

KING CITY TENNIS ASSOCIATION

CONSTITUTION 2022

Mission: To Promote the growth of tennis in our community

Vision: To be part of a world-leading tennis nation

Values: Teamwork, Passion, Integrity



King City Tennis Association

We include our Constitution so that interested members or visitors can learn how we govern our Association and provide tennis programs to our community.

(Established June, 2016)

1. NAME

The club shall be known as the King City Tennis Association, hereafter referred to as the KCTA.

2. GENERAL ORGANIZATION

The KCTA shall operate as a member services, not for profit association.

3. THE SEASON

The KCTA season shall run from the beginning of May to the end of September of the same year, the exact dates to be determined annually by the Executive.

4. AIMS OF THE ORGANIZATION

The KCTA shall:

- a) Promote tennis and good sportsmanship for the enjoyment of all members.
- b) Promote constructive community spirit.
- c) Maintain, and whenever possible, improve the club facilities.

5. THE EXECUTIVE

The Executive is a voting position that shall be made up of elected adult members only and shall include the following positions:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Registrar
- f) Member-at-Large
- g) Tournament Director

The Executive may appoint members to serve in the other capacities or sub-committees.

Members appointed to these positions:

- a) Will hold the positions only until the next annual general meeting.
- b) May be appointed to these positions in subsequent years.
- c) May attend executive meetings but are not permitted to vote.
- d) Tournament Director is a voting position.

Other:

- a) The Executive is responsible for the selection and appointment of the Club Pro.

b) The team captains (not the executive) are to make the decisions regarding their team, including the team composition and discipline.

6. MEMBERSHIP

A. ADMISSION OF MEMBERS

(i) All members from the previous season shall be notified, via email of the events for the upcoming season. Unless they indicate they no longer want to be on mailing list.

(ii) All persons requiring membership shall submit applications.

(iii) All membership applications shall be accompanied by the season's fees, as set by the Executive.

(iv) By applying for membership, each member agrees to abide by the KCTA rules and regulations as outlined in Section 7 of this Constitution.

(v) Membership may be rejected if in previous seasons the applicant has shown a disregard for KCTA rules and regulations.

B. FEES

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

(ii) A surcharge, set at the discretion of the Executive, may be charged to persons who are not resident of King City.

C. TOTAL CLUB MEMBERSHIP

Total number of club memberships shall be at the discretion of the Executive, based on courts and facilities available.

7. RULES AND REGULATIONS

A. RULES OF PLAY

(i) The KCTA courts are to be used by members only.

(ii) At the start of each session, the Executive will set out priority times for Inter-County, house league and junior programs.

(iii) All other times are open to all members.

(iv) Rubber soled, non-marking shoes must be worn at all times.

(v) All players must dress in a manner suitable for tennis.

(vi) Courts close at 11:00 p.m.

B. CODE OF BEHAVIOUR

(i) Players are expected to conduct themselves in a proper manner, and to behave in accordance with the rules of good sportsmanship.

(ii) Players must refrain from verbal or physical abuse of:

1. Other players;
2. The equipment; and
3. The club facilities.

C. DISCIPLINE

- a) Players who fail to abide by these rules shall be issued a warning and may be requested to leave the courts, by the Club Pro or by any member of the Executive.
- b) In Inter-County team matches, it is the responsibility of the Inter-County team captain to ensure that these rules are followed. The team captain has the authority and responsibility to remove any player who fails to act accordingly.
- c) If a player is removed for failing to abide by these rules, he/she is automatically suspended from all club play until the incident is reviewed.
- d) Violations must be reported immediately to a member of the Executive. A review board consisting of at least two members of the Executive together with the person who reported the incident must be convened within seven days.
- e) Notice of suspension shall be in writing, and will be presented by the President.
- f) Any suspensions will not result in a refund of fees.

8. DUTIES

EXECUTIVE

- (a) Past President shall:
 - (i) act in an advisory capacity for a period of one year.
- (b) President shall:
 - (i) Exercise general supervision over the affairs of the KCTA;
 - (ii) Preside at all executive and general meetings of the KCTA;
 - (iii) Set the agenda for all General Meetings; and
 - (iv) Vote on all issues.
- (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;
 - (iii) Be liaison between the Executive and those officers appointed by the Executive; and
 - (iv) Attend Executive meetings.
- (d) Treasurer shall:
 - (i) Maintain proper books of accounts and shall have responsibility and custody of all funds of the KCTA;
 - (ii) Make such disbursements as are authorized by the Executive;
 - (iii) Submit a report of the KCTA financial standing at each Executive meeting; and
 - (iv) Collect fees and attend Executive meetings.
- (e) Secretary shall:
 - (i) Record the minutes of all Executive meetings;
 - (ii) Notify the members of any impending General Meetings;

- (iii) Handle the KCTA correspondence; and
- (iv) Attend Executive meetings.

