

# **Florence Tennis Association Articles of Association and Bylaws**

## **Article I Name, Legal Status and Purpose**

The Florence Tennis Association (hereinafter referred to as the Association) is a nonprofit association organized exclusively for the charitable purpose of fostering participation in amateur tennis under section 501(c) 3 of the Internal Revenue Code or any corresponding section of any future federal tax code.

Notwithstanding any other provision of this document, the Association shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c) 3 of the Internal Revenue Code, or any corresponding section of any future federal tax code.

## **Article II Membership**

Membership is open to anyone living in the greater Florence area who pays the appropriate local league fee or the appropriate non-league membership fee. Members will be expected to attend and participate in Association meetings, promote tennis through the structure of the Association, and provide volunteer support for Association activities.

## **Article III Board of Directors**

The day-to-day business of the Association will be conducted by a Board of Directors, which will consist of four officers and six committee chairpersons. All Past Presidents will be ex-officio board members with full voting rights. The Board of Directors be chaired by the President and will meet at least quarterly. Its meetings will be scheduled in advance for each fiscal year and will be open to any member of the Association, and its agendas will include time for member comments and questions. Members who wish to schedule longer presentations may do so, provided they do not contain political or business solicitation, by contacting the President.

A quorum of the Board of Directors will be six members. Votes will be determined by a simple majority of the members present, provided there is a quorum.

## **Article IV Officers**

There will be four officers:

- A. The President, who will be responsible for calling and presiding over meetings and for appointing committee chairpersons and will be the Association's primary liaison with

other organizations. The President will also cast the deciding vote in the event of a tie vote of the Board and will be authorized to co-sign Association checks.

- B. The Vice-President, who will fulfill the responsibilities of the President in his or her absence and will be authorized to co-sign Association checks. The Vice-President will also be responsible for procuring and administering sponsorships.
- C. The Secretary, who will prepare and maintain all agendas, minutes and correspondence of the Association. The secretary will also be responsible for the development of the annual membership/discount card.
- D. The Treasurer, who will be responsible for the Association's finances, maintaining appropriate records, filing tax returns and other required documents, and providing quarterly financial status reports to the Board and the general membership. The Treasurer will also oversee the preparation and submission of grant requests and accommodations tax requests. He or she may designate one or more members of the Association to assume direct responsibility for specific grant or accommodations tax requests.

Officers will be elected by the general membership as described in Article VI. Vacancies will be filled for the remaining portion of the term in question by Presidential appointment with the approval of the Board.

## **Article V Committees**

There will be six standing committees:

- A. Local League Committee: This Committee is responsible for planning, organizing, implementing and facilitating all adult leagues. It will consist of The Local League Coordinator (LLC), who will serve as chair, and at least two other members.
- B. Adult Development Committee: This Committee is responsible for planning, organizing, implementing and facilitating the Tennis Apprentice (TA) programs, Transitional leagues for TA graduates, Social leagues and for integrating new players into local leagues throughout the FTA service area. It will emphasize recruiting members of underserved populations. It will consist of a chair and at least two other members.
- C. Junior Development Committee: This Committee is responsible for planning, organizing, implementing and facilitating the JTT (Junior Team Tennis) program, in-school and after-school junior programs and junior clinics and camps. It will emphasize outreach to juniors in underserved populations. It will consist of a chair and at least three other members, including the JTT Coordinator and the City of Florence Director of Tennis.
- D. Social Media/Communications Committee: This Committee will manage the web site, prepare and send monthly newsletters, post information at least monthly on Facebook and other social media, develop, prepare and distribute marketing and public awareness

materials for FTA events on request of the event organizers. It will also maintain the constant contact database/membership list. It will consist of a chair and at least two other members.

- E. Social Committee: This Committee will be responsible for planning, organizing, implementing and facilitating the Polar Bear Tournament and at least one tennis social per quarter. Events should be open to FTA members free or for a nominal charge and to prospective members and the guests of members for a reasonable fee. This Committee will also look for volunteer opportunities that will permit FTA members to give back to the community and demonstrate that the FTA is a good corporate citizen. It will consist of a chair and at least two other members.
- G. Events Committee: This Committee will be responsible for planning, organizing, implementing and facilitating the Boys' High School Tournament, the Girls' High School Tournament and all USTA South Carolina or USTA Southern tournaments held in Florence. In addition, this committee will act as an FTA liaison for all other junior, adult, college or professional tournaments in the area.

Standing committee chairpersons will be appointed by the President and will be responsible for recruiting their own committee members, calling and chairing committee meetings, and providing quarterly progress reports to the Board of Directors.

The President may with the consent of the Executive Committee appoint ad hoc committees as necessary to deal with specific issues.

## **Article VI Nominations and Elections**

The officers will be elected by the general membership to serve two year terms, with the President and Vice-President elected in odd numbered years and the Secretary and Treasurer in even numbered years. There are no term limits.

Elections will be held in October of each year and new officers' terms will begin on January 1. A Nominating Committee composed of at least three members of the Association will be appointed by the President to prepare a slate of nominees for open positions by the end of October. Ballots containing the list of nominees and a provision for write-in votes will be sent to all members, who will be given at least two weeks to respond.

A vote of two-thirds of the responding members will be required for election.

## **Article VII Expulsion of Officers and Members**

A member of the Association may be expelled by the Board of Directors for conduct deemed detrimental to the Association.

Officers and standing committee Chairs may be relieved of their duties for failure to fulfill their responsibilities by a two-thirds vote of the other members of the Board of Directors

**Article VIII  
Fiscal Year**

The Association's fiscal year will begin on the first day of January and end on the last day of December. The membership year will be established by the Executive Committee and will not necessarily coincide with the fiscal year.

**Article IX  
Meetings**

The Association will meet at least annually at a time or times set by the President. Except in the case of meetings called in response to emergencies, an agenda will be published at least two weeks prior to each meeting.

**Article X  
Dissolution**

If at any time the Association ceases to fulfill its purpose, all assets held by it, whether in trust or otherwise, will, after the payment of its liabilities, be distributed for one or more exempt purposes within the meaning of section 501 (c) 3 of the internal revenue code, or any corresponding section of any future federal tax code or shall be distributed to the City of Florence Recreation Department to be used for the development and/or maintenance of tennis facilities.

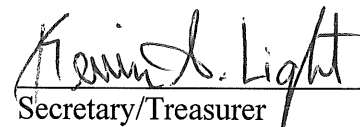
**Article XI  
Amendments**

Amendments to these by-laws may be proposed by any member of the Association. Proposed amendments that are approved by the Board of Directors will be presented for consideration to the members, who will be given at least two weeks to respond. A proposed amendment will be adopted if two-thirds of the members responding vote in favor of it.

IN WITNESS WHEREOF, the undersigned have executed these Bylaws on this 23<sup>RD</sup> day of JULY, 2019.

  
\_\_\_\_\_  
President

ATTEST:

  
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Secretary/Treasurer