

# **GREATER PENSACOLA LADIES' TENNIS LEAGUE**

## **BYLAWS**

### **ARTICLE I NAME**

The name of this organization is the Greater Pensacola Ladies' Tennis League, hereafter referred to as the **LTL**.

### **ARTICLE II PURPOSE**

The purpose of the **LTL**, a nonprofit organization, is to promote competitive tennis, good fellowship, and sportsmanship in accordance with these bylaws and the official rules of the USTA.

### **ARTICLE III MEMBERSHIP AND DUES**

#### **SECTION 1 MEMBERSHIP**

Membership shall consist of any female past her 18<sup>th</sup> birthday who has committed herself to an **LTL** team and pays dues each fiscal year. The member shall reside in the **LTL** playing area and not be a visitor, regardless of facility affiliation. (See Rules: Section II, B)

#### **SECTION 2 DUES**

Dues shall be determined by the Executive Board.

### **ARTICLE IV EXECUTIVE BOARD MEMBERS**

#### **SECTION 1 THE EXECUTIVE BOARD MEMBERSHIP**

The Executive Board shall consist of the elected Board Members. The elected Board Members of the **LTL** shall be the following: The President, the First Vice President, two Second Vice Presidents, the Recording Secretary, the Corresponding Secretary, the Treasurer, Two Head Scorekeepers, the Rules Chairman and the Special Activities Chairman. The Board shall have the responsibility for the overall management of the **LTL**, determining policies and transacting the business management of the league. All committees and subcommittees shall be subordinate to and under the general supervision of the Board.

#### **SECTION 2 ELECTION OF THE BOARD**

##### **A. SELECTION OF A BOARD MEMBER**

No playing facility shall provide more than three (3) members to the Board. A member's affiliation with a playing facility will be based only on where she plays **LTL** tennis.

##### **B. NOMINATING COMMITTEE**

- 1) The Rules Chairman shall serve as the Chairman of the Nominating Committee. The Nominating Committee shall consist of each of the members of the Rules Committee. In the event a Rules Committee member cannot serve on the Nominating Committee, that member's first or second alternate will serve in her stead.
- 2) The President shall not serve on the Nominating Committee.
- 3) The Nominating Committee shall present the slate of nominees to the membership two (2) weeks prior to the election.

##### **C. VOTING**

- 1) The Chairman of the Nominating Committee shall present the slate of nominees at the final General Membership Meeting.

- 2) The President shall accept nominations from the floor.
- 3) New members shall be elected by the majority vote of members present.
- 4) New members shall take office at the final General Membership Meeting.

### SECTION 3 VACANCIES

Vacancies among the Board members shall be filled by the Board by appointing a replacement Board Member until the next election for that office.

### SECTION 4 TERM OF OFFICE

- A. All Board members shall serve for two fiscal years.
- B. No elected member shall hold more than one office at a time and shall not serve two consecutive terms in the same office.
- C. In even numbered years, the following Board members shall be elected: President, one (1) Second Vice President, Treasurer, one (1) Head Scorekeeper, and Rules Chairman; the remaining Board members will continue to serve out their two-year terms. In odd numbered years the following Board members shall be elected: First Vice-President, one (1) Second Vice President, one (1) Head Scorekeeper, Recording Secretary, Corresponding Secretary and Activities Chairman; the remaining Board members will continue to serve out their two-year terms.
- D. To serve as President, the nominee must have served on the Board within the past 4 **LTL** years.

### SECTION 5 DUTIES OF THE BOARD AND THEIR COMMITTEES

#### A. PRESIDENT

- 1) Shall preside at all general meetings of the **LTL** and the Board and shall coordinate the activities of the Board.
- 2) Shall present the calendar for the fiscal year to the membership at the first general meeting.
- 3) Shall appoint with the approval of the Board, chairman for any special committees.
- 4) Shall give approval to all league publications before they are printed.
- 5) Shall designate, with Board approval, several authorized signatures of checks.
- 6) Shall serve as an advisor, the following two (2) years as a non-voting member of the Board.

#### B. FIRST VICE PRESIDENT

- 1) Shall assist the President in the performance of her duties and shall exercise all the powers of the President in her absence.
- 2) Shall see that the *Robert's Rules of Order, Newly Revised* are followed at all meetings.
- 3) Shall tabulate questionnaires or vote response at any meeting and shall report findings to the Board.
- 4) Shall be Chairman of the Newsletter Committee.
- 5) Shall issue newsletters that will be distributed to the membership, keeping them informed of league information.

#### C. SECOND VICE PRESIDENTS

- 1) Shall assist the First Vice President in the performance of her duties and shall exercise all the powers of the President in the absence of the President and the First Vice President.
- 2) Shall be Co-Chairman of the Placement Committee.
- 3) Shall be responsible for selecting the Placement Committee, which shall include representation from each facility in the **LTL**, one (1) member to serve as committee member and one (1) to serve as an alternate. These members shall consist of the persons the Chairmen select, who have volunteered or who have been recommended.
- 4) The Second Vice Presidents and the Placement Committee shall be responsible for team placement and flight format.

