



## **BY-LAW NO. 1 – GENERAL BY-LAWS AS RESTATED AND AMENDED 2020**

The present By-Law no. 1 is a restatement and amendment to previous By-Laws adopted by the Members from time to time. The present By-Laws replace and supersede any prior general By- Law of the Royal Oak Tennis Club without affecting the validity of any acts taken hereunder.

### **1. Name of the Club**

The name of the Club shall be the "Royal Oak Tennis Club" (or in French "Club de Tennis Royal Oak).

### **2. Objects**

The Royal Oak Tennis Club is a non-profit sporting club whose main purpose is to provide facilities for playing the game of tennis by its members. To encourage participation, the Club also provides coaching and training for members and sponsors a variety of related social activities. The Club is governed by an Executive Committee whose members are elected annually at the Fall Meeting.

### **3. Members' Meetings**

#### **3.1 Fall Meeting**

Each year, the President shall, after consultation with the Executive, call a meeting of the Club Members, herein referred to as the Fall Meeting. The Fall Meeting shall not be earlier than ten (10) days after the appropriate notice has been given in the manner prescribed for by Article 3.4 below, and held after September 15th but no later than October 30th. The agenda for the Fall Meeting shall include:

- a) Election of the Executive;
- b) Any other business which may properly come before the meeting;

### 3.2 Annual General Meeting

Each year, the President shall, after consultation with the Executive, call a meeting of the Club Members, herein referred to as the Annual General Meeting. The Annual General Meeting shall not be earlier than ten (10) days after the appropriate notice has been given in the manner prescribed by Article 3.4 below and held after April 1st, but no later than April 30th. The agenda for the Annual General Meeting shall include:

- a) Presentation of the reports by the Members of the Executive, the financial statements for the preceding fiscal year and the annual budget.
- b) Approval and ratification of any and all acts of the Executive during the preceding year requiring approval or ratification;
- c) Any other business which may properly come before the meeting.

### 3.3 Special Meeting

The President, with the approval of the Executive, may call a Special Meeting of the Members at any time by causing the Secretary to send a notice of the time and place of the meeting. A Special Meeting shall not be earlier than five (5) days after the appropriate notice has been given in the manner prescribed by Article 3.4.

Any twenty-five Members entitled to vote at General Meetings shall be entitled to call a Special Meeting of the Members at any time, by request in writing to the Secretary signed by each of them. The request must detail the items to be discussed at the Special Meeting. Upon receiving the aforementioned request, the Secretary shall consult with the Executive to determine the time and date of the meeting and shall forthwith send the appropriate notice in the manner prescribed by Article 3.4. Such Special General Meeting shall be held no later than ten days after the reception of the request by the Secretary.

### 3.4 Meetings

Any Meeting of the Members is called by causing the Secretary to send a notice of the time and place of the meeting.

The notice can be sent either by surface mail or via email. A member not wishing to receive meeting notices via email must inform the Secretary of his wish in writing. Each Member shall without delay notify the Secretary of any change in email or civic address. Such notice shall indicate in a summary manner the purpose of the meeting, and shall include the appropriate information to be discussed. The accidental failure to send a notice to a Member entitled to vote at such meeting shall not invalidate any resolution approved by the Members at any such meeting.

### 3.5 Place of Meetings

The meetings of the Club are held in the location determined by the Executive, within the limits of the town of Hudson.

### 3.6 Quorum

Twenty-five Members of the Club present at any Fall Meeting, Annual Meeting or Special Meeting, and entitled to vote thereat, shall form a quorum at such meeting.

### 3.7 Right to Vote

All Senior, Senior+ and Intermediate Members in good standing with the Club at the time of a Meeting, shall be entitled to vote at such Meetings, and shall be entitled to present motions from the floor that shall be voted on upon being duly seconded.

### 3.8 Majority

Except where otherwise provided by Law, all resolutions submitted to the Members at a Meeting shall be decided upon by the majority of those present. In the event of a tie, the president of the meeting will have a casting vote.

