



Constitution

Amended May, 2015

This edition was written for easy and practical reference. In case of discrepancy between its content and the official minutes of general meetings of the Shediac Tennis Club / Club de Tennis de Shediac (CTS), the minutes shall prevail.

1. Name

- 1.1. The name of the club will be «Club de Tennis de Shediac / Shediac Tennis Club». It will also be designated thereafter as «Club» or as CTS.
- 1.2. The Club is a member of Tennis NB.
- 1.3. All Club members are subject to the regulations of the Club.

2. Goals and Objectives

- 2.1. The goals and objectives of the Club are as follows:
 - a) Promote, organize, administer and supervise the tennis program in Shediac to give the people of the region, without regard to race, religion, social status or ability, the environment to practice tennis as a healthy recreational activity.

3. Members

- 3.1. The Club is composed of the following members:
 - a) Any person elected to the Executive Committee
 - b) Anyone who has paid the required membership fee for the season

4. Executive Committee: Composition, functions and powers

- 4.1. The Executive Committee is composed of ten (10) members:
 - a) The 10 voting members at the meetings of the executive committee are elected at the general meeting in accordance with procedures described in paragraphs 5.1 and 5.2.
 - b) The non-voting member is a member of the Shediac Town Council, which has been designated by the Town Council.
 - c) The voting members of the executive committee are:
 - i. President
 - ii. 1st Vice-president
 - iii. 2nd Vice-president
 - iv. Treasurer
 - v. Secretary

- vi. Director of Tournaments
- vii. Director of Communications
- viii. Councilor #1
- ix. Councilor #2
- x. Councilor #3

4.2. Any position that was held by a voting member and which becomes vacant shall be filled by other voting members of the Executive Committee who may, by majority vote, appoint a person to fill the position. The person appointed will hold the affected position until the end of the scheduled mandate in question.

4.3. A position of a voting member is declared vacant if the member:

- a) resigns after having given written notice to the President
- b) ceases to be an active member
- c) becomes incapacitated
- d) dies
- e) is forced to resign by a vote of two thirds of the Executive Committee

4.4. The responsibilities of the President are:

- a) To be the president and director of the Club and preside, if present, over all general meetings and Executive Committee meetings.
- b) To be the first authorized signatory and chief representative of the Club.
- c) To assume all functions assigned to him/her by the members' general assembly, the Executive Committee, the current Constitution and rules of the Club.
- d) To assume all functions of the 1st Vice-President in his/her absence or if he/she becomes incapacitated or refuses to act in the position of 1st Vice-President.
- e) To assume all functions of the 2nd Vice-President in his/her absence or if he/she becomes incapacitated or refuses to act in the position of 2nd Vice-President.

4.5. The responsibilities of the 1st Vice-President are:

- a) To assume all functions of the President in his absence or should he/she become either incapacitated or refuses to carry out his/her duties as President.
- b) To support the President in carrying out his duties within the Executive Committee.
- c) To be responsible for the Coordinators.
- d) To be responsible for the smooth functioning and the safety of the Club House.
- e) When required, to sign and countersign all Club checks for monies to be withdrawn from the Club account.

4.6. The responsibilities of the 2nd Vice-President are:

- a) To assume all functions of the President in his absence or should he/she become either incapacitated or refuses to carry out his/her duties as President.
 - b) To support the President in carrying out his duties within the Executive Committee.

- c) To be responsible for the Coordinators.
- d) To be responsible for Instructors and for the lessons.
- e) When required, to sign and countersign all Club checks for monies to be withdrawn from the Club account.
- f) To be responsible for the smooth functioning and the safety of the courts.

4.7. The responsibilities of the Treasurer are:

- a) To have charge and custody of all general funds of the Club.
- b) To keep the account balance books and keeps them up to date.
- c) To deposit all funds in a depository approved by the Executive Committee.
- d) To sign and co-sign all checks written by the Club to withdraw from the account.
- e) To prepare, in consultation with the President, a draft budget that is presented to the Executive Committee and, once approved, is submitted for approval at the annual members' general assembly meeting.
- f) To prepare an annual financial report and present it to the Executive Committee and at the members' general assembly meeting. Copies of the financial report and proposed budget will be made available to members at the members' general assembly meeting.

4.8. The responsibilities of the Secretary are:

- a) To keep a record of minutes of all meetings of the Club and it's Executive Committee.
- b) To ensure all correspondence required by the Executive Committee and keep a record of all activities undertaken by the Club.
- c) To keep an updated list of members of the Club.

4.9. The responsibilities of the Director of Tournaments are:

- a) To be the official coordinator for all tournaments
- b) To ensure that all Tournaments are held in a timely fashion while respecting the rules established by the Executive Committee.

4.10. The responsibilities of the Director of Communications are:

- a) To be the person responsible for all Club communications in both official languages.
- b) To respect the Communication policies established by the Executive committee.
- c) To be responsible for all Social Media promoted by the club.
- d) To be responsible for all communications in the standard medias (radio, newspapers, etc.)

4.11. The responsibilities of the 1st Councilor are:

- a) To participate in Executive Committee meetings
- b) To offer to help other Executive committee members with their responsibilities
- c) To be responsible for other Club items that may come up.

- 4.12. The responsibilities of the 2nd Councilor are:
- a) To participate in Executive Committee meetings
 - b) To offer to help other Executive committee members with their responsibilities
 - c) To be responsible for other Club items that may come up.
- 4.13. The responsibilities of the 3rd Councilor are:
- a) To participate in Executive Committee meetings
 - b) To offer to help other Executive committee members with their responsibilities
 - c) To be responsible for other Club items that may come up.
- 4.14. The quorum for the Executive Committee meetings is half of its members plus one, and the President or 1st or 2nd Vice-President must be present. For example, with a full committee of 10 members, a quorum will be reached when there are 6 members present. Without the quorum, the meeting can take place, however the Executive Committee can take no decisions. If the President or Vice-Presidents are absent, then the meeting is canceled.
- 4.15. Every member present, except for the President of the meeting, has a vote for each proposal, and unless otherwise stated, a proposal is adopted by simple majority vote. The president of the meeting shall vote only in case of a tie vote.
- 4.16. Regular meetings of the Executive Committee are held once a month. A notice of a regular meeting is sent at least three (3) days prior to the meeting.
- 4.17. The President or two (2) thirds of the members of the Executive Committee may call a special meeting if the request is sent in writing to all members of the Executive Committee specifying the date, time and location. Special meetings are held at the place and time specified by the notice.
- 4.18. The Executive Committee shall prepare and submit for approval to the Club members, at the members' general assembly meeting in September or October, a budget showing forecasted income and expenses for the coming year.
- a) Once the budget is approved, every effort is made to operate with the budget.
 - b) Any expenditure exceeding the forecasts must be approved by a majority vote of two (2) thirds of the Executive Committee members and must be reported as such at the next annual voting members' general assembly.
- 4.19. The Executive Committee is responsible for coordinating all fundraising activities. All donations received by the Club shall be deposited in a financial institution and the funds can be withdrawn only with two (2) of three (3) signatures from the President, 1st Vice-President or Treasurer.
- 4.20. The affairs of the Club are conducted by the Executive Committee unless otherwise specified in the regulations.

- a) The Executive Committee oversees all activities and manages all properties of the Club and may exercise all powers by the constitution and rules of the Club.
- b) In addition, the Executive Committee implements to the best of its ability all the necessary measures to comply with the resolutions adopted by the members at the Club's general assemblies.

5. Elections

5.1. The Executive Committee forms a Nomination Committee composed of the Treasurer or Secretary (the one whose term continues for the next year) and another member of the Executive Committee appointed by the Executive Committee.

- a) The Nomination Committee presents a proposal at the members' general assembly that includes a slate of candidates for vacant positions, in accordance with paragraph 5.2.
- b) The members can, if they wish, suggest to nominate someone other than those proposed by the Nominating Committee
- c) A democratic election is then held to fill vacancies on the Executive Committee.

