

**BY LAWS**  
**for**  
**MIXED SOCIAL TENNIS CLUB**  
**October, 2004 – Revised: November, 2008**

**Article I. Purpose**

**Section 1: Purpose**

The Mixed Social Tennis Club (“the Club”) is a social organization formed to provide opportunities for recreation, entertainment, and social contact with other individuals of like interests. The Club is composed of primarily single people, but is also open to married tennis couples. The Club is and foremost a tennis club providing a range of year-round tennis activities, mixed doubles, doubles, and singles format with an emphasis on social tennis and some competitive tennis for like skill levels.

**Article II. Membership**

**Section 1: Eligibility**

Membership is open to all people with an interest in tennis, understanding that most of our membership is single.

**Section 2: Rights and Privileges**

Eligible persons shall become members upon submission of a true and complete application and the current year’s dues to the Membership Director. Members have the right to vote in the election of the Board of Directors and on any issues and/or amendments brought before the membership at the annual meeting or any special meetings called in accordance with the bylaws. Membership is renewed annually upon submission of a true and complete application and the then current annual dues.

**Section 3: Code of Conduct**

Members participating in or attending Mixed Social Tennis Club events or activities are expected to conduct themselves in a mature and responsible manner, including but not limited to:

- a) The responsible use of alcohol;
- b) The use of chemicals prohibited by law is not allowed;
- c) The rights of all members will be respected;
- d) Solicitation for religious purposes or for business, except in the newsletter, is not allowed.

**Section 4: Termination**

Membership may be revoked for the following reasons:

- a) Falsification of any information on the membership application;
- b) Violation of the Code of Conduct;
- c) Conviction of a crime of moral turpitude.

A request to consider revocation of membership shall be submitted to the Board in writing. The request must set forth the specific grounds for revocation and be signed by the complainant. The Board may then revoke membership by two-thirds vote of the full Board. Suspension may be considered. Quorum rules do not apply.

**Article III. Management of the Club**

**Section 1: Board of Directors**

The Board of Directors (“Board”) is the officers of the Club as defined in the bylaws.

**Section 2: Conduct of Business**

The Board will have the power and authority to act as necessary and expedient to manage the Club’s affairs, including but not limited to, the promulgation of rules and regulations for Club operations, fixing of fees and dues, scheduling of events and establishing cancellation policies. All must be in accordance with the bylaws of the Club.

### Section 3: **Meetings**

Meetings are for the express purpose of conducting the business affairs of the Club and will be scheduled to obtain maximum participation at meetings.

- a) **Board.** The Board will meet as often as necessary to carry on the business affairs of the Club. Meetings will be conducted at places and times convenient to the Board. Notice of the time and place will be made to the membership in the newsletter prior to the meeting dates. The membership is welcome to attend Board meetings. The Board will conduct a joint meeting of the outgoing and incoming Board members in November following the election of officers to facilitate the changeover.
- b) **Membership.** The Board will call a meeting of the membership each year in the month of October for the purpose of: electing officers of the Club; voting on amendments; and/or conducting any other business brought before the Board. This meeting is referred to as the Club Annual Meeting.
- c) **Special Membership Meetings.** Special membership meetings may be called upon request of: President; any four Board members; or by petition made to the Board by at least ten (10) percent of present membership. The Board will call and conduct the meeting within forty-five (45) days of the request at a convenient central location.
- d) **Notice of Meetings.** Written notice of the date, time, and place of Board meetings will be published at least five (5) days prior to a meeting. Notice of Annual Meetings will be published at least sixty (60) days prior to the meeting and ten (10) days prior to a Special Meeting. An Agenda and/or purpose will be included in the notice of Annual or Special Meetings.

### Section 4: **Quorum; Voting**

Sixty (60) percent of members of the Board present at a Board meeting shall constitute a quorum for the transaction of business. A majority vote is required to pass all matters put to a vote.

### Section 5: **Officers and Eligibility**

The officers of the Club, who are also the Board of Directors, are listed in Article IV, Sections 1 through 11. All elected officers will have an equal vote in the management of Club affairs. All members in good standing who have been members of the Club for at least one year prior to the annual meeting are eligible to hold office. Not more than twenty-five (25) percent of the offices of the Club may be held by married persons.

At the discretion of the Board, one or more persons may be appointed, on a temporary basis or a term not to exceed that of the current Board, to assist any Board officer. Persons so appointed do not have voting rights.

### Section 6: **Election of Officers**

The Board of Directors will be determined by majority vote of the membership at the annual meeting. The election will be conducted by secret ballot. The ballot will be mailed to the membership at least twenty (20) days prior to the election. In cases of more than one nominee, the nominee may elect to include a brief personal sketch in the published ballot.

- a) **Nominees.** The Board will appoint a Nominating Committee of not fewer than five (5) persons. Eligible persons will have been members in good standing for at least one (1) year. The Board will charge this committee to find qualified candidates who are willing to, and capable of, fulfilling the offices of the Board of Directors. The Nominating Committee will select one or more persons to run for each office in an election of officers.
- b) **Other Candidates.** Any qualified member in good standing may place their own name equally on the ballot by advising the Nominating Committee thirty (30) days prior to the annual election of officers of their desire to do so.

### Section 7: **Term of Office**

Officers are elected for a term of one (1) year from the annual meeting and assume duties at the November joint Board meeting following the annual meeting.

