



Woodstock Badminton Club

BYLAWS

1. Duties of Executive

The **President** shall:

- Call and preside at all meetings of the Board and of the Club, except as otherwise provided for.
- Encourage the formation of committees when necessary.
- Encourage and support the Executive, Board Members and Committees in the performance of their duties.
- Be an ex-officio member of all committees.

The **Vice-President** shall:

- Assist the President in the performance of his/her duties, and shall exercise all the powers of the President in her/his absence.

The **Treasurer** shall:

- Prepare the annual budget for the operation of the Club, for approval by the Board.
- Supervise expenditures by the Board to ensure agreement with the details of the budget previously approved.
- Provide a financial report at all meetings of the Board, which shall include as a minimum, a monthly:
 - Bank Reconciliation Statement
 - Comparative Income Statement
 - Balance Sheet
- Provide a full financial report for the Annual General Meeting.
- Co-ordinate the finance committee, if one is formed by the Board.

The **Secretary** shall:

- Notify Board members prior to each Board Meeting, record and file/post Minutes
- Notify all Members at least three weeks prior to AGM.
- Maintain records and files as required.
- Support and maintain correspondence with all members including newsletters, events, volunteer opportunities, tournaments, etc.

2. Duties of Board Members

Board members may each assume one or more of the following roles:

The **Past President** shall:

- Provide expert advice/experience on subjects under discussion by the board.
- Offer assistance to any officer or board member with any task required for the welfare of the club.

The **Publicity/Social Director** shall:

- a. Plan and implement various activities such as PR events, Open House, Membership Drive, public Presentations
- b. Work to enhance our relationships, Club identity among WBC members and with our community partners e.g.: clubs, schools, organizations, government, media
- c. Produce, promote and circulate the WBC newsletter and other materials such as WBC brochures, website, signage, lounge bulletin board, etc.

The **Fundraising Director** shall:

- a. Co-ordinate fundraising activities.
- b. Contact service organizations as required to seek community support.
- c. Investigate appropriate grant applications.

The **Membership Director** shall:

- a. Establish and implement procedure to record new and renewed memberships
- b. Manage and update memberships and required documentation.
- c. Recruit and train those who would be processing memberships e.g.: Openers.
- d. Recommend an annual membership fee schedule to the Board

The **Maintenance Director** shall:

- a. Inspect the premises regularly and report to the Board the condition of the building and equipment as required. Recommend and implement necessary courses of action.
- b. Oversee the care and maintenance of the building and staff/volunteers who are to assist.
- c. Be responsible for security, fire, safety duties, training for the board, openers, others in these matters.
- d. Oversee the process of rentals, room setup

The **Youth Program Director** shall:

- a. Arrange suitable supervision for youth program events.
- b. Co-ordinate all activities arranged for members of the youth program(s).
- c. Recommend to the Board suggestions for the improvement of the youth program(s).

The **Tournament Director** shall:

- a. Communicate with national/provincial/region organizations to ensure optimal communications.
- b. Circulate and keep updated notices/ links for upcoming tournaments.
- c. Promote and organize in-house tournaments for both adults and youth.

The **House Director** shall:

- a. Establish a committee of non-Board members to be responsible for activities of the committee.
- b. Organize special cleanup days as required in the spring and fall.
- c. Organize the routine housekeeping of the premises.
- d. Order supplies, as needed for the upkeep of the club, including the concession.
- e. Contact club members to arrange help for tournaments.
- f. Approve requests for club rentals, and notify members who are affected by the rentals.

The **Director-at-Large** shall:

- a. Assume any duties assigned by the board.

All Directors shall report monthly to the board, or when regular board meetings are held.

3. Membership Fee Categories

Note: all memberships below, except Pre-School, include a registered fob key.

Family Membership

For the purpose of membership, a family shall be defined as one (1) or two (2) parent/guardians and an unlimited number of children. The children must be 17 years of age or under at the time of membership application. To be considered as children in a family membership, adults between the ages of 18 and 25 must be single and in attendance full time in school at the time of membership

application. After the age of 25, the adult then becomes ineligible to be considered as a part of a family membership.

Friday Family

Friday Night Only access to club facilities, lounge and playing courts. Definition for Family Membership (above) applies to this category.

Adult Membership

An adult is considered to be 18 years of age or older, at the time of membership application.

Couple Membership

A couple is considered to be two (2) adult members who are living in the same household; 18 and over, at the time of membership application

Student Membership

A person who is attending school from JK-12, or is registered full time at a post secondary, accredited, Institution to a maximum age of 25.

Social Members

Any person who wishes to may become a member of the WBC as a social and non-playing member. Social membership allows the person to participate in "Social Events", volunteer as a club opener, run for office, and participate in fundraising activities.

Honorary Members

The board may declare someone as an Honorary Member for a period of one year, with no requirement to pay a Social Members fee. An Honorary Member may be declared eligible to run for a board position if a resolution to that effect is approved by a majority vote at a regular board meeting.

Pre-School Program

Children ages 2-5. a six week, one half hour fun program on the courts.

Court Fees

One-time court fees will be determined by the board, and are assessed per playing session; no discounts.

Lessons

Free with all memberships.

4. Terms of Payment for Memberships

- A person who wishes to become a club member must sign a membership form indicating their intent to be a member, and must pay in full before being allowed to play.
- If a person does not wish to make a commitment, court fees must be paid. Court fees are not applied to membership.
- Memberships are active for one full year from the date of payment.

5. Club Policies

From time to time the club shall issue policies to better conduct the affairs of the club for its members. Policies may be amended by the board at any regular meeting by a majority of those present and eligible to vote. Club policies include, but are not limited to:

a. Club Rental Policy	d. Locker Rental Policy	g. Protective Eyewear Policy
b. Key Fob Policy	e. Membership Policy	
c. Liquor Policy	f. Opener Policy	

6. Court Schedule

The Court Schedule for the club shall be as follows:

Sun: Badminton 9-12	Wed: Badminton 1-3 Badminton 5-7 Badminton 7-9	Sat: Badminton Lessons 9-12 Pickleball 3-5
Mon: Badminton 1-3 Pickleball 7-9	Thu: Badminton 1-3 Badminton 7-9	
Tue: Pickleball 1-3 Badminton 7-9	Fri: Pickleball 10-12 Family Night 6-9	

Last Revised: AGM June 23, 2015