

HERONS GLEN TENNIS ASSOCIATION

BYLAWS

ARTICLE I. NAME

This organization shall be known as the Herons Glen Tennis Association (HGTA).

ARTICLE II. OBJECTIVES

The objectives of this organization are a) to promote competitive and social tennis among its members, b) to provide general oversight of the tennis courts as directed by the Herons Glen Recreation District Board of Supervisors, and c) recommend maintenance and improvement items to the Board of Supervisors as specified in the Tennis Association LONG RANGE PLAN.

ARTICLE III. MEMBERSHIP

All members shall be residents of the Herons Glen Golf and Country Club community and **shall** have paid annual dues to the HGTA. Any exceptions to the foregoing may be made by the Board of Directors on an interim basis where warranted by unusual circumstances, providing such exceptions are deemed to be in the best interest of the HGTA.

ARTICLE IV. BOARD OF DIRECTORS

The HGTA shall be governed by a Board of Directors comprised of elected officers and the captains of all HGTA men's and women's teams. The positions of the elected officers shall be President, Vice-president, Secretary and Treasurer. The terms of office shall be for two years. The President's and Treasurer's term of office shall be for two years starting November 1st of even numbered years. The Vice President's and Secretary's term of office shall be for two years starting November 1st of odd numbered years.

DIRECTORS AND THEIR DUTIES

President

- a) Conducts all business meetings.
- b) Oversees all of the Board of Directors activities; coordinates these activities to insure they are in the best interests of the HGTA membership.
- c) With the Board of Directors, develops and reviews, on an annual basis, a LONG RANGE PLAN for the HGTA. Communicates the LONG RANGE PLAN to the Recreation District Board of Supervisors.
- d) Establishes and maintains communication with Herons Glen Recreation District so problems may be effectively resolved as they arise.
- e) Oversees and promotes all tennis activities as well as social interaction among the membership.
- f) Selects at least three members to serve as the Nominating Committee and appoints the chair of the committee each year.

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g) Appoints a replacement officer in the event a current officer cannot continue to serve

Vice-president

- a) Assists the President in all of the above activities.
- b) Assumes the duties of the President in his/her absence.

Secretary

- a) Records the proceedings of all formal HGTA Meetings.
- b) Distributes copies of the minutes to all Board members.
- c) Reserves rooms and facilities as required for meetings and other events.
- d) Works with HGRD Food and Beverage Manager to plan menus for HGTA Tournament luncheons.
- f) Posts all necessary documents on the HGTA bulletin board, and electronically.

Treasurer

- a) Serves as the custodian of all monies of the HGTA.
- b) Maintains a joint checking account with the HGTA President for receiving and disbursing of all funds.
- c) Provides a report to the Board at all Board meetings showing all funds received and/or disbursed.
- d) Prepares an annual budget prior to the summer Board meeting to be used as a basis for determining annual dues.
- e) Maintains current membership roster.
- f) Posts copies of the annual Treasurer's report on the HGTA bulletin board.

Captains of all HGTA Sponsored Teams.

- a) Organize and direct the running of the various teams within the HGTA structure in the following manner:
- b) Post the various line-up sheets and league schedules.
- c) Conduct team meetings.
- d) Be creative and innovative in league formats.
- e) Conduct themselves in accordance with Appendix A. "Rules and Guidelines for Inter-community Teams" as approved by the HGTA Board of Directors.
- f) Assure that all team members are HGTA members in good standing.
- g) Follows the rules established for the specific league in which his/her team participates.

ARTICLE V. MEETINGS

- a) The Board of Directors shall meet three times a year or more frequently, if necessary.
- b) A general meeting shall be held in October to elect officers for the forthcoming two-year period November 1 to October 31. An agenda shall be published 15 days in advance of the annual meeting.
- c) General meetings may be called at any time when deemed necessary by the Board of Directors.

ARTICLE VI. NOMINATION And ELECTION OF OFFICERS

- a) The President shall name a Nominating Committee composed of three (3) members no less than sixty (60) days prior to the October annual meeting. No member of the current Board of Directors is eligible to serve on the Nominating Committee and shall not participate in any activities of the Nominating Committee.
- b) All incumbent elected Association Officers have the option to place their names on the slate for the upcoming two-year period for continuation in the office they currently hold.
- c) The Nominating committee shall post a slate of officers for the ensuing term no later than forty-five (45) days prior to the annual meeting. The posting shall be done on the Tennis Association bulletin board, and via electronic communication to the HGTA members. After posting, any additional persons wishing to run for office shall submit his/her name to the Nominating Committee. These names will be added to the posted listing. The final slate of candidates will be posted thirty (30) days prior to the annual meeting. Nominations are then closed.
- d) The Nominating Committee shall prepare ballots for the upcoming election, if needed. The official ballot shall list all offices and shall list the candidates in alphabetical order. The Nominating Committee will send out absentee ballots electronically to those members requesting absentee ballots. All absentee ballots must be received by the Nominating Committee no later than one day prior to the annual meeting. The Nominating Committee shall tally all ballots and announce the results at the annual meeting in October.
- e) Only paid members of the HGTA are eligible to vote.

ARTICLE VII. DUES

The Board of Directors shall review the annual budget and present the proposed annual dues at the annual meeting. The annual dues rate will be ratified by assenting vote of a majority of current paid members present at the annual meeting.

ARTICLE VIII. RATIFICATION

Ratification of these Bylaws shall require a majority approval by a quorum of paid members present at the annual meeting in October.

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ARTICLE IX. AMENDMENT

Amendment of these Bylaws may be made at the annual meeting in October with a majority approval by a quorum of paid members present, or at a regularly scheduled general meeting. Electronic or paper absentee ballots will also be accepted. Proposed Bylaw amendments must be posted at the HGTA bulletin board, and posted electronically at least three weeks prior to an Amendment vote. The HGTA membership may propose bylaw changes to the HGTA Board at any time for consideration.

ARTICLE X. QUORUM

The quorum, for voting purposes, shall be one-half plus one of the paid memberships, including written proxies.

Rev. 11/12/96

Rev. 10/27/03

Rev. 4/3/04

REV. 10/29/07