#### a) Method of Voting

Voting shall be by show of hands, provided, however, that any Member entitled to vote may call for a ballot at any time. In such case the President shall appoint two scrutineers from among the Members present and entitled to vote at such Meeting to count the ballots.

## **4. Membership**

### **4.1 Categories**

#### **4.1.1 Playing Members**

A Playing Member shall be entitled, subject to the rights and obligations set forth in this By-law and the Regulations (as defined herein), to use of all the premises and facilities of the Club.

The Playing Membership shall consist of the following classes:

#### **4.1.2 Honorary Life Members**

Honorary Life Members means any person so elected by the Members at an Annual Meeting because of meritorious service in the interest of the Club. Honorary Life Members shall be entitled to all rights and privileges of a Playing Members without any obligation to pay any annual membership fee.

#### **4.1.3 Senior Members**

Senior Members means any adult over the age of 28 years old by January 1 of the current calendar year and less than 80 who wishes to have use of the Courts in accordance to the terms of this By-Law and the Regulations and who does not qualify as an Intermediate Player, Senior+ and is not an Honorary Life Member.

#### **4.1.4 Senior + Member**

Senior + Members means any adult over the age of 80 years old by January 1 of the current calendar year who wishes to have use of the Courts in accordance to the terms of this By-Law and the Regulations and who does not qualify as an Intermediate Player, a Senior Player and is not an Honorary Life Member.

#### **4.1.5 Intermediate Member**

Intermediate Members means any person older than 17 years old but younger than 28 years old by January 1st of the current calendar year and not qualifying for Junior Membership as provided for herein.

#### 4.1.6 Junior Members

Junior Member means a person who has not reached the age of 17 by January 1st of the current calendar year.

Junior Members who have not reached the age of 10 by January 1st of the current calendar year must always be supervised by an adult while on club property. Junior Members under the age of 10 may play on the Har-Tru courts only when accompanied by a Senior Member or Intermediate Member.

#### 4.1.7 Social Member

Social Members are entitled to use the Club facilities a maximum of 5 times per year during social events including club round robins. They are not entitled to take lessons, participate in any clinics or be part of any teams. They must adhere to the court regulations (see Annex A). Social Members are not entitled to vote at any nor attend any General Meeting, Fall Meeting or Special Meeting of the Club. Social Members are not subject to initiation fees but must pay annually membership fees.

### 4.2 Termination or Suspension of Membership

#### 4.2.1 Cancellation

A Member may cancel his or her membership to the Club at any time on giving a notice in writing to that effect to the Secretary. A Member who cancels must pay forthwith any indebtedness he or she may owe to the Club as at the effective date of his or her cancellation.

There will be a one-year grace period to rejoin the club. Any member wanting to rejoin after that must pay the initiation fees. This can only be done once.

A Member not cancelling or not notifying the Secretary in writing of his or her desire to change the class of membership before June 1st of each year shall be liable for the dues for the current season for the class of membership to which such Member then belongs.

#### 4.2.2 Inability to play

A Playing Member who becomes unable to play due to illness, injury or other extraordinary circumstances, may temporarily change to a Social Member category without penalty for a period of time to be determined by the Executive by sending a request for such change of status to the Executive with the reason of such

disability.

The Executive shall notify the Member within 30 days of receipt of such notice whether such request is granted.

#### 4.2.3 Termination of Membership

The Executive may request the resignation of any Member of the Club for just cause, including for non-payment of indebtedness to the Club by sending a notice to the Member explaining the reason of such termination. Upon receiving a resignation request, a Member shall have five (5) days to send the Executive a written demand for a meeting to be held with the Executive during which the Member will be allowed to express his views and contest the decision to request his resignation. The Executive shall hold such a meeting within five (5) days of receiving the written request and will come to a final decision after taking into account the Members arguments no later than five (5) days after the meeting. If the Executive upholds its decision and the Member's resignation is not forthcoming thereafter, the membership in question may be terminated by the Executive.

