



# Suncoast Racquet Club

COMMUNITY INDOOR TENNIS

## **POLICIES AND PROCEDURES (CLUB BY-LAWS)**

### **MISSION STATEMENT**

THE MISSION OF THE SUNCOAST RACQUET CLUB IS TO PROVIDE A VARIETY OF RACQUET SPORT PROGRAMMES, WITH PRIORITY ON TENNIS, FOR PLAYERS OF ALL AGES AND SKILLS. THIS INCLUDES TOURNAMENTS, INSTRUCTION, FREE PLAY TIME AND SOCIAL EVENTS ON BEHALF OF MEMBER/RESIDENTS OF THE SUNSHINE COAST. THIS IS DONE ON NOT-FOR-PROFIT BASIS, TO EXPAND EXISTING MEMBERSHIP, AND TO PROVIDE A PERMANENT CLUB FACILITY IN A CENTRAL LOCATION.

### **INITIAL MEMBERSHIP APPROVAL:**

NOVEMBER 24, 1994, ANNUAL GENERAL MEETING

REVISED: NOVEMBER 2003

REVISED: SEPTEMBER 2007

REVISED: NOVEMBER 2007

REVISED: MAY 2009

REVISED: DECEMBER 2009

REVISED: DECEMBER 2010

REVISED: DECEMBER 2011



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## POLICIES AND PROCEDURES

### 1. **BOARD OF DIRECTOR GUIDELINES:**

- a. The Annual General Meeting shall be held within 6 weeks following the fiscal year-end (October 31).
- b. Written notice of the Annual General Meeting or any Extraordinary Meeting may be given to a member by hand delivery, by ordinary mail, by electronic mail or other means to the address designated by the member.
- c. The first meeting of a new board of directors shall be held within one week following the Annual General Meeting.
- d. Members of the board shall organize themselves along collegial, as opposed to hierarchical, lines in conducting the affairs of the club. Under this arrangement authority is shared equally among directors, there being no officers. Directors' routine and/or ad hoc responsibilities and duties, therefore, remain as fluid or as constant as the board wishes: the underlying objective being "to get the job done" with dispatch and commitment.
- e. At the first board meeting following the Annual General Meeting directors will decide how their duties and responsibilities will be divided (see Schedule 1 for a listing).
- f. In structuring the use of court time, directors will be cognizant of the fact that members have varying and sometimes overlapping tennis interests and personal circumstances. Thus, decisions regarding court time management must take these 2 factors into account in order that the decisions are seen to be equitable by the majority. Some examples follow:

| PERSONAL            | INTEREST                        |
|---------------------|---------------------------------|
| Gender              | Leagues (men's, women's, mixed) |
| Age                 | Tournaments                     |
| Skill level         | Instruction                     |
| Junior/Student      | Block time                      |
| Working/non-working | Free time                       |
| Etc.                | Etc.                            |

- g. The board shall consist of a maximum of 9 members and a quorum shall be five members.
- h. The board may add, delete or change a policy or procedure.



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- i. Expenditures by board members are authorized up to \$350.00 per item(s) or service(s) without prior board approval. Routine payments (example: utilities, rent, etc.) exceeding this amount are excepted.
- j. The directors may, on behalf of and in the name of the club, raise or secure the payment or repayment of money only for the purposes of raising capital and start up costs of a new indoor tennis facility, in the manner they decide.
- k. The club members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next general meeting.
- l. To expedite the decision making process, the Board may vote on issues via e-mail. Absent directors may assign a proxy for the duration of their absence. Decisions have to be supported by a minimum of the quorum (5). The lack of response by a director or her/his proxy will be counted as an affirmative vote.

## **2. MEMBERSHIP CLASSIFICATIONS**

### **a. CLASSIFICATION**

- i. Membership Classes shall be defined by the Board as needed for the efficient operation of the Club: such as single, couple, junior/ student, senior single, senior couple, family, social (non-playing), summer and silver. A "couple" is defined as 2 cohabiting adults. A "senior" is defined as a person being 60 years or over. A "junior/student" is defined as a person, who at November 15th is less than 20 years of age.

### **b. INITIATION FEES**

- i. Changes to initiation fees and the imposition of special levies must have the approval of a simple majority of members in all classifications eligible to vote at and attending (incl. Proxies) a general or special meeting. Eligible voting classifications are; Gold (single, couple, senior single, senior couples) and Silver membership. Junior/student members, summer, other part-time and social members are not allowed to vote. Only fully paid-up members in good standing are allowed to vote.

### **c. PROXY VOTING**

- i. Member voting by proxy is permitted. A proxy will entitle a member to vote only at one meeting. A proxy for more than one meeting or any adjournments is void.



