

# **By-Laws**

## **Davis Tennis Club**

### **Article 1 - General**

**Sec. 1 - Name** – The name of this organization is the Davis Tennis Club (DTC) located in Davis, California.

**Sec. 2 - Purpose** – The purpose of the DTC is to promote the game of tennis in the City of Davis. The DTC is a 501(c) 3 not for profit organization. These By-Laws will govern the Davis Tennis Club. The DTC also issues “House Rules” with further details for its daily operations.

**Sec. 3 – Conflict of Interest** – The DTC and its officers will not engage in activities that might compromise its non-profit status.

### **Article 2 - Membership**

**Sec. 1** - Membership in the DTC shall be open to any individual, family, or members of a neighborhood club with reciprocity (Associate members) interested in the goals and activities of the DTC. Additional classes of membership may from time to time be added by the board of directors. A member whose dues are current shall be referred to as a member in good standing. Membership is required for participation in tournaments and interclub play. Associate members have no voting rights.

**Sec. 2 - Dues** – The amount of dues for members shall be determined and fixed by the Board of Directors and entered in the minutes prior to the annual Membership meeting.

### **Article 3 – Meetings**

**Sec. 1** – An annual meeting of the membership shall be held in the first quarter of each year. This meeting shall be held at a time and place set by the Board of Directors. It will be published through email and open to any member wishing to attend.

**Sec. 2** – Special meetings of the membership may be called at any time upon a majority vote of the Board of Directors. Ten days advance notice, indicating the time, place, and purpose of the meeting shall be given to all members in good standing.

**Sec. 3** – The Board of Directors shall meet regularly at such times and places as set by the Board of Directors. A majority of the Board of Directors must be present to conduct official business.

**Sec. 4 – Quorum** – A simple majority of the Board of Directors shall be present in person at a meeting of the Board in order to constitute a quorum for the transaction of the business.

### **Article 4 - Board of Directors**

**Sec. 1 – General Powers**. The Board of Directors, hereinafter referred to as The Board, shall govern the DTC. The Board shall consist of no less than ten (10) or more than 15 positions. New Board members shall be determined by the procedures outlined in these by-laws.

**Sec. 2 - Election, Term of Office and Qualifications** – New members of The Board shall be nominated in the first quarter of each year by a Nominating Committee. The Nominating

## **By-Laws**

### **Davis Tennis Club**

Committee, consisting of one (1) member of The Board and two (2) non board members, shall be appointed by The Board to produce a slate of potential new Board members. New members of the Board shall be elected by a simple majority of general members present at the annual meeting. If no member has been nominated for an open board position at the time of the annual meeting then the vote shall be conducted by electronic ballot sent to the general membership where a simple majority of those who elect the new board member. The Board members shall be elected for a two year term and shall hold office until the successors of each have been duly elected, or they resign or are removed from the Board. Only a member in good standing may serve on the Board of Directors.

The Board shall serve staggered terms with 5, 6, 7 or 8 members elected each year.

If a Board member steps down mid-term, the Board shall appoint a replacement for the remainder of the term. The new Board member assumes voting rights immediately.

**Sec. 3 – Officers of the Board of Directors** – The officers of the DTC Board of Directors shall include the following positions:

A - President – The President shall be the chief executive of the corporation and preside at all meetings of the DTC and the Board of Directors. In addition, s/he shall appoint all committees with the concurrence of the Board; coordinate strategic plans, objectives and projects in consultation with the Board or a committee; sign checks and collaborate with the Treasurer when accounting for club funds; sign contracts and agreements or other official documents; have general supervision over the business and affairs of the accounts and general concerns of the DTC; and be an ex-officio member of all committees.

B - Vice President – The Vice President, in the absence of the President, shall preside at the meetings of the board of Directors and shall assume the duties of the President during his/her absence.

C - Secretary – The Secretary shall keep the minutes of all DTC Board of Directors meetings and the General Meeting; be a custodian of all documents of the DTC; distribute minutes of board meetings for approval, and publish a final version for board approval; be responsible for Club correspondence; and give notice to all Board members of regular and special Board of Directors meetings.

