

ALBANY TENNIS ASSOCIATION, INC.

BY - LAWS

ARTICLE I **NAME**

The name of this organization shall be the Albany Tennis Association, Inc., a member organization of the United States Tennis Association, hereafter known as ATA.

ARTICLE II **PURPOSE**

The purpose of this organization is to promote all phases of amateur tennis in the Albany area; to provide organization, assistance and encouragement for junior and adult programs; to organize and conduct tournaments and clinics; to act as an umbrella organization to bring cohesiveness to area tennis activities; and to generally promote sportsmanship, recreation and friendly competition in the community.

ARTICLE III **MEMBERSHIP**

Membership shall be open to all residents of the Albany area upon payment of such dues as may be fixed by the Board of Directors.

ARTICLE IV **BOARD OF DIRECTORS**

Section 1. Composition - The organization shall be governed by a Board of Directors consisting of fourteen (14) members elected by the membership to a three (3) year term. The fifteenth member shall be appointed by the Recreation Department Director. A member may be elected to two (2) consecutive terms (6 yrs). These directors shall be elected in September and assume office immediately upon election. All members of the Board of Directors shall be members in good standing of ATA. The terms shall be staggered so that no more than eight (8) directors are elected at one time.

Section 2. Meetings - The Board shall meet the third Tuesday of each quarter beginning in October. Six(6) or more Directors shall constitute a quorum. Special meetings may be held at the call of the President or at the request of any two (2) Directors.

Section 3. Election - A nominating committee shall be appointed by the President in May. This committee shall place names in nomination for positions on the Board of Directors. Ballots for election of Directors shall be mailed to all members of ATA in August and shall be returned by September 15th.

Section 4. Vacancies - Vacancies on the Board of Directors shall be filled by the Directors for the interim period until a regular election is held in August and the vacant position is filled.

Section 5. Attendance - Any Board member having two (2) consecutive unexcused absences will be subject to removal from the Board. Unexcused absences are defined by the Board and they shall vote on the removal. Prior notification to the chair is required for absences.

ARTICLE V **OFFICERS**

Section 1. Officers and Election - The executive officers of the corporation shall be the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The nomination committee shall place names in nomination for the officers. The officers shall be elected by the Board in October following the election of the Board by the membership. The term of office shall be one (1) year. Each officer shall be eligible to succeed himself or to another office, however, the Presidency is limited to two (2) consecutive terms.

Section 2. Duties - The duties of each officer shall be those inherent in the office to which he shall have been elected. Specifically, these shall include:

(a) **President:** The President shall preside at all ATA meetings and Board of Directors meetings. He shall have the power to appoint all standing committees and ad hoc committees and shall be an ex-officio member of all committees except the nominating committee.

(b) **Vice President:** The Vice President shall preside at the meetings in the absence of the President and shall succeed to the Presidency in the event the President is unable to serve.

(c) **Recording Secretary:** The Recording Secretary shall maintain all corporation records, record the minutes of the meetings and send copies to members of the Board of Directors, and notify Board members of the meetings.

(d) **Corresponding Secretary:** The Corresponding Secretary shall conduct all correspondence of this corporation, send out membership applications, edit the newsletter and shall assume duties as requested by the President and the Board of Directors.

(e) **Treasurer:** The Treasurer shall accept all dues collected; maintain an up-to-date list of the membership; receive all proceeds from tournaments or fundraising events; maintain up-to-date financial records; pay all outstanding bills as approved by the President; and provide financial reports to the Board of Directors.

ARTICLE VI STANDING COMMITTEES

Section 1. Committees and Duties - There shall be the following Standing Committees, the membership and specifics of which shall be designed by the President and the Board of Directors.

(a) **Membership:** This committee shall be chaired by the treasurer and shall be responsible for recruiting new members, receiving membership applications, and dues, and maintaining an up-to-date membership list.

(b) **Newsletter:** This committee shall be chaired by the corresponding secretary and shall be responsible for the planning, printing and mailing of the quarterly newsletter to all members of the corporation. The newsletter shall include information about tennis events, a calendar of upcoming events, and information of general interest to all ATA members.

(c) **Special Events:** The duties shall be to plan and supervise all tournaments or special events sponsored or co-sponsored by the corporation. Inherent in these duties shall be the planning, printing and mailing of entry forms; receipt of entry forms and fees; appointing a tournament director; and making reports to the Board of Directors.

(d) **Adult Leagues:** The duties shall include appointing local league coordinators; facilitating the formation of Men's, Women's, Mixed and Senior Leagues with the coordinators; in conjunction with the publicity committee, send out news releases regarding the leagues, and serve as liaison with the GTA office.

(e) **Junior Development:** The duties shall include appointing local junior league coordinators; facilitating the formation of junior leagues with the coordinators; in conjunction with the publicity committee, send out news releases regarding the leagues and serve as the liaison with the GTA office.

(f) **Publicity:** The duties shall include developing / maintaining contacts within the media to facilitate publicizing the various ATA events. Inherent in these duties shall be the responsibility to see that each event / league / program receives media attention.

Section 2. Additional Committees - Any one or more additional committees may be established by the Board of Directors at any time. Ad hoc committees may be appointed by the President at any time, subject to the approval of the Board of Directors at a subsequent meeting of the Board.

Section 3. Membership - Membership of any committee, whether standing or otherwise, need not be restricted to Directors, except as the Board of Directors may from time to time determine.

Section 4. Vacancies - Vacancies on the Board of Directors shall be filled by the Directors for the interim period until a regular election is held in August and the vacant position is filled.

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ARTICLE VII
AMENDMENTS

These By-Laws may be amended at any meeting of the Board of Directors, when there is a quorum present, by majority vote of the Board of Directors present at such meeting.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

This corporation shall use as its Parliamentary authority, Robert's Rules of Order.