

GREEN VALLEY TENNIS CLUB BYLAWS

February 13, 2011

1. *Purpose* – The club exists for the goal of promoting tennis in Green Valley.
2. *Eligibility* – Any person who is a member of GVR Inc. is eligible for membership.
3. *Officers* – Management/leadership of the club shall be carried out by the President, Vice President, Secretary and Treasurer and immediate Past President and shall be the Executive Board. President, Vice President and Secretary shall be elected by the membership for a one year term beginning in April of each year. The Treasurer shall be elected for a two-year term in the same month. Any officer may serve no more than two full consecutive terms. Officers shall be nominated and elected at the January membership meeting and begin their duties April 1st. The remaining Board of Directors (Committee Chairmen) shall be appointed by the incoming President and begin their duties April 1st. Each year at least one member of the Executive Board must be a full time resident and take on the responsibilities of any officer in their absence if so required.
 - A. *President* – The President shall officiate at all meetings of the Board of Directors and of the general membership, appoint committees, and conduct the business as required for the welfare of the Green Valley Tennis Club. The President shall conduct the day-to-day club activities. In the absence of the Treasurer, the President may authorize disbursement of club funds by affixing his/her name to a club check. Two people may serve as co-Presidents.
 - B. *Vice President* - The Vice President shall be Chairperson of Facilities/Maintenance/Ball Machine and may have any number of members to assist. The Vice President shall be the Liaison with GVR Inc. regarding said issues. The Vice President shall serve as chairperson of club tournaments and any special tennis events. Vice President shall move into the position of President.
 - C. *Secretary* - The Secretary shall take and report official minutes and be responsible for maintaining historical minutes. The Secretary shall be responsible for the updating of an operations manual of jobs performed by officers and committee chairmen and distributing to new board members.
 - D. *Treasurer* – The Treasurer shall maintain the club checking account, receive and track monies for dues, ball machine, events, special orders, write checks, reconcile monthly bank statement, prepare a yearly budget and present it to the Board for approval, complete monthly financial statements for the Board of directors, file appropriate IRS forms and prepare yearly financial statement for GVR Inc. The Treasurer works closely with the Membership Chairperson.
 - E. *Publicity*: The immediate past President shall sit on the executive board as Chairperson of Publicity. The publicity Chairperson shall be responsible for all publications.

4. Board of Directors: – This shall include the Executive Board and Standing Committee Chairmen. The President shall chair all board meetings or in his/her absence, the Vice President will act as chair. The board shall meet a minimum of six times per year but may meet more often if necessary.

5. Standing Committees– the President will appoint Chairs of the following and said Chairperson will be a voting member of the Board of Directors. Any Chairperson position may be shared.

A. Ball Machine: The Vice President shall be in charge of the ball machine and may assign a member to assist.

B. Catered Events Chairperson: Shall plan, all aspects of special catered events for the Club.

C. Leagues Chairperson: Shall be responsible for securing captains for the different leagues. The Chairperson may choose a date and organize sign up for league play twice a year, fall and winter. They will be responsible for all drop-in activities.

D. Maintenance/Facilities Chairperson: Shall be under the direction of the Vice President and shall act as the liaison between the Tennis Club and GVR Inc. The Vice President may assign a member to assist.

E. Membership Chairperson: Shall be responsible for welcoming new members, maintaining and distributing a club roster and send yearly reports to GVR Inc. Membership Chairperson works closely with the Treasurer.

F. Communications Chairperson: Shall write and distribute newsletters at the direction of the President, emails to the members and website maintenance.

G. Potluck Chairperson: Shall be responsible for all aspects of set-up and take down of the potlucks.

H. Programs: Shall arrange programs for potluck and catered dinners.

I. Publicity: Shall be under the direction of the immediate past President.

J. Reservation/Monitor Chairperson: Shall be responsible to recruit, train, organize and schedule volunteers to manage the day to day operation of the morning tennis court reservation system, maintain supplies available for use of monitors in conducting daily duties

K. Afternoon Court Scheduler Chairperson: Shall assist USTA teams with securing court times for matches and practices and shall be the USTA liaison. Shall also serve as the court scheduler for all afternoon and Sunday court use.

L. **Special Committees:** The President may, from time to time, appoint special committees to assist in the conduct of Club activities. However, the Chairperson of a special committee shall not have a vote at board meetings. A Nominations Committee shall be appointed by the President at the October Board meeting to present names to the Board in December for the upcoming open board positions. Open positions shall be publicized.

6. **Dues:** – Membership dues will be established annually by the board by the October meeting and shall be payable by January 1 of the following year. Monies shall be used at the direction of the Board of Directors. The board shall be restricted to spending \$2,000 or less on any project or part of a project unless directed by a majority vote of the membership at a regular or special meeting during the months of October through April.

7. **Club Meetings** –

A. **Regular Meetings** – At least six (6) monthly Board meetings shall be held from October through April of each year.

B. **Annual Meetings**- shall take place in January each year at the scheduled January pot luck/catered dinner.

C. **Special Meetings** – Will be held if twenty members sign a petition and deliver it to President. This meeting will be to discuss a specific topic (s). Topics to be discussed will be in writing and be in the President's hand seven days before the meeting. A meeting so requested, will be scheduled within fourteen days.

D. **Notice** – Members will be advised of any meetings five days in advance by posting on the bulletin boards, emails to the membership and website of the tennis facilities.

E. **Quorum** – Any club meeting where voting will be official, must be attended by 20% of the members in good standing, plus at least one officer to constitute a quorum. Proxy votes will count as members in attendance.

F. **Proxy votes** – Any member who desires to vote by proxy must request a proxy from the President.

G. **Rules of order** – Roberts Rules of Order will be followed in conducting all Club meetings.

8. **Amendments** – Amendments to the Bylaws may be made by a majority vote of members in good standing attending a regular or special meeting of the club, subject to the approval of the GVR Inc.

9. **Authority of Charter** – In order to be effective, these Bylaws must be approved by GVR Inc.

10. *Dissolution* - Upon dissolution of the Club, any assets after all bills have been paid shall be transferred to GVR Inc.

11. *Bylaws* - A copy of these approved bylaws shall be available to membership at all meetings. All elected officers and committee chairpersons shall be furnished with a copy of the current approved bylaws after each election.

Approved: Green Valley Tennis Club, February 13, 2011



Verne Phillips, President

Approved: Green Valley Recreation



Andrea Blackshear, Executive Director
February 24, 2011