#### 4.2.4 Disciplinary Measures

The Executive reserves the right to suspend all privileges of any Member displaying unethical or unsportsmanlike conduct.

### **5. Guests**

A Senior+, Senior, Intermediate, or Honorary Life Member may purchase guest passes from the Club. Individual guests may only use the facilities 3 times per season. The host Member must be present while the guests are using the facilities and adhere to the court regulations (see Annex A).

### **6. Initiation Fees, Annual Dues and Member's Accounts**

Initiation fees and Annual dues for each class of membership shall be as determined by the Executive Committee, subject to the approval of the Membership at the Annual General Meeting. Initiation fees and Annual dues are due and payable by May 31st, and must be received by the Club by that date. At the discretion of the Member, initiation fees may be paid over two instalments. The

treasurer must send to each Member an invoice either by e-mail or regular mail within 30 days after approval by Members at the Annual General Meeting and in no circumstances later than April 30th of each year. Late fees will be applied after this date. Other indebtedness of Members shall be payable within thirty days of mailing of notices of such indebtedness.

For persons who wish to become members of the Club after July 15th of a given year, the Executive shall determine the amount of the annual dues owed for the remainder of the season. Initiation fees are to be paid as described above.

## **7. Membership Cards**

The Executive may, from time to time, see to the issuance of membership cards to any member of the Club in good standing requesting such a membership card and set the fees related to its issuance.

## **8. Executive Committee**

### Composition

The Executive Committee shall be composed of eight (8) members, who shall act as the Directors and Officers of the Club, namely the President, Vice President, Secretary/Communications, Treasurer, Clubhouse Facilitator and Events Chair, Chair of the Grounds Committee, Chair of the Junior Development Committee, Marketing Chair, referred to hereinafter by their titles. An Advisory Board shall be selected by the Executive Committee.

All directors mentioned above are entitled to vote at any directors meeting, such meeting being called in accordance with clause 8.6. The vote will proceed in accordance with clause 8.10. The president's casting vote is defined for this purpose as in clause 9.1.1.

### 8.1 Nominating Process and Election

The Officers shall be elected annually by a majority vote of the Members present at the Fall Meeting.

The Officers shall take office immediately following the Fall Meeting with the exception of the Treasurer who shall take office on December 31st of the calendar year.

A Senior+, Senior, Intermediate, or Honorary Life Member of the Club in good standing shall be eligible for election as member of the Executive.

The Nominating Committee, as per Section 12.2, will solicit to all members in good standing the open Officer positions. This will be done by email and posted in the Club House as of September 1st.

Any Senior+, Senior, Intermediate, or Honorary Life Member may propose nominees by sending a written proposal of such nominees and their suggested positions to the Nominating Committee.

Any nominees will be notified with a description of the duties required by the position they would fill. The nominee must accept their understanding of this commitment to the Nominating Committee. A list of nominees for all positions will be sent to the Members with the notice calling the Fall Meeting.

## 8.2 Ceasing to Hold Office

Any Officer who submits his resignation in writing to the Executive and it is accepted by the Executive Committee or becomes incapacitated shall then cease to be part of the Executive effective as of the date of the acceptance of his or her resignation or incapacity.

## 8.3 Revocation

The mandate of any Officer can be revoked by a resolution duly adopted by 2/3 of the Members present during an Annual General Meeting or Special Meeting duly called for that purpose in accordance with Section 3.4 herein.

## 8.4 Vacancy

Should any Executive office subsequently become vacant, it may be filled by appointment by the Executive and shall be ratified by Members at the next General Meeting held.

## 8.5 Remuneration

The Officers shall not receive any remuneration for their work as Officers of the Club.



## 8.6 Convocation and Meetings

The President may direct, at any time, the Secretary to call a meeting of the Executive Committee. Meetings of the Executive Committee shall be held at least once a month in July and August of each year.

## 8.7 Notice of Meeting

Notice of the time, place and purpose of each meeting of the Executive Committee shall be given by the Secretary to each Officer at least five (5) days prior to such meeting via e-mail. In case of emergency, such meeting may be held at least one (1) day after the expedition of such notice.