### Section 8: **Removal from Office**

An officer of the Club may be removed from office at any time, with or without cause, by a three-fourth of the full Board.

### **Section 9: Vacancies**

The President will appoint a successor to fill a vacancy in any office except his or her own, and the successor so appointed will serve until the next annual election. A vacancy in the Presidency will be filled by:

- a) The Board will choose a replacement from among the current Board members for the remainder of the one year term and the new President will fill the new vacancy in accordance with the bylaws.

## **Article IV. Officers and Responsibilities**

### **Section 1: President**

The President shall be the chief executive officer of the Club and shall preside at all meetings called in accordance with the bylaws. The President shall be an ex-officio member of any and all committees. The President shall execute all documents on behalf of the Club, unless otherwise provided by the Board.

### **Section 2: Vice-President**

The Vice-President shall have no prescribed duties or responsibilities other than to assist the President and other officers in the discharge of their duties. He/she may be responsible for specific tasks of limited duration at the request of the Board.

### **Section 3: Director of Tennis**

The Director of Tennis shall be responsible for developing and managing the overall tennis program, including all tennis related activities and events. He/she shall be responsible for providing a high quality tennis program to the majority of the membership regardless of geography. The Director of Tennis shall coordinate with the Social Director on all events that are a social aspect.

### **Section 4: Assistant Director of Tennis**

The Assistant Director of Tennis shall be responsible for establishing and maintaining a high quality tennis program as directed by the Director of Tennis. Members may be appointed by the Director of Tennis to run an event, or a periodically scheduled event, within the Director's responsibility. The Assistant Director of Tennis will succeed to the office of Director of Tennis at the beginning of the next term of office.

### **Section 5: Social Directors**

The two Co-Social Directors shall be responsible for all social events, and for social activities associated with tennis or other events. The Social Directors shall develop a plan of social events for their term of office and solicit volunteer as required.

### **Section 6: Secretary**

The Secretary shall be responsible to record the minutes, votes and other business of the Club, at all meetings, unless otherwise provided to the Board, in the Club minutes book. The Secretary shall also maintain a historical book of resolutions and decisions made by the Board to assist the Board in the conduct of business. The Secretary shall give notice of all meetings in accordance with the bylaws.

### **Section 7: Treasurer**

The treasurer shall be responsible for managing the Club funds, receipts, banking and disbursements. The Treasurer shall keep and maintain a complete and accurate accounting of the funds deposited in the name of and to the credit of the Club in the depository designated by the Board. The treasurer shall provide a current financial statement to the Board at each Board meeting and shall mail a copy to any Club member upon request. The treasurer shall keep and maintain records in such a manner that the total and per person cost of any event or activity may readily be determined to assist the Board in determining fair and equitable fees for like future events. The Treasurer may require members to report expenses and other information to facilitate that requirement. The Treasurer, at the Club's expense, shall be bonded in an amount determined by the Board.

### **Section 8: Membership Director**

The Membership Director shall be responsible for distributing information to prospective new members, processing new member applications, renewals, changes to the current membership roster, and updating the newsletter and directory mailing lists. The Membership Director shall provide newsletter back issues to new members, any other assistance a new or prospective member may require and such other duties as the Board may from time to time prescribe.

### **Section 9: Public Relations Director**

The Public Relations Director shall be responsible for all Club promotional activities for the purposes of membership recruiting, encouraging the participation of new members in club events, soliciting newsletter advertising, soliciting gifts for Club awards, and the creation of goodwill. The Public Relations Director is also responsible for such other duties as the Board may from time to time prescribe.

### **Section 10: Communications Director**

The Communications Director shall be responsible for the timely publication and distribution of the Club newsletter and membership directory. The Communications Director acts as the focal point for all newsletter information. This may involve editing if required, graphics, calendar of events, and the accuracy and completeness of the publication. The Communications Director is also responsible for such other duties as the Board may from time to time prescribe.

## **Article V: Finance**

### **Section 1: General**

It is intended that the Board will exercise fiscal responsibility to oversee the finances of the Club to the best interest of its members regardless of geographical location in the metropolitan area. In this respect, the Board has the responsibility to set annual membership fees, activity fees, review and approve major expenditures, and set policies and procedures which will provide activities set forth in the purpose (Article I) at a reasonable cost to the membership while maintaining adequate controls over cash receipts, disbursements and reporting thereof.

### **Section 2: Remuneration**

No officer or member is to receive cash remuneration for any volunteer work expended upon behalf of the Club.

### **Section 3: Approval of Expenditure**

All contracts or commitments, formal or otherwise, having an aggregate obligation of more than \$1,000.00 must be approved by the Board and recorded in the minutes.

## **Article VI: Miscellaneous**

### **Section 1: Seal**

The Club shall have no seal.

## **Article VII: Amendment of Bylaws**

### **Section 1: Amendment**

The bylaws may be amended, altered or repealed by a two-thirds vote of all members in good standing attending the annual meeting, or a special meeting of the Club, called in accordance with the bylaws.

### **Section 2: Proposal of Amendments**

Amendments to the bylaws may be proposed by:

- a) Majority vote of the Board, or
- b) Written petition signed by at least ten (10) percent of club members in good standing.

### **Section 3: Notice of Amendment**

Notice of a proposed bylaw change(s) will be given in the newsletter. Such notice, including the proposed amendments, will be published ten (10) days, to not more than six weeks, before the annual or special meeting at which the bylaws(s) will be voted upon.