

## **BYLAWS (Updated January 17, 2012)**

The purpose of by-laws is to provide guidelines for the operation and conduct of the Corporation, hereinafter referred to as the ATC.

### **BYLAW 1 – Duties of Officers**

The President, in absentia, the Vice-President, shall have overall responsibility and authority for all aspects of the operation of the ATC.

#### **1.1 The President shall:**

- Perform such functions as the Board of Directors shall assign
- Be the Chief Executive Officer of the Association and be responsible for the functions of the Board of Directors
- When present, preside at all meetings of the Board of Directors, the Annual General Meeting and Special Meetings
- Be a signing authority
- Be the official designated spokesperson of the ATC
- Be responsible for the promotion and maintenance of a positive ATC profile in the community
- Ensure that the ATC is properly represented at all external meetings and meetings of significance.

#### **1.2 The Vice-President shall:**

- Carry out the duties of the President in his or her absence
- Be a signing authority
- Carry out duties of the office in conjunction and consultation with the Board of Directors
- Liaise with the Board of Directors to identify needs such as clinics, workshops, projects and programs
- Assist the President in overseeing the day-to-day operation of the ATC
- Be responsible for the promotion and maintenance of a positive ATC profile in the community

#### **1.3 The Secretary shall:**

- Keep all records of the ATC, except the accounting records
- Keep the corporate seal and all legal documents of the corporation in a permanent file
- Serve notice of meetings and record all minutes of duly constituted meetings of the ATC, including Board of Directors meetings
- Publish and post agendas and approved minutes of all duly constituted meetings of the ATC, including Board of Directors meetings
- Maintain copies of all significant correspondence related to the ATC
- File information returns as required to maintain the legal status of the corporation

#### **1.4 The Treasurer shall:**

- Be responsible for all monies of the ATC and for their deposit in the name and to the credit of the ATC in a banking institution
- Be a signing authority
- Dispense funds with the approval of the Board of Directors
- Recommend a policy for investment of club funds to the Board of Directors
- Ensure that the signing officers are any two of the designated members of the Board of Directors
- Be responsible for reconciling and reporting to the Board of Directors the financial accounts of the ATC
- Prepare an annual budget with regard to the current and future financial obligations of the ATC and track expenditures against the budget
- Prepare an annual report and make the financial records available for audit as required

- Recommend the policy for members of the Board of Directors, or persons designated by them, to make purchases on behalf of the ATC, without prior approval of the Board of Directors
- To establish and maintain a Reserve fund for the purpose of replacement of capital equipment or facilities as necessary to ensure long-term viability of the ATC

1.5 The Immediate Past President shall:

- Serve as nominations chairperson for Board of Directors elections
- Chair meetings in the absence of the President and Vice-President
- Maintain and update the Constitution and Bylaws of the ATC

## **BYLAW 2 – Membership**

2.1 Membership categories are as follows:

Full time memberships

- Special memberships as determined by the Board of Directors

2.2 The full time membership year shall be from October 1st of one year to September 30th of the next year. Special memberships shall be as determined by the Board of Directors.

2.3 The Board of Directors shall set membership fees before the start of each playing season

2.4 Memberships are non-transferable

2.5 Requests for membership refunds must be approved by the Board of Directors and are generally given only for medical reasons as certified by a doctor's note.

2.6 Applications for refunds of year memberships will not be considered after December 31st; application for refunds of summer memberships will not be considered after June 30th.

## **BYLAW 3 – Rules and Regulations**

3.1 The rules and regulations of the ATC governing such items as access to premises, court booking, allocation of courts for leagues, tournaments, special events, dress code, and the closing of courts for maintenance purposes shall be as determined by the Board of Directors.

3.2 The rules and regulations of play and the club shall be published and made available to all members as soon as practicable in the playing season and must be observed by all members and guests.

3.3 Smoking is prohibited on court or in any enclosed area of the club.

3.4 Alcohol and the consumption of alcoholic beverages on court or in the clubhouse is prohibited, save for specific social events as sanctioned by the Board of Directors, and for which appropriate permits have been obtained in compliance with the city of Burlington Alcohol Risk Management Policy.

3.5 Non-marking tennis shoes are mandatory for all players.

## **BYLAW 4 – Fiscal Year**

4.1 The fiscal year of the Corporation shall begin on October 1st of one year and shall end on September 30th of the following year.