

By-Laws

Woodland Tennis Club

Article 1 - General

Sec. 1 - Name – The name of this organization is the Woodland Tennis Club (WTC) located in Woodland, California.

Sec. 2 - Purpose – The purpose of the WTC is to encourage and expand the participation in tennis for all ages and abilities throughout the community. The WTC is a non-Profit organization. These By-Laws will govern the Woodland Tennis Club.

Article 2 - Membership

Sec. 1 - Membership in the WTC shall be open to any individual or family interested in the goals and activities of the WTC. Additional classes of membership may from time to time be added by the board of directors. A member whose dues are current shall be referred to as a member in good standing.

Sec. 2 - Dues – The amount of dues for members shall be determined and fixed by the Board of Directors and entered in the minutes prior to the annual Membership meeting.

Article 3 - Meetings

Sec. 1 – An annual meeting of the membership shall be held in the first quarter of each year. This meeting shall be held at a time and place set by the Board of Directors.

Sec. 2 – Special meetings of the membership may be called at any time upon a majority vote of the Board of Directors. Ten days advance notice, indicating the time, place, and purpose of the meeting shall be given to all members in good standing.

Sec. 3 – The Board of Directors shall meet regularly at such times and places as mutually agreed to by them. Official business shall only be conducted at meetings with a majority of the Board or Directors in attendance, except as authorized by Article 3, Section 4.

Sec. 4 – Should a matter arise that requires action before the next regular Board meeting, the President may request that the Board members vote via e-mail, in which case a period of at least 48 hours shall ordinarily be allowed for discussion and voting and a majority vote shall be required for the item to pass. Results of all e-mail voting will be summarized at the next official Board meeting by the Secretary.

Article 4 - Board of Directors

Sec. 1 – General Powers. The Board of Directors, hereinafter referred to as The Board, shall govern the WTC. The Board shall consist of seven (7) positions. The inaugural board, having been nominated and voted on by a broad section of the tennis community shall serve until the

end of 2008. New Board members shall be determined by the procedures outlined in these by-laws.

Sec. 2 - Election, Term of Office and Qualifications – New members of The Board shall be nominated in the first quarter of each year by a Nominating Committee. The Nominating Committee, consisting of one (1) member of The Board and two (2) non board members, shall be appointed by The Board to produce a slate of potential new Board members. New members of the Board shall be elected at the annual meeting, unless electronic voting has been approved by the Board. The Board members shall be elected for a two year term and shall hold office until the successors of each have been duly elected, or they resign or are removed from the Board. Only a member in good standing may serve on the Board of Directors.

Beginning in 2009, the Board shall serve staggered terms with either 4 members or 3 members elected each year. Determination of the Board members' terms shall be drawn by lot.

If a Board member steps down mid-term, the Board shall appoint a replacement. The new Board member assumes voting rights immediately.

Sec. 3 – Officers of the Board of Directors – The WTC Board of Directors shall include the following positions, and be elected by the Board of Directors itself.

A - President – The President shall be the chief executive of the corporation and preside at all meetings of the WTC and the Board of Directors. In addition, s/he shall appoint all committees with the concurrence of the Board; coordinate strategic plans, objectives and projects in consultation with the Board or a committee; sign checks and collaborate with the Treasurer when accounting for club funds; sign contracts and agreements or other official documents; have general supervision over the business and affairs of the accounts and general concerns of the WTC; and be an ex-officio member of all committees.

B - Vice President – The Vice President, in the absence of the President, shall preside at the meetings of the board of Directors and shall assume the duties of the President during his/her absence.

C - Secretary – The Secretary shall keep the minutes of all WTC Board of Directors meetings; be a custodian of all documents of the WTC; distribute minutes of board meetings for approval, and publish a final version for board approval; be responsible for Club correspondence; and give notice to all Board members of regular and special Board of Directors meetings.

D - Treasurer – The Treasurer shall be responsible for keeping a full and accurate record or the accounts of the receipts and disbursements of the WTC; monitor income, expenses and account balance and summarize monthly; present financial reports monthly to the board; pay for approved activities of the board and the club members assuring receipts are provided for each expense; maintain an accounting of all recurring payments such as bank fees, liability insurance, court fees, team fees, etc.

Sec. 4 - Additional Committees and Assignments – The Board may determine additional individual and committee assignments which may or may not include membership on the Board of Directors including but not limited to any of the following:

A - Newsletter Editor – The Newsletter Editor shall collect news and information and prepare a newsletter; email newsletter to Club members or post on web site; send newsletter to prospective new members or direct to web site; assist in proofreading and mailing of the roster; publish Board meeting minutes. The newsletter will be in electronic form, but a paper newsletter will be available to membership upon request.

