

Effective: May 1<sup>st</sup>, 2011

## **PLEASANTVIEW TENNIS CLUB BY-LAW**

### **Article I**

Name: The organization shall be known as the Pleasantview Tennis Club  
(Abbreviated as PVTC)

### **Article II**

Objective: The objectives of the organization are: 1) to make the Club a friendly place to play regardless of levels of play 2) to promote and develop the game of tennis at both junior and adult levels. 3) to respect and observe the City of Toronto Policy for Community Tennis Club Operations.

### **Article III**

Membership: The membership will open to all residents of the City of Toronto, regardless of race, color or creed, who must pay the membership fee and abide by the By-law of the Club. The membership year shall be from May 1<sup>st</sup> to October 31<sup>st</sup>. Membership is not transferable.

### **Article IV**

Fees: The fees shall be set annually and approved for the following year at the Annual General Meeting. The fees must be in accordance with those set in the City of Toronto Policy for Community Tennis Club Operations.

### **Article V**

Suspension of membership:

1. Failure to abide by the Bylaw and Regulations of the Pleasantview Tennis Club could result in suspension or forfeiture of membership. The decision of the Executive by means of a majority vote (of a quorum) will be deemed to be final. The penalized member will receive notice in writing of the decision.
2. Any member found intentionally damaging the facilities or the equipment of the Club, Gross misconduct included (but not limited to): physical and verbal abuse to another member, executive, or teaching professionals will be subject to a suspension or termination of membership.
3. If in the opinion of the Executive, the misdemeanor is severe enough to warrant consideration of suspension or termination of membership, the member concerned will be invited to present his/her case to the Executive. Should the Executive by majority vote decide to suspend or terminate membership, the member concerned will have a right of appeal to the Executive after a 30-day suspension. A majority vote (of a quorum of the Executive) following the appeal will be final.

### **Article VI**

Club Professionals:

All teaching professionals of the club should be selected by the selection committee and must be paid members of the Pleasantview Tennis Club.

**Article VII**

Executive Job Descriptions:

A. The President shall:

1. Exercise general supervision over the affairs of the Club.
2. Call meetings as he/she considers necessary.
3. Preside at all meetings.
4. Close all meetings.
5. Sign the minutes of the meeting after reading and approval.
6. Attend committee meetings whenever possible and/or receive a report of the business discussed.
7. Vote only in the event of a tie.
8. Encourage and co-ordinate the duties of the Executive.
9. Submit the necessary documentation to the City by the due date each year in order to obtain a Permit to Operate for the Club.
10. Act as a liaison between PVTC and the NYTA and BVTC and the OTA.

B. The Vice-President shall:

1. Assist the President in carrying out the duties and responsibilities
2. Perform all presidential duties in the absence of the President.
3. The Vice-President shall chair the Tennis Professional Selection Committee that will be composed of two Executive members in addition to the President.
4. It shall be the responsibility of the Vice-President to review all invoices with cheques issued before payment is made.

C. The Secretary shall:

1. Record the minutes of all meetings.
2. Prepare and read minutes, sign name and after approval, present them to the President for signature.
3. Handle the Club correspondence.
4. Inform the bank of the names of those having proper signing authority each year immediately after the elections at the annual meeting. The signers must be any two of the President, Treasurer, and Vice-President.
5. Type final drafts of financial statements and other material prepared by members of the Executive, unless prepared by the Club's auditor.

D. The Treasurer shall:

1. Maintain bank accounts at a chartered bank approved by the Executive.
2. Maintain proper financial books covering the Club's fiscal activities and be prepared to exhibit such books to the Executive when required.
3. Receive all Club income, record income, and deposit funds in the Club's bank account.

4. Disburse funds as authorized by the Executive and ensure that all such payments are supported by receipt, bill or invoice.
5. Prepare an interim financial statement for Executive meetings.
6. Prepare a financial statement for the Annual General Meeting.
7. Balance the books, reconciling them with the bank statements, and submit them for review by the President prior to submission for audit.

E. The Membership Director shall:

1. Design the application form and arrange for it to be printed.
2. Order member Identification/Tags for senior and junior members.
3. Send out the application form and to the previous year's membership roster and to prospective new members
4. Prepare and maintain master copies of member rosters.
5. Answer enquires from potential and current members.

