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I. Name

The Club shall be known as The Milton Tennis Club (MTC).

II. Objects

The objects of the Club shall be:

- To promote tennis and good sportsmanship for the enjoyment of all members.
- To promote constructive community spirit.

III. Membership

1. Procedure for admission of members:

- a. All members of the previous season shall be contacted by the President, or designate, at least thirty (30) days prior to Opening Day.
- b. Fees cover the calendar year (January 1 to December 31).
- c. All prospective members must submit a registration form along with their fee payment.

2. Suspension of Members

- a. Any member who fails to abide by the rules of the Club may, upon an affirmative vote of eighty per cent (80%) of the total Executive, be suspended. No refund of fees will be granted.
- b. Notice of suspension shall be in writing, effective immediately.

3. Number of Members:

Membership shall be set at the discretion of the Executive each year.

4. Honorary Members:

Honorary members may be appointed annually by the Executive. Such members will have active and social privileges but may not hold office or vote.

IV. Executive

1. The Executive shall consist of:
 - a. Past President
 - b. President
 - c. Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Director, Adult Programs
 - g. Director, Facilities
 - h. Director, Social Programs
 - i. Director, Junior Programs
 - j. Director, Memberships
 - k. Director, Public Relations
 - l. Assistant Director, Junior Programs

2. Election of Officers and Directors
 - a. The election of officers shall take place each year at the AGM in the Fall.
 - b. The election of the officers shall be conducted by the Retiring President.
 - c. Nominations must not be closed until all members present have had an opportunity to nominate candidates from the floor, provided that:
 - i. The nomination is seconded by another member in good standing.
 - ii. Both the nominator, seconder and nominee have been members in good standing for more than ninety (90) days.
 - iii. The nomination and written consent of the nominee must be received by a member of the Nominating Committee (see Article IX), at least ten (10) days prior to the AGM.
 - d. Voting shall be by secret ballot and the candidate receiving the highest number of votes shall be elected.
 - e. In case of a tie, a second ballot shall be taken with only these candidates concerned in the tie, and, if a tie still exists, the Retiring President shall then cast a vote.
 - f. Two scrutiners shall be appointed by the Retiring President.
 - g. Officers shall hold office for one year and will be eligible for re-election.
 - h. Members may hold only one office at a time.

3. Responsibilities of the Officers and Directors

a. Past President shall:

- i. Attend all Executive and Membership Meetings.
- ii. Act in an advisory capacity.
- iii. Assist in annual audit.

b. President shall:

- i. Exercise general supervision over the affairs of the Club.
- ii. Summon and preside at all Executive and Membership Meetings of the Club.
- iii. Attend Committee Meetings whenever possible and/or receive a report of the business discussed.
- iv. Vote only in the event of a tie vote. (See Article IV, Section 2, Item (e)).
- v. Act as Retiring Officer and appoint scrutineers.
- vi. Keep an updated job description for each Executive position and hired employees.

c. Vice-President shall:

- i. Assist the President in carrying out the duties and responsibilities of the presidential office.
- ii. Perform all the presidential duties in the absence of the President.

d. Secretary shall:

- i. Record the minutes of all meetings.
- ii. Maintain listservs, mailing lists and Website.
- iii. Notify members of the AGM or any special meetings of the Club.
- iv. Maintain and post to the Website the Club Rules and Regulations which have been approved by the Executive.

e. Treasurer shall:

- i. Keep proper books of accounts and shall have care and custody of all funds of the Club in such Bank as the Executive may approve.
- ii. At all reasonable times exhibit the books and accounts to any member of the Executive on request.
- iii. At each AGM submit the financial statement of the Club.
- iv. Submit a budget at a spring meeting of the Executive.
- v. Balance the books and at the end of the season, submit them for audit by the Outgoing President and the Incoming Treasurer.

- f. Director, Adult Programs shall:
 - i. Select members, subject to the approval of the Executive, to form a Sub Committee, to assist in the incumbent's duties.
 - ii. Organize the playing and preserve order on the courts.
 - iii. Supervise the order of play.
 - iv. Be responsible to the Executive for the running of all tournaments, league games and friendly inter-club matches, and for the selection of team members.

- g. Director, Facilities shall:
 - i. Select members, subject to the approval of the Executive, to form a Grounds Committee to assist in the incumbent's duties.
 - ii. Be responsible for upkeep and maintenance of all playing equipment and facilities.
 - iii. Be responsible for putting up and taking down of nets and screens.
 - iv. Place all playing equipment in safe storage for the winter.