## 8.8 Waiver of Notice

Any Officer may, at all times, waive notice of a meeting of the Executive Committee, or otherwise consent to the holding of such meeting. Furthermore, the presence of an Officer at a meeting of the Executive is equivalent to such a waiver, except if such person is attending for the express purpose of objecting to the transaction of any business due to the fact that the meeting was not legally convened.

### 8.8.1 Participation by Telephone

An Officer may, if all other Officers present at the meeting agree, participate in a meeting of the Executive using communication facilities, such as the telephone, permitting all persons attending the meeting to hear each other, and in this manner, the aforesaid Officer is said to have been present at the meeting.

## 8.9 Quorum

Four Officers, including at least either the President or the Vice President, present shall constitute a quorum at any meeting of the Executive.

## 8.10 Vote

Any questions brought up at a meeting shall be decided upon by the majority of the Officers present. In the case of a tie vote, the President will have a casting vote.

## 8.11 Powers and duties

The powers and duties of the Executive Committee shall include the general control, supervision and management of the affairs and property of the Club. In order to exercise such powers, the Executive Committee may from time to time do all such things and make all rules and regulations, not inconsistent with these By-laws, as they may see fit, in particular, without limiting the generality of the foregoing they may:

- a) Enter into and cause to be signed and executed for, on behalf of, and in the name of the Club, any kind of contract which the Club may lawfully enter into;
- b) For the purpose of carrying out a resolution adopted by at least 2/3 of the Members present at an Annual General Meeting, Fall Meeting or Special Meeting borrow money upon the credit of the Club, and for that purpose pledge or hypothecate the whole or part of the property of the Club.;
- c) Open a banking account for the Club with any Chartered Bank or Trust Company or Credit Union, and pass such resolutions as the latter may require in connection with the operation of such banking account;
- d) Regulate the use of the courts and the Club premises and property by the Members and their guests, and the holding of competitions and tournaments;
- e) Establish limits on the number of Members allowable in each or any of the membership categories enumerated in Section 4 and set by regulations the terms and conditions for the acceptance of new Members;
- f) Delegate any of their powers to any of the Committees or Officers herein provided for, or may be appointed or established by the Executive in accordance with these By-laws.

## **9. Officers**

### 9.1 Titles and functions of Officers

### 9.1.1 President

The President shall be the chief executive officer of the Club, shall preside over any meeting of the Members and shall exercise a general supervision over the affairs of the Club and of the Executive. In the case of a tie vote at any Annual General Meeting, Fall Meeting or Special Meeting of the Club, he or she shall have a casting vote in addition to his or her vote as a Member. The President shall be, ex officio, a member of all committees of the Club

### 9.1.2 Vice-President

The Vice-President shall be Chair of the Playing Committee (see 12.3) and, in the case of absence or disability of the President, shall exercise the powers and perform the duties of the President.

### 9.1.3 Secretary/Communications

The Secretary/Communications shall:

- a) Keep, or cause to be kept, Minutes of all meetings of the Club and of the Executive;
- b) Be responsible for issuing all official correspondence of the Club under the direction of the President;
- c) Notify all new Members of their acceptance into the Club; and for keeping the membership list updated; provide each Member including Junior, Intermediate and Social Members, with a copy of the By-Laws and of playing and other regulations and of any amendments of the foregoing
- d) Issue notices of all meetings of the Club and of the Executive;
- e) Perform such other duties as may be assigned to the Secretary by the Executive.

