

**LEE COUNTY WOMEN’S TENNIS LEAGUE
BY-LAWS**

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Note: Changes are shown in bold and italics

Revised April 2018

Article I. Name and Offices

- Section 1: The official name of this organization shall be the "Lee County Women's Tennis League, Inc." (hereinafter referred to as the League).
- Section 2: The principal office of the League shall be at the residence of the League Treasurer.

Article II. Objectives

- Section 1: The objective of the League shall be to promote competitive women's tennis among the tennis teams of Lee County.

Article III. Membership

- Section 1: Each member must reside in Lee County during the playing season.
- Section 2: Any League position established by these by-laws or any subordinate League document, except the position of advisor, shall be filled only by a person meeting all the qualifications of Article III. Membership.
- Section 3: The League and any affiliated division or team do not and shall not discriminate on the basis of race, color, sexual orientation, or national or ethnic origin in the conduct of its stated programs.

Article IV. Organization – Advisors

- Section 1: The League shall consist of divisions. A division is a group of teams playing at the same level. Levels of play shall be as defined in the rules and regulations. A division may also be a group of teams playing on an age-segregated basis and by rating.
- Section 2: The League shall be administered by an executive board. The detailed responsibilities of the executive board shall be as designated by the rules and regulations. Should the rules and regulations be contrary to the by-laws at any time, these by-laws shall be controlling.
- Section 3: The executive board shall consist of one elected officer of each division, allowing one (1) vote per division, plus the immediate past director unless she is also a current delegate.
- Section 4: Any executive board member, who has had three (3) consecutive absences from executive board meetings and has not been excused from such absences by the executive board, shall automatically be removed from office.
- Section 5: The executive board shall co-ordinate the work of various committees functioning at the League level. The executive director may appoint a committee for a particular purpose and may terminate a committee when the work of that committee is no longer needed.

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- Section 6: The executive board shall levy dues upon the membership to be sent as instructed by the League. Refund of dues shall be defined in the rules and regulations.
- Section 7: All elected executive officers will receive reimbursement for all expenses incurred in performing their duties.
- Section 8: The executive officers on behalf of the League shall contract with outside vendors to provide such services as deemed necessary. Outside vendors will be paid as independent contractors.

Article V. Organization – Division

- Section 1: A division shall be administered by the divisional board. The detailed responsibilities of the divisional board shall be as designated in the rules and regulations. Should the rules and regulations be contrary to these by-laws at any time, these by-laws shall be controlling.
- Section 2: The divisional board shall be made up of the elected officers and the captain from each team comprising that division. In the event of a vacancy of a team captain during the League season, the affected team shall provide a replacement to serve for the balance of the League season.
- Section 3: The divisional board shall have authority only as a group, with individual authority limited to that agreed to by the divisional board.
- Section 4: Any divisional board member who has had three (3) consecutive absences from divisional board meetings and has not been excused for such absences by the divisional board, shall automatically be removed from office, and the affected team directed to select a new captain or co-captain.
- Section 5: The divisional board shall co-ordinate the work of various committees functioning at the divisional level. They may appoint a committee for a particular purpose and may terminate a committee when the work of that committee is no longer needed.
- Section 6: All elected divisional officers will receive reimbursement for all expenses incurred in performing their duties.

Article VI. Organization – Team

- Section 1: A team shall be administered by a captain or co-captain selected by the team members in a manner chosen by the team.

Article VII. Officers – League

- Section 1: League officers shall consist of executive director, associate director, league secretary and league treasurer. The term of office for league secretary and league treasurer shall be for two years. The associate director shall serve one year as associate director and the following year as executive director. These

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officers shall be elected by the executive board at the April meeting and shall begin their term on May 1. In the event of a vacancy of any office other than that of executive director, the executive board shall fill that office from the members who have served as a member of the executive board.

Section 2: The executive director shall preside over all meetings of the executive board and the League.

Section 3: The associate director shall be chairman of the nominating committee. The associate director shall, in the absence of the executive director, assume the duties and have the authority of the executive director. In the event of a vacancy in the office of executive director, the associate director shall become the executive director for the remainder of the term.

Section 4: The league secretary shall record the minutes of all meetings of the Executive Board and the League. These minutes shall be emailed to officers and posted on the website. The league secretary shall be custodian of all League records except those working records of the league treasurer.

Section 5: The league treasurer shall receive and disburse all funds administered by the League. The league treasurer shall maintain records and use procedures as directed by the executive board. At the discretion of the executive officers, League funds may be donated to a charity if approved by a majority vote of the executive board. At each executive board meeting and at each meeting of the League, the league treasurer shall give a detailed report of all funds received and disbursed since the previous meeting. A copy of the detailed report is to be given to all division officers. All checks drawn on League funds shall be signed by the league treasurer, league secretary, or executive director.