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### **d. ANNUAL DUES**

- i. Membership dues shall be on an annualized basis, except as in d.ii below.
- ii. A trial membership for new members, or, at the Board's discretion, reapplying former members, may be purchased for 3 months. Trial members are not permitted to vote or hold office. Upon payment of the initiation fee and the balance of annual dues, a trial member becomes a full member.
- iii. Annual dues are set out in Schedule 2 (Fee Schedule) and shall include an amount for applicable taxes. The Directors may adjust such fees from time to time.
- iv. Annual dues are payable on or before November 15th in one lump sum or by way of up to 4 quarterly post-dated cheques. A 5% discount will be applied to lump sum payments for the full annual fee. A member, in arrears with the annual dues for six months, forfeits the membership and upon reapplication, payment of the current initiation fee is due.
- v. The membership dues year extends from November 1 to October 31.
- vi. Except as permitted in Section d.ii above, upon joining the club a new member shall pay the full initiation fee plus annual dues prorated to October 31.

### **3. COACHES & INSTRUCTORS**

- a. Instructors must be approved by the board. For insurance purposes they shall be considered as full members. Instructors shall be bound by the policies and procedures of the Suncoast Racquet Club. Instructors will charge according to their certification and experience as professionals.

### **4. ABSENCES**

- a. Members may apply to the board, in writing for absentee status on the grounds of illness, injury or absence from the Sunshine Coast. The absentee status period, if granted, will commence on the day the Board receives a written notice. There will be a waiting period of 90 days following the notice in which the fees will not be waived. After 15 months (of which the first three were not eligible for a credit) the member is required to decide to continue as a regular member or lapse the membership. In the latter case a member will be required to rejoin in accordance with Section d.ii above.



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- b. After the initial 90 days singles absentees are required to pay 30% of their membership classification's annual dues. In the case of couples, the continuing member pays the regular singles fees. This dues formula precludes the continuing partner of an absentee member paying less than the singles rate for regular members. No cash refunds will be made for prepaid fees but the individual is entitled to a respective credit for the following year.

### **5. DEATH**

- a. Initiation fees and annual dues are not refundable except that upon the death of a member, the unused portion of his/her annual dues, prorated from the month next following the date of death, shall be rebated.

### **6. TRANSFER OF MEMBERSHIP**

- a. The club will allow the transfer of a Gold membership to a relative under certain circumstances. If notified within 30 days of November 1<sup>st</sup> (when the annual dues are payable) we will allow for the transfer of a membership between parents, children and grandchildren for a flat fee of \$112 (HST included). The new member being assigned the existing membership is responsible for the dues payable from Nov 1<sup>st</sup> for that year, to coincide with our business and fee cycle. This provision has been included to add value to a full adult membership and reward our long term members. The transfer can not be done during the year, nor can it be transferred to anyone other than the specific class of relative that is noted above. A written request (including electronic) must be made to a board member before November 30<sup>th</sup> to qualify.

### **7. FINANCIAL**

- a. Assets in the Club's accounts shall be held in low risk securities.

### **8. FISCAL YEAR END**

- a. The fiscal year-end shall be October 31.
- b. The board will review financial statements at least quarterly.

### **9. AUDIT**

- a. An annual review of the club's financial statements to the fiscal year-end shall be conducted by 2 non-board members-in-good-standing, or



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an outside qualified individual. Such persons shall be appointed by the general membership at one annual general meeting and their written report submitted to the following annual general meeting.

### 10. GUEST PLAYERS

- a. Sponsoring members must be in attendance with their guest(s) while using club facilities. Under special circumstances (example: vacation) a sponsor may delegate his/her "sponsor responsibilities" to another member.

### 11. GUEST FEES

- a. Guest fees, as per Schedule 2 (Fee Schedule), must be paid by the sponsor by signing both the sponsor's and the guest's name(s) in the office guest register, whereupon the sponsor will deposit the guest fee into the secure payment box prior to playing. Note: It is the member's responsibility to ensure proper sign-in and payment of the guest fees. There shall be no money transaction between the club and the guest.

### 12. CONDUCT

- a. Sponsoring members are responsible and liable for the conduct and adherence to the club rules of their guest(s).
- b. There shall be a set of up-to-date club rules maintained and posted as Schedule 3 (Operations Manual), noting such matters as reservations, guests, etiquette, dress, use of facilities, etc. Board members shall enforce the rules, acting individually or in concert.

### 13. STUDENTS/JUNIORS:

- a. A junior/student is a person who, as at November 15th, is under 20 years of age.
- b. The board shall favourably consider supplementary financial assistance to juniors/students competing in a tournament.
- c. Full Junior/student members shall be allowed to book prime times provided that such bookings are made within one hour of starting time.
- d. It is the policy of the board to encourage the formation and operation of a junior/student section, which fosters the adult values of individual responsibility, self-discipline, esprit de corps, co-operation, competition and service to the club.



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Chairperson

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Secretary

## Schedule 1

### Directors of the Board

December 2011

| Director          | Position               |
|-------------------|------------------------|
| Colin Jacobsen    | Chairperson            |
| Friedl Brudermann | Past Chairperson       |
| Ian Thomas        | Treasurer              |
| Grace Lewis       | Secretary              |
| Ron Kydd          | Programs Chairperson   |
| Gaylene Warner    | Membership Chairperson |
| Graeme Green      | Facility Chairperson   |
| Tamara Forsyth    | Director at Large      |
| Carolyn Spence    | Director at Large      |