### 9.1.4 Treasurer

The Treasurer shall oversee the activities of an outsourced accounting firm to perform the following duties:

- a) Take charge of and be responsible for all monies of the Club including funds held in bank accounts, excess funds (eg. GIC) and petty cash and collect all fees, dues, assessments and other amounts owing to the Club by the Members and

others;

b) Pay all amounts owing by the Club after their approval by the Executive, except that payment of accounts provided for in a budget approved by the Executive for the normal operating costs of the Club for the current year may be paid with the approval of the Executive Officer responsible for such operation or, in his/her absence, of the President;

c) Maintain a safety deposit box in a Chartered Bank or Trust Company and keep in it the Club's Charter, title deeds, current By-laws and insurance policies, as well as any securities, bonds or other valuables belonging to the Club;

d) Prepare for inclusion in the mailing of notice of meeting to Members and present at each Annual Meeting a statement of revenues and expenses and a balance sheet for the preceding financial year: the financial year will end on the 31st of December each year;

e) Assist the incoming Treasurer and Executive in the preparation of a budget of all proposed expenditures and anticipated revenues for the next year, and present it to the Members for approval at the Annual Meeting of the Club;

f) Provide the Executive at each meeting an up-to-date bank statement and review of the financial situation;

g) Along with the Executive, review insurance policies periodically and update as needed;

h) Provide outsourced accounting firm with documents and information for monthly bookkeeping including: bank statements, deposit details, vendor invoices, cheque stubs, payroll information (hours, etc.);

i) Perform such other duties as may be assigned to the Treasurer by the Executive.

#### 9.1.5 Clubhouse Facilitator and Events Coordinator

The Facilitator shall be responsible for the inside maintenance of the Clubhouse, including the organization of cleaning and inventory of supplies. The Facilitator shall form a social committee to organize Club events such as BBQs.

#### 9.1.6 Chair of the Grounds Committee

The Chair of the Grounds Committee shall be responsible for ensuring that the Clubhouse, the grounds, and the courts of the Club are maintained in proper order.

He/she shall be responsible for the supervision of work of anyone employed by the Club for this purpose.

#### 9.1.7 Chair of the Junior Development Committee

The Chair of the Junior Development Committee shall represent the Junior Members of the Club. He/she shall be responsible for providing tennis instruction and for organizing tournaments and competitions for Juniors within the Club, and for their participation in outside tournaments as well as Junior Tennis Leagues.

#### 9.1.8 Marketing Chair

The Marketing Chair shall:

- a) Be responsible for all communications and marketing to members;
- b) Manage and update the Club website, Facebook page and Twitter account.

#### 9.2 Advisory Board

The Advisory Board will be made of one or two members who:

- a) Are long-time club members and who are dedicated to the future of the ROTC;
- b) The Advisory board shall organize the nominations of the Executive Committee;
- c) This position is a non-voting position.

### **10. Indemnification of Officers**

Every Officer of the Club exercising his powers and discharging his duties shall act honestly and in good faith with a view to the best interests of the Club and exercise the care, diligence and skill that a reasonably prudent person should exercise in comparable circumstances.

Subject to the foregoing, no Officer shall be liable for the act, neglect or default of any other Officer or employee, or for any loss, damage or expense happening to the Club through any error of judgment or oversight on his part, or for any other loss, damage or misfortune which shall happen in the execution of the duties of his office or in relation thereto; provided that nothing herein shall relieve any officer from the duty to act in accordance with these By-Laws or the Regulations of the

Club.

## **11. Conflict of interest**

An Officer who is a party to, or who is a director or officer in or has a material interest in any person who is party to, a material contract or transaction with the Club, shall disclose to the Club the nature and extent of his interest at the time such matter is considered by the Executive and such Officer shall not vote on any resolution to approve the same.

## **12. Committees**

### **12.1 Standing Committees**

There shall be a Social Committee, Grounds Committee, Junior Development Committee, Nominating Committee, and a Playing Committee, each of which shall have and exercise such powers and duties as are hereinafter described and as may be delegated or granted to it by the Executive. The Chairs of each Committee may appoint from one to eight Members to constitute his or her Committee.

The Executive, should it feel necessary to do so, may at any time modify or annul any decision of a committee.

