

CONSTITUTION OF THE LEASIDE BADMINTON CLUB

ARTICLE I: NAME

The name of the organization shall be the "Leaside Badminton Club", hereinafter referred to as the "Club".

ARTICLE II: OBJECTIVE

It shall be the objective of the Club to promote the playing of badminton in the Greater Toronto Area in the best tradition of fair play and to the mutual enjoyment of all members of the Club.

ARTICLE III: MEMBERSHIP

- (i) Membership in the Club shall be open to all residents of the Greater Toronto Area who agree to abide by the rules of the Club.
- (ii) The Executive Committee of the Club shall determine the maximum membership.
- (iii) Membership in the Club shall be from September 1st to August 31st of the following year.

ARTICLE IV: MEMBERSHIP FEES

- (i) The Executive Committee shall establish the schedule of fees for each season.
- (ii) Membership fees for the season are due September 15th.

ARTICLE V: ANNUAL MEETING

- (i) The Annual Meeting of the Club shall be held at the end of the playing season.
- (ii) The Secretary shall give at least one week written notice of the Annual Meeting to all members.
- (iii) The order of business at the Annual Meeting shall be:
 - (a) The reading of the minutes of the last Annual Meeting and any recent Special General Meetings.
 - (b) Business arising out of the reading of the minutes.
 - (c) The President's annual report on the activities of the Executive Committee, including a report of membership and financial status.
 - (d) Further business as stated in the agenda of the meeting.
 - (e) Election of officers.
 - (f) Other business
- (iv) A quorum at the Annual Meeting shall consist of those members present.

ARTICLE VI: SPECIAL GENERAL MEETING

- (i) A Special General Meeting of the Club may be called at any time by the Executive Committee.

(ii) A Special General Meeting shall be called by the Executive Committee within two weeks of the receipt of a petition signed by not less than ten members of the Club.

(iii) The Secretary shall give one week written notice of the Special General Meeting to all members along with an agenda stating the business to be transacted at the meeting.

(iv) At a Special General Meeting, only the business stated in the agenda shall be transacted.

ARTICLE VII: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the immediate Past President and the following elected officers:

- i) President
- ii) Vice-President
- iii) Treasurer
- iv) Social Convenor
- v) Recording Secretary and other officers appointed by the elected officers.
The Executive Committee may appoint replacements for vacancies.

ARTICLE VIII: ELECTION OF OFFICERS

(i) As part of the Annual General Meeting, the Executive is responsible for ensuring that there is a candidate for each of the vacant positions. Candidates are solicited through a general email to all members. If not volunteers are found, the Executive are responsible for issuing invitations to specific individuals who may be willing to accept the responsibilities.

(ii) The Nominating Committee shall prepare a slate of at least one candidate for each office who has signified his willingness to accept the responsibilities of the office for which he is nominated.

(iii) The Secretary shall publish the Nominee Names along with the notice of the Annual Meeting.

(iv) The President shall call for further nominations from the floor at the Annual Meeting.

(v) Election shall be by show of hands of those members present at the Annual Meeting.

(vi) The President, Vice-President and Treasurer shall have at least two years continuous membership in the Club before being eligible for nomination.

(vii) Members of the Executive Committee shall hold office on an annual basis from May 1st to April 30th.

ARTICLE IX: EXECUTIVE COMMITTEE MEETINGS

(i) The Executive Committee shall meet at least once a month three times during the playing season or as necessary and commencing not later than September 15th.

(ii) At an appropriate time, the Executive Committee shall:

(a) Prepare a schedule of fees for the season.

(b) Prepare a form of application containing,

1-the schedule of fees,

2-the times, days and place for playing badminton

3-the address for the submission of applications.

(c) Prepare the rules and regulations for the season.

- (d) Arrange to have the application forms and copies of the rules and regulations sent to all who were members of the Club during the preceding season.
- (iii) A quorum of the Executive Committee shall be three people.

ARTICLE X: DUTIES OF THE OFFICERS

(i) PRESIDENT

The President shall be chairman at all General and Special General Meetings of the Club. The President shall be chairman of the Executive Committee. The President shall report on the activities of the Executive Committee at the Annual Meeting. The President shall be responsible for conducting all correspondence with guests and maintain a file of all correspondence received and sent.

