

BY-LAWS
OF
HOUSTON LADIES TENNIS ASSOCIATION, INCORPORATED

ARTICLE I BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected officers. Any person receiving compensation from the Association shall be ineligible for any position on the Board of Directors.

Section 2. The Board of Directors shall have the responsibility for the overall management of the Association, determining policies and transacting the business of the Association. Discretionary powers are available to the Board through the authority of the by-laws.

Section 3. Any projects sponsored by this organization must be approved by the Board of Directors.

Section 4. REMOVAL OF BOARD MEMBERS AND VACANCIES

- a. When any Board member fails to attend two consecutive regular or special board meetings or is otherwise unable to satisfactorily perform the duties of her position, the Board Member may be removed from her position by a two-thirds vote of the Board.
- b. Board vacancies shall be filled by a vote of the Board of Directors and such replacement Board Members shall serve until the next general election.

ARTICLE II OFFICERS

Section 1. The ELECTED OFFICERS of this association shall be a President, 1st, 2nd, 3rd and 4th Vice-President, Secretary, Treasurer, Historian, Parliamentarian, Communications Director and Social Director.

Section 2. ELECTION OF OFFICERS

- a. The officers shall be elected and take office at the May General Meeting.
- b. NOMINATING COMMITTEE
 1. A nominating committee shall be appointed in December consisting of a Board member chairman appointed by the President, two Board members elected by the Board of Directors and four general membership volunteers selected by the nominating committee chair. In March this committee will present to the Board for approval, a slate of nominees for the positions to be filled at the May general meeting. The committee shall be responsible for publishing the slate of nominees on the website prior to the election.
 2. The nominee for President should have two years of Board experience minimum, including one year as Head League Coordinator.
- c. Additional nominations for officers may be made from the floor.

Section 3. DUTIES OF THE OFFICERS

- a. PRESIDENT
 1. The President shall preside at all meetings of the Association and the Board of Directors and see to it that all decisions of the Association are carried out.

2. The President shall present the annual calendar for approval at the October board meeting.
 3. She may appoint special committees as necessary.
 4. The President shall be member ex-officio of all committees except the Nominating Committee.
 5. The President shall appoint a financial review committee consisting of two Board members who will review the financial records after the fiscal year end. The committee will present their findings to the Board at the October meeting in connection with the Treasurer's presentation of the annual financial statements.
- b. 1st VICE PRESIDENT
1. The 1st Vice President shall assist the President when necessary and shall in the absence of the President perform all duties of that office. She should have at least one year's experience as a Level Coordinator.
 2. The 1st Vice President shall be the Head League Coordinator and shall be responsible for season management, including but not limited to overseeing the League play operations such as grievances, and working with the Level Coordinators. The Head League Coordinator shall appoint all Level Coordinators.
 3. The 1st Vice President shall be the liaison between the Board and the Level Coordinators.
- c. 2nd VICE PRESIDENT
1. The 2nd Vice President shall assist the President and the 1st Vice President and shall, in the absence of the President and the 1st Vice President, preside at the meetings.
 2. She shall be Tournament Director and shall supervisor all Fun Tournaments and appoint their site chairmen.
- d. 3rd VICE PRESIDENT
1. The 3rd Vice President shall be Chairman of Community Service.
 2. She shall coordinate any community service project undertaken by the Board.
 3. She shall coordinate any Junior Development project undertaken by the Board.
 4. She shall serve as Chairman of the Scholarship Committee.
- e. 4th VICE PRESIDENT
1. The 4th Vice President shall be responsible for overseeing the maintenance of the membership information on the web site. This is to include membership registration and team registration.
 2. She shall be responsible for overseeing the scheduling process.
 3. She shall be responsible for the maintenance of the online membership directory, and if decided by the Board, she shall publish a printed membership directory.
- f. SECRETARY
1. The Secretary shall keep the minutes of all General Meetings and meetings of the Board of Directors.
 2. She shall have an up-to-date list of members furnished by the Executive Secretary.
 3. She shall be able to certify a quorum.
 4. She shall read all correspondence to the Board of Directors.
 5. She shall tabulate all board votes.
- g. TREASURER
1. The Treasurer shall receive and keep a record of all monies of the Association.
 2. She shall keep a record of all expenditures.
 3. She shall expend no monies not covered by the budget without approval of the Board.
 4. She shall keep an accurate inventory of all HLTA assets.

5. She shall sign all checks on behalf of the Association. However, all checks in excess of \$1500 shall be submitted to the President or 1st Vice President for written approval prior to payment.
 6. The Treasurer shall give a financial report to the Board at each Board meeting.
 7. The Treasurer will provide to the financial review committee an annual financial statement and supporting documentation as requested as soon after the fiscal year end as it is available but no later than September 15 of each year. The Treasurer will present the annual financial statements to the Board at the October meeting. The approved financial statements will be made available to the membership at the January general meeting and a copy will be kept on file and available to the membership at the HLTA office.
- h. THE HISTORIAN
1. The Historian shall keep a scrapbook of the association's activities for the year.
 2. She shall be responsible for the care of all HLTA historical documents (Charter, Constitution, and Court Reporter Newsletters).
 3. She shall be in charge of the nominations, vote tabulation (assisted by the secretary), and presentation of the Chris Evert Service Award.
- i. The PARLIAMENTARIAN shall see that the Roberts' Rules of Order, Newly Revised, are followed at all meetings.

ARTICLE III ACTIVITY CHAIRMAN

Section 1. The Communications Chairman and Social Chairman shall be elected and take office at the May General Meeting.

Section 2. Special committees may be appointed by the President as necessary.

Section 3. DUTIES OF THE STANDING COMMITTEE CHAIRMAN

- a. The COMMUNICATIONS CHAIRMAN will communicate to the website manager postings, emails and potentially all other communications and will disseminate this information to the membership.
- b. The SOCIAL CHAIRMAN shall supervise all social activities of the Association and appoint function chairmen, as needed.

ARTICLE IV DUES

Section 1. Team registration fees shall be \$25 per season. Individual membership dues shall be \$20 per fiscal year beginning June 1 and ending May 31. After December 1, dues for the remaining one-half fiscal year shall be \$10. The Board shall have the right, at its discretion, to increase either team registration fees or individual membership dues provided, however, that each increase shall be not exceed \$5 per session.

Section 2. No special assessments upon members may be made by this organization but special projects may be undertaken to raise extra funds.

ARTICLE V VOTING

Section 1. The list of officers presented by the Nominating Committee and nominations from the floor at the May general meeting shall be duly elected by a 2/3 vote of those members present at the May general meeting.

Section 2. A Board of Directors quorum shall consist of 50% of the existing Board which shall be determined by the Secretary by a roll call. On any matter to be decided by a vote of the Board, a majority (except for instances where a greater margin is provided for) of the total votes shall control.

ARTICLE VI AMENDMENT OF BY-LAWS

The by-laws may be amended by 2/3 vote of those members present at a general meeting, such amendments to be posted on the web site at least 2 weeks prior to the meeting.

ARTICLE VII PARLIAMENTARY AUTHORITY

The authority for all rules of procedure and the answer to questions of parliamentary law shall be the Roberts Rules of Order, Newly Revised.

STANDING RULES

Recommended order for business meetings:

1. Call meeting to order
2. Reading and approving minutes
3. Reading communications
4. Reports of Officers-Treasurer & Other Officers
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment