
BY LAWS

OF

TENNIS COMPETITORS OF TULSA

ARTICLE I NAME

The name of the organization shall be Tennis Competitors of Tulsa (TCT) Inc., whose calendar year is January 1st to December 31st.

ARTICLE II PURPOSE

The purpose of TCT, 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

Any person interested in the purpose of TCT and who is **at least 18 years of age during the calendar year** is eligible for membership.

ARTICLE IV BOARD OF DIRECTORS

- Section 1** The Board of Directors shall consist of the elected Directors and the Parliamentarian. Any Director shall be ineligible to receive compensation from TCT other than for normal expenses and/or excessive time spent. Exceptions to this rule to be approved by majority vote of the Board.
- Section 2** The Board shall have responsibility for the overall management of TCT. All committees and subcommittees shall be subordinate to and under the general supervision of the Board.
- Section 3** Any projects sponsored by TCT must be approved by the Board.
- Section 4** The Board may hire an executive secretary and others as determined by the Board. The duties and salaries of those hired shall be prescribed by the Board.

ARTICLE V DIRECTORS

- Section 1** **THE ELECTED DIRECTORS OF TCT** shall be the following: Presiding Director, Recording Director, Financial Director, Four (4) League Coordinator Directors, Membership/Website Director, Placement Director, Publicity Director, Rules Director, Social Director, Scheduling Director, and Awards Director.

Section 2

ELECTION OF DIRECTORS

A. SELECTION OF DIRECTORS

A member's affiliation with a playing facility is to be based on where he/she is rostered at time of election.

B. NOMINATING COMMITTEE

- The Parliamentarian shall form a Nominating Committee and serve as the chairperson.
- The Presiding Director shall not serve on the Nominating Committee
- The Committee shall present a slate of nominees to the membership at least two (2) weeks prior to the election.

C. VOTING

- The Chairperson of the Nominating Committee shall present the slate of nominees.
- The Directors shall be elected by a majority vote at the last General Meeting of the calendar year.
- The Directors shall take office **January 1st** of the next calendar year.

Section 3

VACANCIES among the Directors shall be filled by the Board, by appointing a temporary Director until the next election.

Section 4

TERMS OF OFFICE

- All Directors shall serve for one (1) calendar year.
- No member shall hold more than one (1) office at a time.
- To serve as Presiding Director, the nominee must have served on the Board for (1) calendar year.

Section 5

DUTIES OF THE DIRECTORS AND THEIR COMMITTEES

A. PRESIDING DIRECTOR

- The Presiding Director shall preside at all meetings of TCT and the Board, and shall coordinate the activities of the Board.
- Shall appoint, with the approval of the Board, chairpersons for all special committees
- **Shall appoint a person to audit the TCT books prior to the beginning of each calendar year.**

- Shall represent TCT at meeting of other tennis associations whenever necessary

- Shall **have the option** to serve as Parliamentarian for the following year.

B. RECORDING DIRECTOR

- The Recording Director shall act as recording secretary and distribute to all Directors a copy of the minutes of all board meetings.

- Shall act as corresponding secretary.

- Shall notify the Board of meeting time and place and shall be responsible for determining a quorum of the Board.

- Shall keep an up to date list of any rule or suggested amendment changes made by the Board

C. FINANCIAL DIRECTOR

- The Financial Director shall serve as Treasurer.

- Shall deposit monies in the name of TCT with such banks or financial institutions as the Board designates.

- Shall provide a brief report at each Board meeting. The report should be a summary of collections and expenditures. The report is then filed for audit.

- Shall disburse funds with approval of the Board and shall keep itemized accounts of the receipts and disbursements.

- Shall keep an accurate inventory of all TCT assets.

- The Financial Director will review and consider any special request from the Board for the distribution of TCT funds to charitable organizations, scholarship programs, sponsorship of deserving junior players, purchase of equipment, or any other financial matter.

D. LEAGUE COORDINATOR DIRECTORS

Duties of the League Coordinator Directors

- ❖ Shall disseminate important information from the TCT Board to the Flight Coordinators.

- ❖ Shall see that all Flight Coordinators are trained and knowledgeable of their duties and TCT rules.

- ❖ Shall ensure that the number of players per team are between the minimum and maximum determined at the beginning of the season.

- ❖ Shall ensure that the teams' final average NTRP rating remains within the minimum and maximum limits of their assigned flight.
- ❖ Shall provide a list of **finalists** to the membership at the end of season General Meeting and Awards Party.

Duties of the Flight Coordinators (the Committee)

- ❖ A Flight Coordinator shall know all the rules.
- ❖ Shall be available to assist captains in settling problems within their assigned flight.
- ❖ Shall monitor each week's scores on the official website.
- ❖ Shall contact captains when scores are not reported after five (5) days of a scheduled match.

E. MEMBERSHIP/WEBSITE DIRECTOR

- ☐ Shall keep an updated list of all TCT members on the TCT database.
- ☐ Shall oversee the correct functioning of the TCT website. Oversee teams and players' registration.
- ☐ Shall obtain from the website a list of prospective captains for the season.
- ☐ Shall set the website to accept player registrations to the different teams.
- ☐ At close of first round of registrations, shall produce a report with team averages to the Placement Director for determining the flights.
- ☐ Shall receive final schedules from Scheduling Director for publication on website.
- ☐ Shall provide membership information to Publicity Director for the membership directory.
- ☐ Shall maintain master forms used by TCT e.g. rosters, scorecards, schedules.