### **12.2 Nominating Committee**

The Advisory Board shall select a Nominating Committee of not less than two additional Members of the Club not currently serving on the Executive for the purpose of nominating the Officers of the Club, as required in the By-Laws, for the ensuing year. The composition of such Nominating Committee shall be presented for Membership approval at the Annual General Meeting. The list of nominees for Officers of the Club shall be reported to the Executive not later than the 1st day of September and may not include any member of the Nominating Committee. The proposed list shall be presented to the Fall Meeting for approval by the Members pursuant to 3.1.

### **12.3 Playing Committee**

This Playing Committee shall consist of the Vice-President, serving as its Chair pursuant to 9.1.2, the Chair of the Grounds and Junior Development Committees,

no less than two non-executive playing Members, whom shall not be members of the Interclub Teams and the Captains of the Men's and Women's Interclub Teams. It is the responsibility of the Vice-president to select the non-Executive Playing Members who sit on the Playing Committee. It shall make all arrangements necessary for holding and completing the annual tournaments of the Club and other competitions, and shall also be responsible for regulating the use of the courts. Each year, at least one meeting of the Playing Committee will be held before the beginning of the playing season.

#### 12.4 Social Committee

If needed, the Clubhouse Facilitator and Events Planner may convene a Social Committee to assist him or her in carrying out the duties assigned to him or her under the By-Laws.

#### 12.5 Grounds Committee

If needed, the Chair of the Grounds Committee may convene a Grounds Committee to assist him or her in carrying out the duties assigned to him or her under these By-Laws.

#### 12.6 Junior Development Committee

If needed, the Chair of the Junior Development Committee may convene a Junior Development Committee to assist in carrying out the duties assigned to him or her under the By-Laws. The Junior Development Committee or its Chair shall be responsible for bringing to the attention of the Executive any matter arising in connection with, or out of, junior activities that may be of concern either to the welfare of the junior membership itself or of the Club as a whole.

#### 12.7 Audit Committee

If needed, the President and the Vice President shall appoint an Audit Committee, composed of two Executive Committee Members and one Senior Member who does not sit on the Executive Committee. The members of the Audit Committee shall have the following duties:

- a) Review the financial statements;

- b) Review the work of the auditors or accountants with regards to the preparation of the financial statements;
- c) Ensure that financial statements reflect correctly the financial situation of the Club.

## 12.8 Other Committees

The Executive may appoint such other committees and individuals and determine the powers and duties thereof, as it may deem expedient.

## 13. Cheques and Contracts

Cheques, notes, bills of exchange and other orders for payment of money, may be drawn, made, accepted, or endorsed in the name and on behalf of the Club by:

- a) The Treasurer and the President acting jointly or,
- b) Any one of the Treasurer or the President acting jointly with another Officer duly authorized by resolution of the Executive.

All contracts, agreements, deeds, or other instruments requiring execution by the Club shall be valid and binding if approved by the Executive and signed by any Officer acting in accordance with any resolution regarding such instruments.

## 14. Interpretation

Unless the context otherwise requires, words importing the singular number shall include the plural and vice-versa; words importing genders shall include all genders; words importing persons shall include bodies corporate, corporation, companies, partnerships, syndicates, trusts and any number or aggregate of individuals as the context may require.

The headings used in these By-Laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effects of any such terms and provisions.



## **15. Limitation of Liability of the Club**

In the event of any personal property of any person, Member of the Club or not, or employee or guest of the Club, being lost, stolen, destroyed or damaged, or such person or persons becoming ill or injured anywhere in or about the premises or grounds of the Club, the Club shall not be liable for any loss, damage, illness or injury thereby sustained, even though such loss, damage, illness or injury was caused, or may have caused by the plants, trees, facilities, equipment or other property of the Club, or by the fault, incompetence, or negligence of the officers, members, agents or employees of the Club.