Section 6: The executive board nominating committee shall consist of associate director (chairman) and two (2) division officers. Executive board officers shall be selected from members who have served as a member of the executive board. This slate shall be presented at the March executive board and voted on at the April executive board meeting.

Article VIII. Officers – Division

Section 1: Division officers shall consist of president, vice president, and secretary and other officers as may be added by a majority vote of the executive board. These officers shall be nominated as provided in Section 5 below and then elected as provided in Section 6 below. When a division officer assumes that office, she must be a member of a team in that division, playing on that team without appeal or special consideration. Officers shall begin their term at the May executive board meeting. The term of office shall be two years. In the event of a vacancy in any office other than that of president, the divisional

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board shall fill that office from among themselves for the remainder of the term.

Section 2: The president shall preside over all meetings of the divisional board and all meetings of the division. The president shall be responsible for appointing the following committees: luncheon, trophy/awards, and others as needed.

Section 3: The vice-president shall act as chairman of the nominating committee. The vice-president shall monitor the match scores. The vice-president shall, in the absence of the president, assume the duties and have the authority of the president. In the event of a vacancy in the office of president, the vice-president shall become the president for the remainder of the term.

Section 4: The secretary shall record the minutes of the divisional board and division. At each meeting, the secretary shall read the minutes of the previous meeting. The secretary shall be the custodian of all divisional records. The secretary shall maintain records and use procedures as directed by the divisional board and the League.

Section 5: The nominating committee of a division shall consist of the division vice-president (chairman) and two (2) team captains and/or co-captains, who volunteer or are selected in a manner chosen by a majority vote of the divisional board. The nominating committee shall present a slate, in writing to all team captains one month prior to elections. No name shall appear on the slate without the consent of the person being nominated.

Section 6: Elections shall be held at the spring meeting or in a manner chosen by a majority vote of the divisional board. Any additional nominations for individual positions will be accepted with the consent of the person being nominated.

Article IX. Officers – Team

Section 1: The captain shall preside over all meetings of the team. Where applicable, in the absence of the captain, the co-captain shall assume the duties and have the authority of the captain.

Article X. Meetings

Section 1: The executive board shall meet monthly from October through May inclusive. The associate director, league secretary, league treasurer and one division officer will have one (1) vote. The director only votes in case of a tie. The meetings shall be held at a time and location agreeable to a majority of the voting members of the executive board. The meetings shall be called by the executive director. Special meetings of the executive board may be called by any executive board member by providing the executive director a written request and agenda for the special meeting, which shall be the only business conducted at said special meeting. Meetings may be cancelled or re-

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scheduled by agreement of a majority of the voting members of the executive board.

Section 2: The divisional board shall meet as required.

Section 3: Team meetings shall be held on "as required" basis as called by the captain.

Article XI. Quorum

Section 1: ***Decisions made must be passed by a majority of the board present once the quorum is met.***

- a. A quorum of the divisional board shall be 51%.
- b. A quorum of the captains shall be 50%.
- c. A quorum of the team members shall be 50%.
- d. A quorum of the executive board shall be 51%.

Article XII. Dues

Section 1: Dues will be set each year by the executive board.

Section 2: Dues are payable when a team is registered. No team may be scheduled to play until their dues have been received as instructed by the League.

Article XIII. Committees

Section 1: Board membership is not a prerequisite for committee membership; however, any committee shall be chaired by a member of the board that established the committee and shall be composed only of League members.

Section 2: The members of the standing committees shall be appointed at the beginning of each season for a term of one year.

A standing committee that shall be appointed by the executive director shall be the rules and regulations committee. This committee shall recommend to the executive board all by-laws and rules and regulations revisions that may be requested to administer the League and guide play.

Section 3: Ad hoc committees shall be appointed for a single, limited assignment. They are dissolved at the completion of that assignment or at the pleasure of the board that appointed them, whichever comes first.

An ad hoc committee that shall be appointed at the League (executive board) level shall be the audit committee. This committee shall consist of three members including the chairwoman. This committee shall audit the books of the League and report to the executive board immediately prior to the end of League year or an unexpired term.

Section 4: No committee shall be vested with the authority to implement an action. They shall recommend to the board that created the committee. Implementation authority shall remain with the board.

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Article XIV. Rules of Order

Section 1: All meetings and business of the League shall be guided by "Robert's Rules of Order."

Article XV. Amendment/Revision of These By-Laws

Section 1: These by-laws may be amended or revised by a two-thirds majority of the Executive Board.

Section 2: Before a vote, each division president shall provide notice of the proposed amendment or revision to its divisional board as directed by the Executive Board.

Section 3: A detailed revision sheet shall be created and maintained, recording all amendments and revisions. Said revision sheet shall become an integral part of these by-laws.