**Pinetree Country Club**

**Tennis Association Bylaws**

Revised: March 29, 2012

## Article I - Name

The name of this organization shall be the **PCC Tennis Association.**

## Article II - Object:

The object of the Association shall be to promote interest in tennis, good fellowship and sportsmanship, to encourage conformity to USTA and ALTA rules of tennis and to protect the interest of its members.

## Article III – Membership

Section 1 – Membership in the association shall be open to any member, spouse or designated guest, child, grandchild or grandparent of that member, who is in good standing of Pinetree Country Club. Individual memberships will be the only type offered unless recommended to the board and approved by the general membership.

Section 2 - Additionally, those guest members of either a USTA or an ALTA team, sponsored by Pinetree Country Club, may participate in the association beginning with the initiation of the participation season and ending one year after the conclusion of the season in which they are team members.

Section 3 - Members in good standing of the PCC Tennis Association must pay the dues as recommended by the Board of Directors and approved by the membership.

Section 4 – Acceptance of the membership in the Association shall bind each member to abide by the bylaws and to accept and enforce all decisions made by the Board of Directors.

## Article IV - Board of Directors

Section 1 – Only dues paying members of Pinetree Country Club or spouses of dues paying members shall be eligible to serve on the Board of Directors.

Section 2 – The management and control of the affairs, funds, property and policies of the Association shall be vested in a Board of Directors, which shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian and Chairmen of standing committees.

Section 3 – The Board of Directors shall be elected at the Annual Meeting of the Association in November and shall assume office January 1st. The term of office shall be one (1) year and no member shall be eligible for the same office for more than two (2) consecutive years except when approved by the Board of Directors by ballot and voted upon by the membership.

Section 4 – At least two (2) months prior to the annual meeting, the President shall appoint a membership committee to consist of three (3) members who shall prepare a slate to be voted on at the Annual Meeting. The slate is to be posted thirty (30) days prior to the Annual Meeting. Additional nominations may be made from the floor for any office other than Parliamentarian, who shall be the retiring President.

Section 5 – Elections shall be by ballot when there is more than one (1) nominee for an office.

Section 6 – Vacancies occurring during any term of office shall be filled by appointment by the Board of Directors.

## Article V – Power & Duties of the Board of Directors

Section 1 – Two-thirds (2/3) of the Board of Directors present and voting at a board meeting shall be able to conduct business to present to the Association.

Section 2 – President: The President shall manage and supervise the current affairs of the Association, shall preside at all meetings of the Association and the Board of Directors; shall report any matter which may be of importance or benefit to the Association; shall oversee to the best of their ability the office of all committees, except the nominating committee, and shall have power to appoint any committee not otherwise provided for in the bylaws. The President is authorized in addition to the Treasurer to sign checks for the approved expenses of the Association.

Section 3 – Vice President: In the absence of the President, the Vice President shall perform the duties of the President, and in the event the President cannot fulfill the full term of office, the Vice President automatically assumes the Presidency. The Vice President shall be in charge of the directory for the year.

Section 4 – Secretary: The Secretary shall keep the records of all meetings of the Association and of the board of Directors, and shall have charge of all papers and correspondence. The Secretary shall forward minutes to the Board members in a timely manner.

Section 5 – Treasurer: The Treasurer shall receive all dues and keep accurate roll of members of the Association. TheTreasurer shall deposit money received in the name of and to the credit of the Association in a bank approved by the Board of Directors and shall pay out all monies, which have been ordered and approved by the Board of Directors. Any special or unusual expenditure shall, on recommendation of the Board of Directors, be approved by the membership. The Treasurer shall be prepared to present at any meeting of the Association or the Board of Directors a written report on the financial status of the Association.

Section 6 – Parliamentarian: The Parliamentarian, who is the Past President, shall be responsible for the conduct of the affairs of the Association in accordance with the bylaws of the Association and with ROBERTS RULES OF ORDER, NEWLY REVISED.

Section 7 – The standing committees shall be as follows: Membership & Publicity, House & Grounds and Tournament.

Section 8 – Duties of Standing Committees:

Membership & Publicity Chair: Shall introduce prospective new members to the association. It shall be responsible for keeping a current membership roster. It shall also inform the team captains of new members as appropriate. Additionally, it shall be responsible for the release of any new items. It shall also be responsible for maintaining the Association social website and scrapbook, while supporting the updates of the tennis facility bulletin board.

House & Grounds Chair: Shall be responsible for carrying out directions of the Board of Directors regarding adequate facilities, supplies and maintenance of the tennis building, tennis courts and viewing stands and the surrounding grounds.

Tournament Chair: Shall be responsible for the all tournaments and special play events within the Association. It shall collect all related entry fees and shall check all scores, purchases and award all prizes, post names of winners of all events and perform such other duties incident to the office as may be required by the Board of Directors.

Section 9 – The Chair of any standing committee may appoint the necessary assistants to help in the performance of their duties.

## Article VI – Dues, Fees & Contributions:

Section 1 – The fiscal year of the Association shall be recommended to the members by the Board of Directors.

Section 2 – The annual dues of the Association shall be recommended to the members by the Board of Directors. Entry fees for all tournaments and special play events sponsored by the Association shall be determined by the Board of Directors. Dues shall be billed and collected by Pinetree Country Club and deposited into a PCCTA checking account.

Section 3 – Subsidizing of the Association events shall be subject to approval by the Board of Directors.

Section 4 – Only members of the Association in good standing shall be eligible to participate in events sponsored by the Association. A member may invite a guest to participate as a partner in doubles events.

Section 5 – Contributions made for special projects shall be allocated for such, unless unencumbered by the contributor.

## Article VII – Meetings:

Section 1 – There shall be at least four (4) Association meetings per year, inclusive of the annual meeting; these being held at a time designated by the Board of Directors. The annual meeting shall be held in March.

Section 2- A simple majority of the members present and voting at any Association meeting shall constitute a quorum for the transaction of normal business.

Section 3 – The following order of business shall be observed at all meetings of the Associations:

1. Call to Order
2. President’s Welcome
3. Secretary’s Report
4. Treasurer’s Report
5. Parliamentarian Report
6. Report of the Standing Committees
7. Unfinished or Old Business
8. New Business
9. Election of Officers (Annual Meeting Only)
10. Adjournment

## Article VIII – Tournaments

Section 1 – Only members of the Association, who have an established and verified ALTA or USTA rating, shall be eligible to participate in any tournament within the Association.

Section 2 – There shall be tournaments during the spring, summer and fall seasons, as available times allow that do not conflict with ALTA or USTA season schedules. Suggestions by the Tournament Chairman for the types of tournaments shall be approved by the Board of Directors.

Section 3 – In tournaments, a player shall be required to play in the same or higher rating division or flight as they are ranked in the higher of either ALTA or USTA ranking.

## Article IX - Mixers or special events

## Article X – Parliamentary Authority

ROBERTS RULES OF ORDER, NEWLY REVISED shall govern the Association in any case in which they are applicable, and in which they are not inconsistent with the bylaws of the Association.

## Article XI – Amendments:

Upon recommendations of the Board of Directors, these articles may be amended by two-thirds (2/3) of the members present and voting at any meeting of the Association, provided the proposed amendments have posted at least one (1) month prior to the voting.