

Halton Hills Tennis Club

Town of Halton Hills Ontario

By-Laws

Approved by Halton Hills Tennis Club Executive Board February 2011

Amended and Approved at AGM September 16th 2015

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1. Name

This not-for-profit, community based, volunteer organization shall be know as the **Halton Hills Tennis Club**.

The organization may also use the short form **HHTC**.

2. Membership

The HHTC membership is drawn from the community of Halton Hills and from communities such as Brampton, Mississauga, and Erin.

2.1 General Membership

All members over 17 years of age have a voice and voting privileges at all Annual General Meetings (AGM).

The HHTC encourages and promotes activities and programming that addresses the needs of all members, with special attention paid to development of junior players in the sport.

3. Financial

The HHTC financial year end is December 31st.

4.**4.1 Executive board positions** (amended 9/16/15)

Board positions are elected and filled by the volunteer membership and include:

- President
- Vice- President
- Secretary
- Treasurer
- Membership Coordinator
- Advertising and Promotion Director
- Club House Manager
- Web Master and Digital Media Coordinator
- Junior Development Coordinator
- House Leagues Directors
- Tournaments and Social Events Director

4.

4.2 Duties

Refer to appendix A for list of Roles and Responsibilities for each position on the Executive board.

4.3 Program and Event Coordinators

Volunteers are critical to the operation and success of HHTC. The wide variety of lesson programs, house leagues, competitive leagues and social events offered throughout the season are all staffed by volunteers and would not be possible without this commitment.

5. Terms of Office (amended 9/16/15)

5.1 Executive board members are elected at the AGM from the membership. A term in office is two (2) years with the second year role focused on assisting with transition of a replacement for the position.

5.2 Executive board members will receive honorary membership for their term in office.

6. Meetings /Quorum

The HHTC Executive board will meet a minimum of once a month during the off-season to plan for events, programs, advertising and promotion for the coming season. As required volunteers from the membership will be asked to assist with the planning and or delivery of programs and events during the season. During the season meetings will be convened on an as required basis to address specific needs.

An Annual General Meeting (AGM) will be held at the end of each season, usually in the late fall, no later than November 30th. For items requiring a vote and election to Executive positions a minimum attendance of 10 % of the membership is required.

7. Election of Executive Board

All adult members are eligible for election to the Executive board.

Executive board members shall normally be elected by a majority (quorum) in attendance at the AGM.

Members nominated for board positions must be in attendance at the AGM.

8. Partnerships

The HHTC partners with Town of Halton Hills Recreation and Parks department, local schools and other community organizations to promote the sport of tennis, provide and manage a variety of programs.

Discussion and planning is critical to ensure that requirements are met and management of court time enables everyone, including the general public to have access to the facility.

A single contact person is identified to represent the HHTC in these meetings. This person shall be a member of the Executive board.

9. Amendments to By-Laws

Any adult member of HHTC may propose an amendment to the By-Laws at an AGM, The amendment is carried if two-thirds (2/3) of the membership are present at the AGM and vote for the proposed amendment.

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Appendix A - HHTC Executive Board and Volunteers - Roles & Responsibilities

NOTE: *this document is intended to provide guidelines and is not an all-inclusive list of responsibilities*

President

The President is the main leader of the club. In charge of scheduling and presiding over all meetings of members and Executive board... Primary signing officer for the club such as Agreements, By Laws and other operational documents. Has secondary signing authority for Club finances Main proponent in the hiring and evaluation of the Club Professional

Vice-President

The Vice-President assists the President in all club-related endeavors. They are the first back-up to assume the role of President if required. They also assist in all leagues /events at the club. Work in conjunction with President and board on big picture initiatives, planning and execution of those initiatives and plans in preparation to take over the President role once the President has served their term.

Treasurer

The Treasurer is in charge of managing all the finances for the club. They must ensure all bills are paid, coaches are compensated, and all expenses are accounted for. Deposit all monies of the Club in the designated bank. They are also responsible for providing adequate and easy-to-follow financial reports for all board meeting, the AGM, and for the club/city when requested.

Secretary

The Secretary will assist the President in the scheduling and running of the board meetings, as well as recording and distribution of the meeting minutes. Act as custodian of club Mission statement, all books, papers, records, correspondence, contracts and other Club documents.

Club House Manager

Organizes and works with other member volunteers to ensure the club house is maintained in a clean and safe manner, arrange for any repairs to be done, monitor supplies and replenish as required throughout the season. Liaise with municipal staff regarding opening /closing activities specific to club house, and any facility repairs as required throughout the season.

Membership Coordinator

Organize and oversee the registration process and maintenance of the membership database throughout the season. Work with the Treasurer to ensure fees and registrations balance, and rectify any discrepancies. Prepare reports for Conveners and Pro of participant's in house leagues, inter-club teams, lessons, summer camp.

Web Master and Media Coordinator

Update website as needed and manage email address profiles and mailboxes. Manage upgrades, changes and seasonal suspension of tech services. Responds to general email enquiries to the Club mailbox. Assist membership coordinator with registration and communication as required.

Junior Development Coordinator

An adult whose mandate is to "speak" for the junior members at board meetings. Manage and promote junior participation in programs (i.e. junior intercounty, house leagues, lessons, school programs). Work with Head Pro to look for opportunities to involve and develop interest in tennis in the community.

Promotion and Advertising Director

Participate with board in spring membership drive; coordinate the printing and distribution of promotion brochure, fliers and other advertising opportunities. Utilize local resources to raise awareness of club programs and events (eg: marquees, libraries, business community event boards).

House Leagues Directors

With guidance from the board, league Directors will organize their respective house leagues format; identify captains and assist with communication to participants regarding format, schedules, and rules. The club offers several house leagues for varying skill levels; conveners will do their best to accommodate participants to ensure an enjoyable experience for the members.

Team captains of our competitive teams (eg: ICTA) will work with the Pro to evaluate players and set team(s). Oversee food and beverages for home games.

Tournament and Social Events Director

Works with the Club Pro to plan and execute tournaments for junior and adult members. Advertise tournament dates and posts signup forms. Completes draw sheets and informs participants of playing times and schedules. Posts rules for the tournaments and may involve others to assist in managing the events.

With guidance from the board identifies new or improved ways to offer social events. Plans, organizes and hosts events with the assistance of volunteers.