

# BROOKFIELD TENNIS CLUB CONSTITUTION AND BY-LAWS

## CONSTITUTION

### ARTICLE I-PURPOSE

The purpose of the Brookfield Tennis Club (the "Club") is to promote and sponsor tennis activities for Club members of all skill levels, to foster camaraderie and good sportsmanship between Club members, and to encourage the enjoyment of the sport in the City of Brookfield and surrounding communities.

The Club may also promote and sponsor certain non-tennis activities based on Club member interest.

The Club shall work with the City of Brookfield Parks and Recreation Department and the Elmbrook School District to maintain and improve tennis facilities for the residents of City of Brookfield and surrounding communities, and for the Elmbrook School District.

### ARTICLE II-MEMBERSHIP AND DUES

Eligibility and dues requirements for membership in the Club are specified in ARTICLES I and II of the BY-LAWS.

### ARTICLE III-BOARD OF DIRECTORS

The Board of Directors (the "Board") shall be the sole governing and administrative body of the Club, responsible for scheduling and communication of all Club activities, for recruiting Club members to assist in running Club activities, for managing Club finances, for addressing questions and concerns raised by Club members, for discussing and resolving issues related to the Club, and for executing other duties as specified in ARTICLE III of the BY-LAWS. The officers of the Board shall be elected, and serve terms, as specified in ARTICLES III and IV of the BY-LAWS.

### ARTICLE IV-AMENDMENTS TO CONSTITUTION

A Club member, including any officer of the Board, may request an amendment to this CONSTITUTION by submitting a written request for amendment to the Board for consideration. If the Board approves the amendment, the Board shall present the amendment for approval by Club membership vote. Voting for the amendment shall follow the voting procedure described in ARTICLE IV of the BY-LAWS, and if the amendment is approved by Club

membership, it will become effective at the start of the next calendar year following the vote.

## BY-LAWS

### ARTICLE I-MEMBERSHIP

1. Adult residents eighteen (18) years of age or older of the City of Brookfield and surrounding communities shall be eligible for membership in the Club ("Eligible Persons"). Eligible Persons may join the Club, or renew membership in the Club, by sending to the Registrar a membership application form along with payment of dues as specified in ARTICLE II of these BY-LAWS. Membership application forms and mailing instructions shall be made available on the Club website ([www.brookfieldtennisclub.com](http://www.brookfieldtennisclub.com)) or by contacting the Registrar.
2. An Eligible Person may choose one of the following classes of membership in the Club:
  - a. An Individual membership to cover just the Eligible Person; or
  - b. A Couple's membership to cover the Eligible Person and his or her spouse or significant other

### ARTICLE II-DUES

Dues shall cover one (1) calendar year (January 1<sup>st</sup> – December 31<sup>st</sup>) of membership and are payable annually based on membership class as specified below:

- a. Individual membership \$25
- b. Couple's membership \$35

### ARTICLE III-DUTIES OF THE BOARD OF DIRECTORS

1. The Board shall consist of the following seven (7) officers: President, Vice-President, Past-President, Secretary, Treasurer, Registrar, and League Coordinator.
2. The Board shall hold regular business meetings, at least two (2) per calendar year, called for and presided at by the President, or in his or her absence, the Vice-President. Four (4) officers of Board shall constitute a quorum for the transaction of normal business. A

# **BROOKFIELD TENNIS CLUB CONSTITUTION AND BY-LAWS**

simple majority shall suffice in matters brought to a vote during business meetings.

3. The Board shall have the power to fill an officer vacancy on the Board for that officer's remaining term of service. A simple majority of votes by the remaining officers on the Board in favor of the replacement candidate shall be required.
4. The President shall call and preside at Board meetings, and ensure that the responsibilities of the Board are appropriately delegated and followed up on. The President shall serve a one (1) calendar year term of service and upon expiration of his or her term, shall then serve a subsequent one (1) calendar year term of service in the officer position of Past-President.
5. The Vice-President shall assist in the President's duties and shall assume them when assigned by the President or in the President's absence. The Vice-President shall serve a one (1) calendar year term of service and upon expiration of his or her term, shall then serve a subsequent one (1) calendar year term of service in the officer position of President.
6. The Past-President shall serve a one (1) calendar year term of service and upon expiration of his or her term, shall either vacate the Board, or, if elected, may serve in another officer position excluding Vice-President, President and Past-President.
7. The Secretary shall keep the minutes of all Board meetings, and maintain records of all Club proceedings and of critical and historical documents. The Secretary shall serve a term as mutually agreed upon between the Secretary and the other officers of the Board.
8. The Treasurer shall collect and receive all monies paid to the Club and deposit same in an authorized depository. He or she shall pay approved bills and obtain receipts for such payments. He or she shall keep a permanent record of all financial transactions in a professional manner, report on the Club's financial condition at Board meetings, prepare an annual statement and submit records for audit or examination

upon request of the Board. The Treasurer shall serve a term as mutually agreed upon between the Treasurer and the other officers of the Board.

9. The Registrar shall receive and approve applications from Club members renewing their membership and from Eligible Persons who wish to join the Club, shall compile names and contact information of Club members and shall update the Membership Directory no later than June 1<sup>st</sup> of each year. In addition, the Registrar shall maintain the Club website ([www.brookfieldtennisclub.com](http://www.brookfieldtennisclub.com)) for the purpose of keeping membership informed of all Club activities. The Registrar shall serve a term as mutually agreed upon between the Registrar and the other officers of the Board.
10. The League Coordinator shall be responsible for organizing all competitive tennis league teams sponsored by the Club. This includes providing guidance to Club members interested in forming a team, and communicating and coordinating with the City of Brookfield Parks and Recreation Director and team captains to reserve and assign tennis courts for each team. The League Coordinator shall serve a term as mutually agreed upon between the League Coordinator and the other officers of the Board.

## **ARTICLE IV-ELECTION OF OFFICERS**

1. Officers who serve on the Board must be members of the Club, and a member can hold only one (1) officer position at a time. At least two (2) months prior to any officer's term of service on the Board expiring, the Board shall nominate a candidate to fill the officer's position on the Board for a new term of service. The Board shall nominate candidates who volunteer themselves or are recruited by the Board, and the new officer shall be selected as follows:
  - a. In the event that there is only one candidate for an officer position, no election will be held and that candidate shall begin his or her term of service upon expiration of previous officer's term of service.

# **BROOKFIELD TENNIS CLUB CONSTITUTION AND BY-LAWS**

b. In the event that there is more than one candidate running for an officer position, Club members shall elect the new officer. Each member of the Club holding an Individual membership, and both members holding a Couple's membership, shall be entitled to vote in the election. Candidates for the officer position and voting instructions shall be communicated by the Board to Club members and the election shall be held at least one (1) month prior to expiration of the previous officer's term of service. The Board shall tabulate the votes and communicate election results to Club members. A simple majority of votes from voting members shall be sufficient to win election. The winning candidate shall begin his or her term of service upon expiration of the previous officer's term of service.

2. A candidate may run for only a single officer position during a Club election.

## **ARTICLE VI-AMENDMENTS TO BY-LAWS**

A Club member, including any officer of the Board, may request an amendment to these BY-LAWS by submitting a written request for amendment to the Board for consideration and approval. If approved by the Board, the Board shall determine the effective date of the amendment.