- h. Director, Social Programs shall:
 - i. Select members, subject to the approval of the Executive, to form a Social Committee to assist in the incumbent's duties.
 - ii. Be in charge of all refreshments for social events as outlined by the Executive from time to time.

- i. Director, Junior Programs shall:
 - i. Supervise the Junior section of the Club.
 - ii. Select a committee, subject to the approval of the Executive, to organize instruction for the Junior members.
 - iii. Set up the necessary program.
 - iv. Encourage Juniors in tournament and competitive play.

- j. Director, Memberships shall:
 - i. Maintain an up-to-date record of names, addresses and telephone numbers of the members and applicants.
 - ii. Organize and run membership campaigns.

- k. Director, Public Relations shall:
 - i. Be responsible for Club liaison with the local media.
 - ii. Ensure local newspaper coverage of the Club tournaments, inter-club matches and major Club events.
 - iii. Ensure that the Club image is properly represented with the community.

- l. Assistant Director, Junior Programs shall:
 - i. Be the liaison between the Junior membership of the Club and the Executive.
 - ii. Select and co-ordinate a Junior Executive, subject to the approval of the Club Executive.
 - iii. Assist the Director, Junior Programs, as deemed necessary.
 - iv. Encourage Juniors to get involved.

4. Resignation of Officers and Directors

- a. If a member of the Executive is unable, for any reason, to continue in office, the remaining members of the Executive shall appoint a replacement who will take over that office for the balance of the season.
- b. A member of the Executive will be deemed to have resigned if they have missed three (3) Executive meetings during their term of office with no excused absences.
- c. Any member with a clear conflict of interest whether real or perceived, as determined by a majority of the Executive, shall be deemed ineligible to hold office.

V. **Notice of Meetings**

Notices of the AGM or Membership Meetings of the Club shall be communicated to members no less than ten (10) days in advance, stating date, time and place. Members will receive individual notifications by email. AGM notices will include an Agenda and minutes of the previous AGM. Notices will be posted in the Clubhouse and hard copy AGM packages will be available upon request.

VI. Meetings

1. Executive Meetings

A minimum of nine Executive meetings shall be held during the year. A quorum of an Executive meeting shall consist of fifty-one per cent (51%) of the members, any two of whom must be the President, Vice-President, Secretary or Treasurer.

2. Membership Meetings

The AGM shall be held in the Fall of each year at which time the election of officers will be held. Other Membership Meetings may be called at the discretion of the Executive. A quorum at an AGM or other Membership Meeting shall consist of ten per cent (10%) of the sum of member households, or 25 people, whichever is less (including proxies). Only one proxy is allowed per member in attendance at an AGM or other Membership Meeting.

Matters to be decided at an AGM or other Membership Meeting require a simple majority of members present except amendments to the Constitution (see Article XV).

VII. Order of Business at Meetings

1. Call to Order
2. Adoption of the Minutes of the Previous Meeting
3. Business Arising out of the Minutes
4. Treasurer's Report
5. Business Arising out of the Treasurer's Report
6. Reports of Officers or Committees
7. New Business
8. Nominations and Election of Officers (AGM)
9. Adjournment

VIII. Banking Arrangements

- a. A bank account shall be kept at such bank as the Executive may approve.
- b. All accounts of the Club shall be paid by cheque or pre-authorized payment (PAP).
- c. Signing authority will be at the discretion of the President and the Treasurer with two signatures being necessary for each transaction.

IX. Nominating Committee

- a. A Nominating Committee of at least three (3) individuals shall be appointed by the Executive.
- b. One of the members is to be the President or an appointee to act as Chair.
- c. The list of persons being brought forward by the Nominating Committee must be given by public notice to the general membership at least ten (10) days prior to the AGM.

X. Fees

Fees shall be set at the discretion of the Executive each year.

XI. Fiscal Year

The fiscal year of the Club shall close annually on the 31st day of December.

XII. Guests

Members may introduce guests to the Club. On payment of the prescribed guest fee, visitors are allowed privileges of the Club for that day. The same guest may only be introduced five times a season. Members shall be responsible for the payment of the guest fee.

XIII. The Executive will have the power to appoint Committees for which no other provision has been made.

XIV. Every member of the Club shall be entitled to receive a copy of the Constitution on request.

XV. This Constitution shall not be amended or altered except by a three-quarters ($\frac{3}{4}$) majority of the voting members present (in person) at any Membership Meeting provided members have been notified ten (10) days in advance of a pending revision and, if possible, the articles to be discussed.

XVI. Voting Member

Adult and Senior members (including adults in a Family Membership) and Junior members 16 years of age holding an Adult Membership (all in good standing as of ten (10) days prior to a Membership Meeting) are entitled to one (1) vote.