage to the MTC facilities/assets may result in disciplinary action up to and including revoking of membership and compensation for the damage.

8. THE EXECUTIVE

The Executive shall be made up of elected adult members and shall include the following positions:

- A. President
- B. Vice-President
- C. Past President (1 year only)
- D. Treasurer
- E. Secretary
- F. Directors-at-Large (up to 5), duties as specified by the Board

The Executive shall:

- be responsible for managing the facilities, financial affairs and operations of the MTC.
- ensure the confidentiality and privacy of members' personal information.
- allocate courts for programs and activities such as junior camps, clinics, league, tournaments, round robins and socials.
- be responsible for the selection and appointment of the Club Pro and Club Manager.
- have the power to dismiss a member of the Board for improper conduct, dereliction of duty, inability to perform duties or conflict of interest by a majority vote.
- appoint a member to fill a vacancy on the Executive, if needed, until such time as an election can be held at a General Meeting.
- not be a paid employee or paid contractor of the MTC.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. President shall:

- exercise general supervision over the affairs of the MTC.
- preside at all executive and general meetings of the MTC.
- set the agenda for all General Meetings.
- act as the returning officer
- ensure compliance with the agreement established with the City of Ottawa

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B. Vice-President shall:

- assist the President in carrying out duties and responsibilities.
- perform all the Presidential duties in the absence of the President.

C. Past President shall:

- act in an advisory capacity for a period of one year.

D. Treasurer shall

- maintain proper books of accounts and shall have care and custody of all funds of the MTC.
- make such disbursements as are authorized by the Executive.
- submit a report of the MTC financial standing at each Executive meeting.

E. Secretary shall:

- accurately record and maintain minutes of all Executive Meetings and General Meetings.
- be custodian of an up-to-date constitution, by-laws, club rules and a list of committees and committee members.
- coordinate and arrange for meeting facilities, as needed.

F. Directors shall:

- carry out duties and responsibilities as required.

10. ELECTION OF EXECUTIVE MEMBERS

- A. The election of executive members shall take place each year at the Annual General Meeting. Nominations shall be submitted to the Board seven (7) days before the General Meeting.
- B. Executive members shall hold office for two years and are eligible for re-election. Efforts shall be made to stagger terms to ensure continuity of executive functions.

11. MEETINGS

I. General Meetings

- A. There shall be at least one Annual General Meeting each year to be held at the conclusion of the playing season.
- B. Notice of all General Meetings shall be made available to all members at least three (3) weeks in advance.
- C. A quorum shall be 5% of adult members, in good standing.
- D. Decisions shall be by majority vote of those present.
- E. President/Chair shall vote only in case of a tie.

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II. Executive Meetings

- A. Meetings shall be held at the discretion of the Executive.
- B. Anyone who wishes to make a presentation to the Executive shall contact an Executive member prior to the executive meeting.
- C. A quorum shall consist of more than 50% of executive members.
- D. Decisions by made by majority vote of those present.
- E. On occasion, time-sensitive decisions may be made between meetings, as necessary, provided that the majority of the Executive are in agreement and the decision is minuted by the Secretary for inclusion into the next meeting minutes.

12. FINANCIAL DEALINGS

- A. Signing officers shall be the President or Vice-President and the Treasurer.
- B. The fiscal year shall be from October 01 to September 30 of the following year.
- C. The Executive shall have the authority to commit expenditures of up to \$5000; larger amounts shall require the prior approval of the membership at large through a General Meeting or other process.
- D. Members of the Executive shall seek approval from the President, Vice President or Treasurer for expenditures on behalf of the MTC exceeding \$200.

13. GENERAL

- A. The Constitution shall be posted on the MTC website and in the clubhouse for access by all members.
- B. Amendments to the Constitution
Any amendment to this Constitution shall be made at the Annual General Meeting or at a Special General Meeting. Such proposed amendment(s) shall be submitted in writing, to the Executive three (3) weeks prior to the General Meeting. Proposed Constitution amendments shall be sent to adult members along with the notice of the meeting. All such Amendments presented to the General Meeting with a quorum shall require a two-third majority of those present to carry.

November 5, 2020