(ii) VICE-PRESIDENT

The Vice-President shall act as President of the Club in the absence of the President. The Vice-President shall be responsible for all Publicity functions of the Club, and assisting the Secretary and Social Convenor with duties as needed.

Maintenance of the Constitution as needed falls to the Vice-President.

(iii) TREASURER

The Treasurer shall receive all monies and fees, and deposit such in a bank branch approved by the Executive Committee.

The Treasurer shall pay only such accounts as authorized by the Executive Committee.

All cheques shall be signed by both the Treasurer and another signing member of the Executive Committee.

The Treasurer shall keep an account of all receipts and disbursements.

The Treasurer shall present a brief report on receipts and disbursements and balance at Executive Committee Meetings.

The Treasurer shall prepare a complete financial statement for the Annual Meeting of the Club.

(iv) SOCIAL CONVENOR

The Social Convenor shall be responsible for maintaining and updating the Club website.

The Social Convenor shall be responsible for taking and posting pictures of Club play at tournaments and social gatherings.

The Social Convenor shall be responsible for all social activities related to Social Evenings, visiting clubs, Annual Holiday Party, or as directed by the Executive Committee.

If appropriate, the Social Convenor will act as Chairman of the Social Committee and shall carry out the duties set forth in Article XI.

(v) RECORDING SECRETARY

The Recording Secretary shall be responsible for keeping a record of all Executive Committee meetings, General and Special General Meetings of the Club, including the recording, reporting and archiving of meeting minutes.

The Recording Secretary shall maintain an accurate list of the names, addresses and telephone numbers of all members of the Club.

The Secretary shall be responsible for conducting all correspondence of the Club and potential Club members and maintaining a file of all correspondence received and sent.

The Recording Secretary shall be responsible for arranging for the emailing of written notice of General and Special General meetings of the Club.

The Recording Secretary shall be responsible for notifying Executive Committee members of the date and place of Executive Committee meetings.

ARTICLE XI: STANDING COMMITTEES

Standing committees may be struck on an 'as needed' basis, and could consist of the below:

(i) THE PLAY COMMITTEE

The Play Committee shall determine the method of play, operate the Play Board, and in general be in full charge of conducting the operation of the Club on playing nights.

The Play Committee shall determine the method of grading Club members to ensure maximum opportunity for enjoyment and improvement of all members, and to ensure fair competition during tournaments.

The Play Committee shall be responsible for arranging all Club and Inter-Club tournaments.

The Chairman of the Play Committee shall have the power to appoint committee members to operate the Play Board from both the Executive Committee and the Club membership.

(ii) THE SOCIAL COMMITTEE

The Social Committee shall be responsible for all social activities related to Social Evenings, Coffee Nights, visiting clubs, Annual Party, or as directed by the Executive Committee.

The Social Committee shall have a petty cash account as approved by the Executive Committee.

The Chairman of the Social Committee shall have the power to appoint committee members from the Club membership.

ARTICLE XII: DISCIPLINE

(i) The Club shall have the right to reprimand, suspend or expel any member for violation of the rules and regulations of the Club, or committing any act which may be deemed to be contrary to the best interests or reputation of the Club or any of its members.

(ii) On receipt of a written complaint signed by not less than two members, the Executive Committee shall investigate and if necessary call a Special General

Meeting of the Club to consider the action to be taken.

(iii) The President shall report to the Social General Meeting the findings of the Executive Committee and the action recommended by the Executive Committee.

(iv) The action to be taken shall be determined by a majority vote of those members present at the Special General Meeting.

ARTICLE XIII: AMENDMENTS TO THE CONSTITUTION

(i) The Constitution of the Leaside Badminton Club may be amended at the Annual or Special General Meetings of the Club.

(ii) Details of a proposed amendment shall be submitted to the members of the Club along with the notice of the meeting at which the amendment is to be discussed.

(iii) To become effective, an amendment shall receive a 60% majority of the vote by those members attending the meeting.

Created: November, 1980

Revised: August 2012