B - Membership Chair – The Membership Chair shall coordinate membership records; prepare and distribute annual club roster; provide up to date membership application for membership renewal; provide membership flyers and distribute to club members to recruit new members; distribute membership applications to community sites such as recreation department, libraries sports stores, tennis stores, etc.; keep membership changes up to date and provide periodic updates for publication in the newsletter; contact new members and invite them to club activities.

C - SATA/USTA Representative – attend and vote at all SATA meetings; communicate with USTA when needed; report SATA & USTA information to WTC Board; distribute SATA team/league information to the Interclub Coordinator for distribution as needed.

D - Interclub Coordinator – The Interclub Coordinator shall oversee the development and participation of SATA/USTA league play. This includes recruitment and naming of league representatives and team captains; provide direction and leadership to league Coordinator(s) and captains; distribute SATA Fall, Summer, and Spring league Roster packets to league representatives and captains; assure team rosters are submitted by deadline; mentor representatives and captains regarding roster and club rules; assure team fees are collected and submitted to Treasurer.

E - Webmaster – The Webmaster shall maintain web host contract; administer the web site; post Club news to Web site; and update web information for membership regularly.

F - Tournament Director – The Tournament Director shall direct and oversee tournament events for WTC activities; advertise events as needed; assign duties to event coordinators to set up and close down events; work with interclub/intraclub coordinators to set up events; manage write ups for the newsletter prior to and following each event, to include information location, time, participants, draws, event outcomes, and summary of event; and assist the President and Vice President with updates to the annual Calendar of Events.

G – Social Activities Director – The Social Activities Director shall direct and oversee social events; advertise events as needed; set up and close down events; manage write ups for the newsletter prior to and following each event ; inform the other board members with updates to the annual Calendar of Events concerning the dates of Social activities; and report results to Board.

H – WTC Liaison to Woodland Parks and Recreation Department (P & R Liaison) – The P & R Liaison shall provide communication between the WTC and the Woodland City Parks and Recreation Department (P & R). The WTC and WTC members shall bring questions, concerns, or requests of the P & R to the attention of the P & R Liaison for the purpose of reporting such or, when possible, resolving such matters. The P & R Liaison shall report status of all activities directly to the Board of Directors, communicate with the P & R monthly and attend P & R Commission and City Council meetings as appropriate with the President, and/or other Board Members. The WTC shall report all court needs to the P & R; such as, repair of nets, light malfunctions, etc.

I – Woodland Joint Unified School District Liaison (WJUSD Liaison) – The WJUSD Liaison shall provide communication between the WTC and the WJUSD. The WTC members shall bring questions, concerns or requests of the WJUSD to the attention of the WJUSD Liaison for the purpose of reporting such, or, when possible, resolving such matters. The WJUSD Liaison shall report status of all activities directly to the Board of Directors, communicate with the WJUSD monthly and attend WJUSD meetings as necessary; and shall report as necessary to the WTC Board of Directors.

Sec. 5 – Removal of Board of Directors – any Board member may be removed for any reason deemed sufficient by the other Board of Director members and confirmed by a majority vote.

Sec. 6 – Vacancies – If the President resigns or is removed from office, the Vice President shall become President. If any other member of the Board of Directors resigns or is removed from office, or if the Vice President becomes President, the vacancies shall be filled by the vote of the majority of the Board of Directors.

Article 5 - Amendments

These by-laws may be amended by a majority of the members of the WTC present at a regularly called meeting or by electronic mail ballot as determined by the Board of Directors. The by-laws may also be amended by a majority vote of all the members of the Board of Directors at any regular or special meeting of the Board, to stand until approved by general membership at the next annual meeting, or by electronic approval of responding WTC members, at the discretion of the Board.

Article 6 – Dissolution Procedures

Sec. 1 – This Club is a non-profit organization.

Sec. 2 – Upon dissolution, disbanding, or other termination of this organization all the assets shall be distributed by the Board of Directors to the Woodland Parks and Recreation Department and/or any other organization which qualifies as a charitable deduction for income tax purposes, as stated in the Revenue Act in force for the year in which the distribution shall be made.

Sec. 3 – In no event shall any part of the assets be returned to, or distributed among the Board of Directors of the Club membership of the Woodland Tennis Club.

Adopted by the Woodland Tennis Club Board of Directors on November 1, 1007.

Article 3, Sections 3 and 4 revised on June 17, 2008.