- 5) Shall be in charge of scheduling all matches and arranging necessary placement and challenge matches.
  - 6) Shall distribute pertinent information prior to the **LTL** season.
  - 7) Shall receive alphabetical rosters.
  - 8) Shall call and conduct captain's meetings.
- D. **RECORDING SECRETARY**
- 1) Shall take minutes and attendance at all Board and General Membership Meetings.
  - 2) Shall notify the Board of the meeting time and place and shall be responsible for determining a quorum of the Board.
  - 3) Shall assist the First Vice President in the publishing of the league newsletter.
- E. **CORRESPONDING SECRETARY**
- 1) The Corresponding Secretary and committee shall publish and circulate the membership directory for each playing season.
  - 2) Shall write correspondence deemed necessary by the Board.
- F. **TREASURER**
- 1) Shall receive all monies of **LTL** and a copy of the alphabetical rosters.
  - 2) Shall deposit all monies in the name of the Greater Pensacola Ladies' Tennis League with such banks or financial institutions, as the Board shall designate.
  - 3) Shall disburse funds with approval of the Board and shall keep an itemized account of the receipts and disbursements.
  - 4) Shall keep an accurate inventory of all **LTL** assets.
  - 5) Shall submit a complete monthly report at Board meetings.
  - 6) Shall keep and update a list of all members of the **LTL**.
  - 7) Shall submit a budget at the first General Membership meeting.
  - 8) Shall submit a year-to-date report at the final membership meeting.
  - 9) Shall submit an annual accounting of all **LTL** financial activity to the **LTL** approved CPA for audit.
- G. **SCOREKEEPERS**
- 1) Duties of the Scorekeepers:
    - a. Shall know all the rules.
    - b. One (1) Scorekeeper shall be a non-voting member of the Rules Committee.
    - c. The second Scorekeeper shall be a non-voting member of the Placement Committee.
    - d. Shall help with Captains' meetings and be responsible for any handouts necessary to scoring.
    - e. Shall report rule violations to the Rules Committee.
    - f. Shall keep a weekly master list of scores for all flights.
    - g. Shall be available to assist Captains in settling problems within their assigned flights.
    - h. Shall check all subs each week.
    - i. Shall not play in the flight for which they keep score.
- H. **RULES CHAIRMAN**
- 1) The Rules Chairman and committee shall be responsible for formulating and updating **LTL** rules subject to Board approval.
  - 2) Shall know all the **LTL** rules and shall determine if these, the **USTA** Rules or "The Code" (a handbook of ethics and fair play) have been violated and shall invoke penalties upon violators and inform Team Captains thereof.
  - 3) The Rules Chairman will be responsible for selecting her own committee, which shall include representation from each facility in the **LTL**, one (1) member to serve as the

committee member and one (1) to serve as first alternate. These members shall consist of persons the Chair selects, who have volunteered or have been recommended.

- 4) The Rules Chairman and her committee shall serve as the Nominating Committee.

I. SPECIAL ACTIVITIES CHAIRMAN

- 1) Shall make arrangements for a meeting facility and entertainment for social events.
- 2) Shall be responsible for LTL publicity and history.
- 3) Shall select, purchase and present all awards.
- 4) Shall be a member of the Newsletter Committee.

**ARTICLE V  
COMMITTEES**

SECTION 1 SELECTION OF COMMITTEE MEMBERS

- A. The Board Members will be responsible for selecting their own committees. The committees shall consist of persons the Chairs select, who have volunteered or have been recommended.
- B. The composition of committees shall be approved by the Board.

SECTION 2 COMMITTEE PROCEDURES

- A. All committee Chairmen and committee members must recuse themselves from the final decisions regarding their own team.
- B. A majority of the members of the committee shall constitute a quorum.
- C. Each committee may fix its own rules or procedures, including provisions for notice of meetings.
- D. Each committee shall act by majority vote of the quorum present at the meetings.
- E. The action taken by each committee shall be recorded, permanently filed and passed to the newly elected Chair (Board Member).
- F. All proposed committee action is subject to approval of the Board with the exception of Article VIII, Grievances.
- G. The President shall be notified in advance of all committee meetings.

**ARTICLE VI  
MEETINGS AND QUORUMS**

SECTION 1 MEETINGS AND QUORUM OF GENERAL MEMBERSHIP

- A. There will be at least two (2) regular General Membership Meetings per fiscal year.
- B. The President shall call special general meetings, if needed.
- C. Those present at a duly called general meeting shall constitute a quorum.

SECTION 2 MEETINGS AND QUORUM OF THE BOARD

- A. The Board shall have monthly meetings at a predetermined time.
- B. A quorum of the Board shall consist of two-thirds (2/3) of the Board Members, which shall be determined by the Recording Secretary by a roll call.
- C. All Board Members are to be present at all Board Meetings unless excused by the Board. All Board Meetings shall be in the Greater Pensacola area (Escambia or Santa Rosa counties).

**ARTICLE VII  
VOTING**

SECTION 1 ONE MEMBER, ONE VOTE

Each member shall be entitled to one (1) vote on each matter submitted to a vote at a General Membership Meeting, and a majority vote of those voting shall control (except on Bylaws as outlined by Article IX).

SECTION 2 MAJORITY CONTROL

On voting matters decided by the Board, majority shall control. Proxies shall not be permitted.

**ARTICLE VIII  
GRIEVANCES**

Grievances shall be submitted to the Rules Committee. Their decision shall be binding. The results will be reported to the Board.

**ARTICLE IX  
AMENDMENT OF BYLAWS**

These Bylaws can be amended at any regular General Membership Meeting by a two-thirds (2/3) vote of those members voting, provided such amendments have been published and distributed to the general membership at least two (2) weeks prior to the meeting.

**ARTICLE X  
PARLIAMENTARY AUTHORITY**

The rules contained in the current editions of Robert's Rules of Order, Newly Revised shall govern **LTL** in all cases to which they are applicable and to which they are not inconsistent with these Bylaws and any special rules of order **LTL** may adopt.