

Towerpoint Tennis Club By-Laws

*The Purpose of these By-Laws is to serve as a guide for conducting the affairs of the **Towerpoint Tennis Club**.*

Amended – May 2017

ARTICLE 1 – RIGHTS AND OBLIGATIONS

Section 1

The main purpose of this club is to provide tennis opportunities to as many **Towerpoint** residents as possible.

Section 2

Members in good standing shall have the right to vote at all meetings of the club membership, to hold office, and to participate in all club activities.

Section 3

Members have the duty and obligation to conduct themselves in a manner consistent with good taste, manners and established conduct of tennis play.

Section 4

Membership is non-transferable.

Section 5

Membership shall be open to all residents of **Towerpoint**. A resident is defined as a person who pays annual rental fees to the park, or who pays seasonal rental fees and/or guest fees.

Section 6

Members who participate in League play shall require at least six (6) weeks residency per year. League Participants must be Club members, with the exception of the 4.0 level (EVSTL By-Laws Section VII K. 3 & 5). Exceptions to this residency requirement shall require approval of the Executive Committee and team Captain affected.

Section 7

Each Team in the Club shall be headed by a Captain, whose duties shall include the scheduling of players, securing of score keepers, appointing of Committees within the Team and other such duties associated with Team Play. Each team shall elect such Captains.

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ARTICLE II – DUES AND FEES

Section 1

Annual membership dues of the club shall be determined by the Executive Committee and shall be payable to the Treasurer on or before November 1, or by the first meeting after arrival in the park. Any member who has not paid annual dues by such deadline shall be dropped from the club rolls. Delinquent members shall be reinstated upon payment of dues for the current year.

Section 2

Fees for participation in tournaments, clinics, instruction and other activities shall be determined by the committees in charge of such events and shall be the responsibility of the participant.

ARTICLE III – MEETINGS

Section 1

Regular meetings shall be held each month beginning in November and ending in March (the Tuesday after the Towerpoint Open Tournament). Yearly team hosting of the dinner meeting dates will be posted.

Section 2

Special meetings may be called by the Executive Committee or upon petition signed by ten (10) bona fide members and submitted to the Secretary with the agenda items to be discussed. Such notice must be posted at the courts no later than ten (10) days from the time the secretary receives such notice.

Section 3

All meetings shall be conducted in accordance with Roberts Rules of Order, with whatever exception the club may determine by proper Resolution.

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ARTICLE IV – QUORUM

Section 1

Official Business may be conducted at any membership meeting for which proper notification has been issued and at least 50 members are present. Motions shall be considered enacted upon by the affirmative vote by a majority of the members present or upon affirmative vote by a majority of the Executive Committee during meeting of such committee.

ARTICLE V – FUNDS

Section 1

The regular funds of the Club shall be maintained by the Treasurer in a separate Tennis Club account and shall be deposited in a timely manner.

Section 2

A petty cash fund of fifty dollars (\$50.00) shall be maintained for purchase and payment of small items that may be needed for Club activities from time to time. The fund shall be under the control of the President.

Section 3

Disbursement of funds exceeding fifty dollars (\$50.00) shall require Executive Committee approval.

Section 4

Disbursement of funds totaling five hundred dollars (\$500.00) or more shall require approval of the majority at a membership meeting as defined in Article III.

ARTICLE VI – DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the membership and of the Executive Committee and shall enforce the provisions of the by-laws, decide all questions of order, sign all official documents for the Club, submit an annual budget to the membership, appoint standing and special committees, perform liaison between the Club and Park Activity Office, provide team roster to the League, coordinate the activities of the standing committees and perform other duties customary to the office.

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Section 2

The Vice-President shall generally assist the President in performing all the duties of the office as assigned by the President, shall preside in the absence of the President and shall be chairman of the Social Committee.

Section 3

The Secretary shall keep minutes of Club proceedings and of all Executive Committee meetings and shall keep the roll, conduct correspondence and issue notices to members. The Secretary shall annually compile a list of motions approved by the membership.

