

Florence Tennis Association

By-Laws

Article I

Name, Legal Status and Purpose

The Florence Tennis Association (hereinafter referred to as the Association) is a non-profit (501. C. 4) organization formed to promote recreational tennis in the greater Florence area.

Article II

Membership

Membership is open to anyone living in the greater Florence area who pays the required 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

Executive Committee

The day-to-day business of the Association will be conducted by an Executive Committee, which will consist of four officers and seven committee chairpersons. The Executive Committee be chaired by the President and will meet monthly. 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 Executive Committee will be five members, and votes will be determined by a simple majority of the Committee 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 in the Executive Committee, and will be authorized to co-sign Association checks.

- B. The Vice-President/President-Elect, who will fulfill the responsibilities of the President in his or her absence, and will be authorized to co-sign Association checks
- C. The Secretary, who will prepare and maintain all agendas, minutes, and correspondence of the Association.
- 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 Executive Committee and the general membership.

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 Executive Committee.

Article V Committees

There will be seven standing committees, each consisting of at least five members of the Association:

- A. The Membership Committee, which will be responsible for recruiting and retaining members, maintaining membership records, and encouraging participation in leagues, tournaments, and volunteer activities.
- B. The Communications Committee, which will be responsible for the operation of the web site and the regular publication of a newsletter.
- C. The Tournament Committee, which will be responsible for planning, organizing, promoting, and conducting tournaments.
- D. The Social Committee, which will be responsible for planning, organizing, promoting, and conducting social events.
- E. The Development Committee, which will be responsible for seeking and obtaining additional support from external sources, to include the national, sectional and regional tennis associations, governmental agencies, and private funders.

- F. The Adult Programs Committee, which will be responsible for supporting adult league play and planning, organizing, promoting, and conducting other adult activities.
- G. The Junior Development Committee, which will be responsible for creating opportunities for children and adolescents to participate in recreational tennis, and for developing and implementing programs and activities to foster the development of Junior players.

Standing committee chairpersons will be appointed by the President to serve two year terms, and will be responsible for recruiting their own committee members, calling and chairing committee meetings, and providing quarterly progress reports to the Executive Committee.

Standing committee chairpersons will be appointed on a rotating basis so that only half of them leave office in any one year.

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, and may serve no more than two consecutive terms in the same position.

Elections will be held in June of each year and new officers' terms will begin on July 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 April. 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 Executive Committee for conduct deemed detrimental to the Association.

Officers and Standing Committee Chairpersons may be relieved of their duties for failure to fulfil their responsibilities by a two-thirds vote of the other members of the Executive Committee.

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 sent to members at least two weeks prior to each meeting.

Meetings will include a presentation by the Executive Committee, which will feature a report on progress in meeting established goals and a financial report, as well as an opportunity for discussion.

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 paid over 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 Executive Committee 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.

(Date of Most Recent Revision: January 22, 2005)

