

# *Greater Portland City League Tennis Association Bylaws*

The Greater Portland City League Tennis Association (the "Association") is an unincorporated, non-profit Association, as defined in Section 501(c) (7) of the Internal Revenue Code. Bylaws of the Association were adopted by the Board of Directors in September of 1992.

## **RECITALS:**

The original and subsequent versions of the Bylaws and the Amendments thereto failed to spell out the powers and duties of the Board of Directors (the "Board"). The Board, at a regularly scheduled meeting, at which a quorum was present, authorized the re-writing and adoption of the following Bylaws, superseding all previous versions of the Bylaws and Amendments thereto.

## **ARTICLE I: ORGANIZATION AND GOALS**

The Association's goals are:

1. To promote, advance and encourage the sport of women's competitive team tennis within the greater Portland-Metropolitan area
2. To develop friendships, sportsmanship and fellowship among the players
3. To increase the popularity of tennis in the greater Portland-Metropolitan area, for the mutual benefit and enjoyment of both club players and management.

## **ARTICLE II: NONMEMBERSHIP AND DUES**

This Association shall have no members as that term is defined by Oregon Revised Statutes Chapter 65, but shall have members for other purposes. These members shall have none of the rights or duties described in ORS Chapter 65 (or any corresponding future statute). Every person who plays City League Tennis shall pay dues in an amount and on the dates established by the Board. Each individual player shall be part of a team consisting of an unlimited number of players. Timely notification of deadlines for payment of dues will be sent to all team captains and member clubs.

## **ARTICLE III: SEASON OF PLAY**

Each season of play shall begin with the team captains' meeting in August of each year, with actual Matches commencing the first week in September and running through the month of May. The top teams in each division will be moved up a level, with the lowest teams moving down a level.

#### **ARTICLE IV: MEETINGS/QUORUM**

Regular Board meetings shall be held monthly at a location selected by the Board. The Captains' meeting will be held in August, notice of which shall be sent to captains. Updated Rules and Regulations will be disseminated at the Captains' Meeting.

The President or any member of the Board, when deemed necessary, may call special meetings of the Board. A simple majority shall constitute a quorum for the transaction of business at any meeting.

#### **ARTICLE V: NUMBER AND QUALIFICATIONS OF THE BOARD**

The Board shall consist of twelve (12) members selected from among the clubs participating in City League tennis, on a rotating 3-year basis. The board members shall be selected from among active players of City League Teams. A maximum of two Board members may be employed by a City League club.

Any player having received a disciplinary action of probation, match suspension or greater, shall be ineligible for a position on the board for two years following the completion of the disciplinary action.

The officers shall consist of a President, Vice-President/President Elect, Recording Secretary, Resolution Coordinator, Treasurer, Website Coordinator, and may have a Website Coordinator Elect, all elected from among the Board members.

The Executive Committee shall be comprised of the officers of the board. The Executive Committee shall exercise such power and authority as may be delegated by the Board of Directors and shall report to the Board on all actions taken between regular meetings of the Board.

Approval of incoming board members and Election of officers shall take place each year at the June meeting of the Board. Board member responsibilities start and end at the Annual Captains' Meeting.

The members of the Board shall serve for a three-year term. Each year, four new board members shall be added from among the clubs not currently represented on the Board, replacing those Board members rotating off the Board. When a club not currently represented is unable to provide a representative, the next club in rotation will be asked until a candidate is found.

Any director may be removed, with or without cause, by a vote of two-thirds of the Directors then in office. Vacancies on the Board and newly created board positions shall be filled by a majority vote of the Directors then on the Board.

## **ARTICLE VI: DUTIES OF THE OFFICERS AND DIRECTORS**

The **President** shall:

1. Chair all meetings
2. Enforce all rules and regulations
3. Conduct the business of the Association according to the current Bylaws
4. Appoint committees and/or standing positions
5. Notify all board members of scheduled meetings and provide an agenda
6. Bring before the Board any and all communication received from clubs, captains or players pertaining to City League business

The **Vice-President/President Elect** shall:

1. Act for the president in her absence
2. Act as an "understudy" to the president, and assume the leadership role of President the following year
3. Chair the Captain's Brunch
4. Perform other such duties as the President and Board directs

The **Recording Secretary** shall:

1. Record and transcribe minutes of all meetings and send to the president for review
2. E-mail copies of the reviewed minutes to Board members
3. Modify the approved minutes for the Captains Minutes and send to the president for review, once reviewed send for publication on the website
4. Maintain the roll of the Board members and club representatives
5. Maintain the official copy of the Rules & Regulations and Bylaws including all amendments and update yearly
6. Perform other such duties as the Board directs

The **Resolution Coordinator** shall:

1. Correspond with captains and co-captains in response to letters/complaints regarding rules violations, out-of-level players, sportsmanship issues
2. Maintain copies of all such correspondence
3. Keep an accurate record of the names of all players who receive disciplinary action by the Board
4. Investigate score disputes when captains disagree and a resolution cannot be made
5. Perform other such duties as the Board directs

The **Treasurer** shall:

1. Pay all City League bills and collect all receipts

2. Maintain the checking account.
3. Prepare a year-end financial statement for the Board
4. Present a proposed annual budget at the May Board meeting for adoption at the June meeting
5. Provide necessary funds for all meetings
6. File a tax return for the Association
7. Provide a running total and monthly financial statement
8. Review and process all commitment and registration fees

The **Website Coordinator** shall:

1. Act as the primary contact for website vendor
2. Verify the accuracy of items posted to the website
3. Provide the Board a report on defaults and substitutions when indicated or requested
4. Assist in the creation of the City League schedule
  - a. Request scheduling requirements from all participating City League Clubs
  - b. Provide scheduling vendor all scheduling parameters for development of the new schedule
  - c. Verify new schedule meets scheduling parameters
5. Mentor the Website Coordinator Elect
6. Update password for website access as needed
7. Investigate scoring errors and make necessary changes on the website
8. Perform other such duties as the Board directs

The **Website Coordinator Elect** shall:

1. Act as an “understudy” and assume the role of Website Coordinator the following year

The **Division Reps** shall:

1. Respond to captain/co-captain questions and/or concerns whenever possible
2. Refer all potential rule violations to the Corresponding Secretary using the Formal Complaint process and when assisting a captain with a complaint
3. Bring before the Board any correspondence/communication concerning City League business
4. Perform other such duties as the Board directs

The Board may create such standing positions as are deemed necessary to perform the work of the Association; i.e., an Awards Coordinator to purchase, store and distribute awards and trophies; a year-end party coordinator; a club

management contact person, etc.

At the April Board meeting two committees shall be appointed to review the current Bylaws and Rules and Regulations for needed changes.

The appointed Rules and Regulations committee chair shall attend the annual Captain's Brunch to explain changes to the Rules and Regulations and respond to captain's questions.

#### **ARTICLE VII: POWERS OF THE BOARD**

The Board shall have the power to:

1. Make, publish, amend and enforce the Rules & Regulations of the Association
2. Contract for goods and/or services on behalf of the Association
3. Delegate any of its powers to committees
4. Make amendments to these Bylaws
5. Take actions which the Board, in its discretion, shall deem to be in the best interests of the Association
6. Notwithstanding the foregoing, the Board shall not have the power to make any charitable contributions with Association funds except in the event of dissolution of the Association, as provided for in Article XI
7. The City League contact information will not be distributed without board approval.

#### **ARTICLE VIII: FINANCIAL ADMINISTRATION**

1. Fiscal Year: The fiscal year shall be July 1 to June 30

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

1. Decision Making and Voting:

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

## **ARTICLE X: AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended or repealed, and new Bylaws adopted, by a majority vote of the Board members present, once a quorum is verified. Prior to the adoption of any amendment, each Board member shall be given at least two days' notice of the date, time and place of the meeting at which the proposed amendment is to be considered. The notice shall state; one of the purposes of the meeting is to consider proposed amendment(s) to the Bylaws, and shall contain a copy of the proposed amendment(s).

## **ARTICLE XI: DISSOLUTION**

In the event of dissolution of the Association, all of the assets shall be distributed as follows:

1. All liabilities and obligations of the Association shall be paid, satisfied or adequate provision made therefore.
2. Any assets remaining after payment of such debts and obligations shall be distributed among such charities as may be designed by the Board.

Revised and adopted June 21, 2002

Revised and adopted June 10, 2010

Revised and adopted June 9, 2011

Revised and adopted June 7, 2012

Revised and adopted June 6, 2013

Revised and adopted June 5, 2014

Revised and adopted June 25, 2015

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