Section 4

The Treasurer shall collect dues and fees, notify delinquent members, make authorized expenditures, and maintain financial records and report, as requested by the President, on Club finances.

ARTICLE VII – STANDING COMMITTEES

Section 1

The Executive committee shall be comprised of the duly elected officers for the current year and the immediate Past President. It is their collective duty to act as the governing board of the Club.

- A. The Executive Committee will appoint a member of the Club to the position of Website Content Manager. The period of appointment to be two (2) years.

The Website Content Manager shall manage the website consistent with Club philosophy and act as or direct the technical webmaster. Create, develop and manage the Club's web presence and update Club information, By-Law revisions and maintain all other website aspects pertaining to Club events and activities.

- B. The Executive Committee will appoint a member of the Club to the position of On-Line Reservation Administrator. The period of appointment to be two (2) years.

The On-Line Reservation Administrator shall administer the use of the approved On-Line reservation system consistent with Club philosophy and guidelines of the Executive Committee; will work closely with the Club Coordinator to ensure that all court use activities of the Club are updated and posted on the reservation system; monitor the use of the system and report any misuse to the Executive Committee.

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- C. The Executive Committee will appoint a member of the Club to the position of Tencap Coordinator. The period of appointment to be two (2) years.

The Tencap Coordinator shall oversee and review the use of the Tencap Information System, consistent with Club philosophy and guidelines of the Executive Committee. They will work closely with the Club Coordinator to ensure that all data is updated and posted on the Tencap website. Monitor the use of the system and report any misuse to the Executive Committee and act as the clubs liaison with the Tencap Advisory Committee.

Section 2

Annually the President shall appoint the following standing committees:

- A. Social and Special Events. This committee shall plan and organize all social events of the Club and shall plan and conduct activities such as tennis clinics, exhibitions, practices and workshops for rules and ethics.
- B. Courts and Facilities...This committee shall see that the courts and all the Club's facilities and equipment are in good useable condition.
- C. Rating...This committee shall assign a rating for each Club member in accordance with the guidelines developed by the East Valley Senior Tennis League. Members may be re-rated from time to time by such committee.
- D. Planning ...This committee shall meet and discuss the Club's objectives each Season. They will consider, among other things, the long-term treatment of Club funds and will present findings to the Executive Committee and the Membership by the January meeting.
- E. Nominating...This committee shall be appointed each year to offer names of nominees at the January meeting for Executive Officers for the coming year. The committee's recommendations shall not preclude nominations from the Membership during the meeting at which officers are elected.

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F. Beginners and 1.5 Coordinator... This committee or individual shall be appointed each year by the President for the purpose of coordinating the organization and scheduling of the 1.5 tennis team and the recruitment and training of beginning tennis players.

Section 3

A league Committee consisting of Team Captains, Co-Captains or designees, chaired by the President shall meet during the season as required to address the needs and issues related to team play.

Section 4

The President may appoint other committees as needed.

ARTICLE VIII – MISCELLANEOUS

Section 1

All Club sanctioned tennis play shall be in accordance with the rules of the U.S. Tennis Association and the East Valley Senior Tennis League.

Section 2

As members of the East Valley Senior Tennis League all members must comply with the League's age and eligibility requirements (for rated players 50 years old and older).

Section 3

The President or his appointee shall be Club representative to the League with all duties, rights and responsibilities attendant. Team Captains and others are encouraged to attend League meetings but may not vote.

Section 4

The Nominating Committee shall make nominations for the Executive Committee each year at the January meeting. Nominations from the floor may also be made at the January or February meetings and the elections will be held at the February meeting. The newly elected officers shall assume their duties on the 1st of April following their election.

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Amendment Notes:

March 2014 – Article VII, Section 1 – A. Appointment of Website Content Manager and duty outline.

March 2015 – Article VII, Section 1 – B. Appointment of On-Line Reservation Administrator and duty outline.

May 2017 – Article VII, Section 1 – C. Appointment of Tencap Coordinator and duty outline.