5.2. The mandate of the voting members of the Executive Committee is as follows:

- a) President: two (2) years, election in odd years (e.g. 2011, 2013, etc.).
- b) 1st Vice-President: two (2) years, election in even years (e.g. 2010, 2012, etc.).
- c) 2nd Vice-President: two (2) years, election in odd years (e.g. 2011, 2013 etc.)
- d) Treasurer: two (2) years, election in even years (e.g. 2010, 2012, etc.).
- e) Secretary: two (2) years, election in odd years (e.g. 2011, 2013, etc.).
- f) Director of Tournaments: two years, election in even years (e.g. 2010, 2012, etc.)
- g) Director of Communications: two years, election in odd years (e.g. 2011, 2013, etc.)
- h) Councilors: one (1) year, election every year (e.g. 2010, 2011, 2012, etc.).

5.3. Members may be reappointed to the same position or another position within the Executive Committee.

6. Modifications to the constitution and to the rules

6.1. The constitution of the Club can be modified only by a majority vote of two (2) thirds of the members present at a general assembly meeting duly convened.

6.2. We can propose amendments to the articles of the constitution during a general assembly only if a precise description of the proposed changes is made to the Club Secretary at least three (3) weeks before the holding of the meeting, and is available to all the members at the time and place specified in the notice published for the said meeting.

6.3. The rules of the Club may be amended by a majority vote of two (2) thirds of the members at a monthly meeting or a special Executive Committee meeting.

7. Members' general assembly

- 6.4. Two general meetings are held each year. The first one, in September or October, to elect the new executive, to present a status on the current financial report and to present a status on the summer activities. The second one, in April or May, to present the financial report for the year and a budget to indicate expected revenues and expenses for the following fiscal year.
- 6.5. The general meetings are held at a time and location as voted on by the executive committee.
- 6.6. The Club's fiscal year is from May 1st to April 30th.
- 6.7. The agenda for the first general meeting of members includes at least the following:
 - a) Approval of the minutes
 - b) Report on the last season's achievements by the President
 - c) Questions from members
 - d) Elections to vacant positions on the Executive Committee
 - e) Adjournment of the meeting
- 6.8. The agenda for the second general meeting of members includes at least the following:
 - a) Approval of the minutes
 - b) Financial report for the last fiscal year by the Treasurer
 - c) Plans for the next year by the President
 - d) Approval of the budget for next fiscal year for the Treasurer
 - e) questions from members
 - f) adjournment of the meeting
- 6.9. A notice for the convening of an annual general assembly shall be delivered at least fourteen days prior to the meeting.
- 6.10. The quorum for any annual general assembly of members entitled to vote shall constitute at least 5% of Club members. If the quorum of a meeting convened in due form was not reached, the Executive Committee may by resolution, call an extraordinary general meeting, in which the quorum shall consist of members present.
- 6.11. An extraordinary general meeting of members entitled to vote is called at the discretion of the Executive Committee or when the President or by two (2) thirds of the members of the Executive Committee by written request. The meeting will be held at the time and location chosen by the Executive Committee by resolution.
- 6.12. The President shall act as Chair of each general assembly for members.

6.13. In his absence, the 1st Vice-President replaces him or, in his absence, the 2nd Vice-President.

6.14. In the absence of both, a member of the Executive Committee appointed by the members present shall act as Chair.

8. Protection of members of the Executive Committee and sub-committees

8.1. No member of the Executive Committee or sub-committees of the Club shall be held liable for the acts, neglects or faults of another member, or an act in which it is involved in, or any loss or expense incurred by the Club as a result of the insufficiency or deficiency of title to any property acquired by order of the Executive Committee or any sub-committee for the club or on behalf thereof, or any failure or any impairment in value which the funds were invested in the Club, or any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom the funds, securities or effects of the Club have been filed.

8.2. No member of the Executive Committee or sub-committees of the Club shall be held responsible for any loss caused by a miscalculation or omission, or any other loss, damage or misfortune occurring in the course of duties related to his/her position or activities which are connected unless these things happen by the fact of his/her own dishonesty.