(f) Registrar shall:

- (i) Prepare and coordinate the plan for obtaining memberships for each season;
- (ii) Maintain an up-to-date record of names, addresses and phone numbers of all members and applicants;
- (iii) Prepare a list of paid up members;
- (iv) Make available to the Executive, current lists of all members; and
- (v) Attend Executive meetings.

(g) Member-At-Large shall:

- (i) Serve as a member of the Executive;
- (ii) Attend all meetings of the organization;
- (iii) Share ideas, guidance and expertise with the Executive; and
- (iv) Assist Executive as requested

(h) Tournament Director shall:

- (i) Organize and coordinate all KCTA sponsored club tournament within the clubs budget set by Executive;
- (ii) Select members, to form a tournament committee, to assist the Tournament Director as required;
- (iii) Publicize all upcoming events, exclusive of executive and general meetings;
- (iv) Collect all applicable tournament fees and submit these fees to the treasurer;
- (v) Verify and ensure that all entry requirements are met;
- (vi) Be responsible for all refreshments, tournament schedule, reservation of tennis courts through the township in advance at all KCTA sponsored tournaments;
- (vii) Submit a list of all planned events to the Executive, prior to the commencement of the season;
- (viii) Arrange for the purchase of trophies and/or prizes; and
- (ix) May attend executive meetings."

9. ELECTION OF EXECUTIVE OFFICERS

- (a) The election of officers shall take place each year at the Annual General Meeting (AGM).
- (b) Any persons seeking the position of President must have served on the Executive for 2 years prior to being President (though unique circumstances may arise where this is not a possibility).
- (c) Nominations must be received by the secretary 48 hrs prior to the AGM.
- (d) The candidate receiving the highest number of votes shall be elected.
- (e) In the event of a tie, a second vote shall be taken for the candidates involved in the tie. If a tie still exists, the present President shall cast the deciding vote.
- (f) Officers shall hold office for one year and are eligible for re-election.
- (g) The new Executive shall take office commencing the end of each AGM.

10. MEETINGS

(a) General Meetings

There must be at least one AGM each year.

This meeting is to be held at the conclusion of the playing season each year.

Other General Meetings may be called at the discretion of the Executive.

Notice of all General Meetings shall be made available to all members at least one week in advance.

A list of amendments to the KCTA constitution will be sent to all members 48 hours prior to the Annual General Meeting.

Only adult members shall have the right to vote.

Adoption of amendments to the KCTA constitution requires the approval of 75% of all members voting.

All other motions require a simple majority.

Proxy voting is not permitted.

Order of business shall be as follows:

(i) Reading and adoption of the minutes of the previous meeting

(ii) President Report

(iii) Treasurer Report

(iv) Registrar Report

(v) Programmes Report

(vi) Social Events Report

(vii) Other business

(viii) Adjournment

(b) Executive Meetings

Will be held at the discretion of the Executive.

Are open to all members of the KCTA at the discretion of the Executive, although they will not be allowed to vote.

Anyone who wishes to make a presentation to the Executive must contact an Executive member prior to the executive meeting.

A quorum shall consist of three members of the Executive.

In the event of a tie, the President shall cast the deciding vote.

Disciplinary action against a Member requires a two-thirds majority. All other decisions require only a simple majority.

11. FINANCIAL DEALINGS

- (a) Shall be arranged and monitored by the Executive.
- (b) Signing officers shall be the President and either Vice-President or Secretary, not the Treasurer.
- (c) The treasurer for the KCTA shall submit the financial statements that represent fairly the financial position of the KCTA.
- (d) The fiscal year shall be from October 1st to September 30th of each year.

12. GENERAL

- (a) Every member of the KCTA shall be entitled to receive a copy of the Constitution upon request.
- (b) A copy of the constitution shall be posted on the bulletin board in the clubhouse.
- (c) The Executive shall have the power to deal with all matters not covered by the Constitution.

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