F. PLACEMENT DIRECTOR

- ☐ Shall receive team lists with averages from Membership/Website director.
- ☐ Shall, with committee, formulate a set of guidelines for team placement and determine flight format.
- ☐ After team placement and flights have been determined, coordinate with Scheduling Director for scheduling to be done.
- ☐ Shall send copies of final flighting to Membership/Website Director.

G. PUBLICITY DIRECTOR

- Shall receive membership information from Membership/Website Director and with committee maintain, publish and circulate the Membership Directory.
- Shall be responsible for the general publicity of TCT including posting information on the TCT website and at all facilities as required.
- Shall keep a record of TCT activities and publicity for the year.

H. RULES DIRECTOR

- The Rules Director and committee shall be responsible for formulating and updating TCT League Rules.
- Shall determine if these or the USTA Rules and “The Code” (a handbook of ethics and fair play) have been violated and shall invoke penalties upon violators.
- Shall provide Membership/Website Director with all TCT rule changes to be made to master documents.

I. SOCIAL DIRECTOR

- Shall ask TCT Board to determine budget for end of season Awards Banquet.
- Shall make suggestions for a facility, menus etc. for approval by the TCT Board.
- Shall finalize arrangements and determine cost per person with TCT Board approval.

J. AWARDS DIRECTOR

- Shall ask TCT Board to determine budget for the end of season Awards.
- With approval from the TCT Board shall select and purchase awards to be presented at the TCT Awards Banquet.

K. SCHEDULING DIRECTOR

- Shall coordinate and schedule facilities and courts for season match play.
- Shall receive placement and flight information form Placement Director.

- Using the purchased software, produce the schedules for distribution to Membership/Website Director for publication on website, with copies to the Facilities.

L. PARLIAMENTARIAN

- The immediate past Presiding Director shall be the Parliamentarian, if they so choose, a **nonvoting** member of the Board, and shall see that the Robert's Rules of Order, Newly Revised are followed at all meetings. **(If the outgoing Presiding Director elects not to serve in this capacity, a Parliamentarian shall be appointed by the new Presiding Director).**
- Shall serve as the Chairperson of the Nominating Committee.

ARTICLE VI COMMITTEES

Section 1

SELECTION OF COMMITTEE MEMBERS

- The committee shall be selected by the Director. The Financial and Recording Directors need not have committees.
- Placement and Rules Committees may have no more than two (2) persons, including the Director, from any one facility serving on the same committee.
- **Committee Members**
 - ❖ The committee shall consist of persons who have volunteered or have been recommended to the Director.
 - ❖ These members shall be drawn from a variety of facilities and levels of play.
- Composition of these committees shall be approved by the Board.

Section 2

COMMITTEE PROCEDURES

- A majority of the members of the committee shall constitute a quorum.
- Each committee may fix its own rules of procedure, including provision for notice of its meetings.
- Each committee shall act by majority vote of the quorum present at the meetings.
- The action taken by each committee shall be recorded, permanently filed, and passed to the newly elected Director.
- All proposed committee action is subject to approval by the Board.

ARTICLE VII MEETINGS AND QUORUMS

Section 1

MEETINGS AND QUORUM OF GENERAL MEMBERSHIP

- There will be at least two (2) regular general membership meetings per calendar year, to be held before and after the season.
- The Presiding Director shall call special general meetings if needed.
- Those present at a duly called general meeting shall constitute a quorum.

Section 2 **MEETINGS AND QUORUM OF THE BOARD**

- The Board shall meet at least five (5) times during the calendar year.
- A quorum of the Board shall consist of two thirds (2/3) of the Directors present, which shall be determined by the Recording Secretary by a roll call.

ARTICLE VIII VOTING

Section 1 Each member shall be entitled to one (1) vote on each matter submitted to a vote at a general meeting, and a majority vote of those voting shall control. Proxies shall not be permitted.

Section 2 On voting matters decided by the Board, majority shall control. Proxies shall not be permitted.

ARTICLE IX MEMBERSHIP DUES AND LEAGUE FEES

Section 1 All persons listed on a team roster shall be a member of TCT. Dues shall be charged yearly, according to budgetary requirements.

Section 2 TCT Board of Directors shall determine the League Fees to be paid to the facilities each year.

- ☐ League Fees shall be collected from the members by TCT, and TCT shall remit said League Fees to the facilities no later than four (4) weeks in the current season.

Section 3 No special assessments upon members may be made by this organization.

ARTICLE X GRIEVANCES

Should a dispute arise among the membership, the proper steps to take for a filing are:

- ☐ Contact the Flight Coordinator for his/her ruling. If not resolved,
- ☐ Contact the League Coordinator Director for committee ruling. If not resolved,
- ☐ Contact the Presiding Director with details concerning dispute and all previous actions taken for a final ruling by the Board.

ARTICLE XI AMENDMENT OF BYLAWS

These bylaws can be amended at any regular general meeting of TCT by a two thirds (2/3) vote of those members voting, provided such amendments are presented to the Board of Directors at least one (1) month prior to this meeting.

ARTICLE XII PARLIAMENTARY AUTHORITY

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

The Board of Directors are responsible for maintaining Bylaws of TCT and updating as necessary by a two thirds (2/3) vote of those Board Members present.

By Laws amended November 2013