F. The Social/Tournament Director shall:

1. Produce a schedule of dates for all tournaments and other events held at the Club to be approved by the Executive.
2. With the tournament committee, produce and circulate tournament rules and regulations.
3. Assume responsibility for the organization of all Club Championship tournaments.
  - a. Post notices for all tournament events well in advance.
  - b. Post sign-up and draw sheets for all tournaments.
  - c. Arrange for the collection of entry fees (if levied).
  - d. Arrange for the distribution and collection of balls that are supplied for tournament events.
  - e. Arrange for umpires and lines people as needed.
4. Purchase trophies for the winners of Club Championship events and prizes for social tournament winners, and present the trophies at the Annual Dinner/Dance.
5. Have the names of Club Championship winners engraved on the display case trophies.

G. The Junior Development Director shall:

1. Organize all junior inter-club teams as follows;
  - a. Set up the tryouts and team practices.
  - b. Maintain team records.
  - c. Arrange for balls and refreshments for home matches, if applicable.
2. Select a team, with the Professional's assistance, to represent the Club at the North York Junior Year-End Tournament, and inform those chosen of the time and location of their matches.
3. Assume responsibility for the organization of any junior tournament sanctioned by an outside body (e.g. OTA, NYTA).
4. Write the newsletter regarding junior team performance.

H. The Ground Director shall:

1. Arrange for the installation of nets, windscreens and other court equipment in the spring and for their removal and storage at the end of the tennis season.
2. Arrange for all necessary repairs to court equipment such as nets, posts, windscreens and roll-dries, and recommend purchase of new equipment.
3. Arrange for estimates for repairs to court surfaces, when necessary, subject to the approval of the Executive
4. Arrange for the planting of the flower pots in the spring and the storage of the pots for winter.
5. Maintain the outside bulletin board
6. Maintain a good working relationship between the Club and the City staff in those areas relating to the maintenance of court facilities and equipment.
7. Should resurfacing of courts be necessary, the Courts Director shall act as chair of the Courts Resurfacing Committee and carry out protocol as specified in Courts Resurfacing Article VIII under the By-Law.

I. The Clubhouse Director shall:

1. Hire, train and supervise the Clubhouse attendants.
2. Arrange for the cleaning and keep up of the Clubhouse.
3. Arrange to have interior and exterior light bulbs replaced as necessary.
4. Maintain a stock of cleaning and washroom supplies.
5. Maintain a good working relationship between the Club and the City staff in those areas relating to the maintenance of Clubhouse facilities and equipment.
6. Distribute sets of Clubhouse keys to members of the Executive and team captains upon their signature, and collect keys from holders who have resigned from their position.

J. The Publicity Director/Webmaster shall:

1. Notify members of all impending events by email
2. Send out all Club notices and newsletter.
3. Maintain and the website of the club .

## **Article VIII**

### Courts Resurfacing and Court Rebuilding:

The Club must request in writing the approval of the City of Toronto's Parks and Recreation Department, for any resurfacing to courts, with a copy to the NYTA, prior to obtaining quotes from contractors. A reply in writing from the City of Toronto's Parks and Recreation Department must be received prior to proceeding.

Courts must be examined every 3 to 5 years by a technical consultant and/or NYTA/the City of Toronto to determine if resurfacing is needed. The decision to resurface must be approved by the Executive. Once the decision to resurface is made, the following must be done:

- a) A minimum of three (3) estimates must be obtained from three different contractors.
- b) The contractor must have extensive experience in court resurfacing and/or repairs, and include in the estimate a letter of credit as well as a list of references for completed jobs from the past two years.
- c) Estimates must be compared for similarity in content based on the same specifications. Opinion on clarification of content to be sought from the NYTA/City, or technical consultant, should the Executive be unsure as to specific similarity in content.
- d) Estimates must be examined to ensure that everything needed is included.
- f) Contents of the estimate must be itemized and individually priced.
- g) The contractor must specify an agreed starting and completion date.
- h) The contractor selected must be approved by the Executive
- i) The contract must be signed by two of the following Executive members: the President, the Treasurer and/or the Ground Director.