## **16. Amendment of By-Laws**

At least every 6 years, these By-Laws shall be reviewed by a Committee appointed by the Executive. The By-Law Committee shall be approved by the majority of Members during the Fall Meeting of the relevant year. Any Member of legal age is eligible to sit on of the By-Law Committee. The Executive shall appoint amongst the Members of the By-Law Committee a Chair, within 30 days of the approval by the Members. The By-Law Committee shall recommend amendments to the By-Laws no later than December 31 of the relevant year. The amendments shall be presented to the Members alongside a final draft of the By-Laws Amended and Restated, at the next Annual General Meeting or Fall Meeting. The By-laws may be amended at any Annual General Meeting or Fall Meeting provided that a copy of the proposed amendments shall have been sent to the Members at the same time as the notice calling the Meeting. To be adopted the proposed amendments shall require the approval of a majority of the Members present at such Meeting and entitled to vote thereon. A copy of any amendments to the By-laws which have been approved by an Annual or General Meeting shall be sent to all Honorary Life Members, Senior Members, Intermediate Members and Non-Playing Members within a month after such meeting has taken place.

## **17. Dissolution**

Upon the winding-up or discontinuance of the affairs of the Club, its accumulated earned surplus, if any, after the disposition of all assets, shall be paid to a charity or to a club, society or association recognized and operated solely for social welfare, civic improvement, recreation or other non-profitable purpose, no part of the income of which insures to the benefit of any stockholder or Member. Such disposition shall be determined by a vote of the Members of the Club of record as

of the date of winding up or discontinuance, which vote shall take place within a period of one year from such date.

### **18. Dress Code**

Players will wear respectable tennis attire while playing at the Royal Oak Tennis Club. Up to 20% of colour is permitted as part of the traditional "tennis whites" dress code. Logos on the tennis attire should be sports related and kept to a minimum. Footwear shall be predominately white with flat soles, composed of a non-scuffing or marking material.

### **19. Court Regulations**

The Executive shall set from time to time regulations it deems necessary for the proper conduct of the Club, Courts Regulations that may be adopted from time to time by the Executive shall be sent to the Members within 30 days of their approval by the Executive. The current Court Regulations which may be amended at the sole discretion of the Executive are set forth in Annex A included herein.

### **20. Discrimination Policy:**

The ROTC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, membership, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, and volunteers.

**ANNEX A**  
**COURT REGULATIONS**

**A. Court Maintenance**

All Play shall be suspended on Har-Tru courts while daily maintenance of the courts is being undertaken. Subject to weather conditions, the maintenance will normally be done by a schedule set by the Executive Committee.

**B. Use of the Courts**

The general principle is to allow members court time of 1 hour. If courts are available at the completion of the hour, the occupants may continue to play.

- The court rotation system is in place to ensure all members get a chance to play and use the courts with the shortest possible wait time in a manner that is fair for all
- Rotation times are clearly indicated on the board by the courts
- A member wishing to use a particular court can hang a racquet on the appropriate hook on the board by the courts
- When the rotation time comes, the member whose racket is hanging on the hook is entitled to use the court for which the racquet is hanging, regardless of the amount of time the occupants of the court have been playing or whether or not another court with the same or other rotation time is available
- Of course, we encourage all members to be courteous and civil about the process. For example, if a court with the same rotation time as the one you want is available, why not let the members who have the court you want keep it? You'll still be able to play. Likewise, if a court with a different rotation time is available when the rotation time for the court you want comes up, please be polite with the members occupying it when you ask them to give-up the court they have

**C. Schedule of Play**

Please refer to the Schedule of Playing Times posted in the clubhouse.

**D. Clubhouse, Courts & Lights**

Players are requested to restrict the use of the overhead lights to that essential to illuminate the area on which they are playing.

The last player off the court, at night, will turn off the overhead lights by means of the switches (one per court) located on the box outside of the electrical tool shed.

The court lights must be turned off no later than 10:30 p.m. unless authorized by the President.

It is requested that the last person(s) to leave the club after 9:00 p.m. perform a "safety check" of the interior of the clubhouse and ensure all doors are locked.

### **E. Guests and Social Members**

Guests and Social Members must ensure to sign the guest book located in the clubhouse prior to play, and adhere to the court regulations as described herein.

### **F. Dogs**

Dogs are not permitted on the tennis club property.