D - Treasurer – The Treasurer shall be responsible for keeping a full and accurate record or the accounts of the receipts and disbursements of the DTC; monitor income, expenses and account balance and summarize monthly; present financial reports monthly to the board; pay for approved activities of the board and the club members assuring receipts are provided for each expense; maintain an accounting of all recurring payments such as bank fees, liability insurance, court fees, team fees, etc. The Treasurer also serves as the liaison to the Club Professional(s).

**Sec. 4 - Additional Committees and Assignments** – The Board may determine additional individual and committee assignments which may or may not include membership on the Board of Directors including but not limited to any of the following:

A - Newsletter Editor – The Newsletter Editor shall collect news and information and prepare a newsletter; email newsletter to Club members or post on web site; send newsletter to

## **By-Laws**

### **Davis Tennis Club**

prospective new members or direct to web site; assist in proofreading and mailing of the roster; publish Board meeting minutes. The newsletter will be in electronic form, but a paper newsletter will be available to membership upon request.

**B - Membership Chair** – The Membership Chair shall coordinate membership records; prepare and distribute annual club roster; provide up to date membership application for membership renewal; provide membership flyers and distribute to club members to recruit new members; distribute membership applications to community sites such as recreation department, libraries sports stores, tennis stores, etc.; keep membership changes up to date and provide periodic updates for publication in the newsletter; contact new members and invite them to club activities.

**C - SATA/ USTA Representative** – The SATA/ USTA Representative shall attend and vote at all SATA meetings; communicate with USTA when needed; report SATA & USTA information to DTC Board; distribute SATA team/league information to the Interclub Coordinator for distribution as needed.

**D - Interclub Coordinator** – The Interclub Coordinator shall oversee the development and participation of SATA/USTA league play. This includes recruitment and naming of league representatives and team captains; provide direction and leadership to league Coordinator(s) and captains; distribute SATA Fall, Summer, and Spring league Roster packets to league representatives and captains; assure team rosters are submitted by deadline; mentor representatives and captains regarding roster and club rules; assure team fees are collected and submitted to Treasurer.

**E - Webmaster** – The Webmaster shall maintain web host contract; administer the web site; post Club news to Web site; and update web information for membership regularly.

**F - Tournament Director** – The Tournament Director shall direct and oversee tournament events for DTC activities; advertise events as needed; assign duties to event coordinators to set up and close down events; work with interclub/intraclub coordinators to set up events; manage write ups for the newsletter prior to and following each event, to include information location, time, participants, draws, event outcomes, and summary of event; and assist the President and Vice President with updates to the annual Calendar of Events.

**G – Social Activities Director** – The Social Activities Director shall direct and oversee social events; advertise events as needed; set up and close down events; manage write ups for the newsletter prior to and following each event ; inform the other board members with updates to the annual Calendar of Events concerning the dates of Social activities; and report results to Board.

**H – DTC Liaison to the City of Davis** – The City of Davis Liaison shall provide communication between the DTC and the City. The DTC and DTC members shall bring questions, concerns, regarding these matters to the attention of the City Liaison for the purpose of reporting such or, when possible, resolving such matters. The City of Davis Liaison shall report status of all activities directly to the Board of Directors, communicate with the City as necessary and attend City Council meetings as appropriate with the President, and/or other Board Members. The DTC shall report all court needs to the City; such as, repair of nets, light malfunctions, etc.

# **By-Laws**

## **Davis Tennis Club**

I – Davis Joint Unified School District Liaison (DJUSD Liaison) – The DJUSD Liaison shall provide communication between the DTC and the DJUSD. The DTC members shall bring questions, concerns or requests of the DJUSD to the attention of the DJUSD Liaison for the purpose of reporting such, or, when possible, resolving such matters. The DJUSD Liaison shall report status of all activities directly to the Board of Directors, communicate with the DJUSD monthly and attend DJUSD meetings as necessary; and shall report as necessary to the DTC Board of Directors.

J – Clubhouse Manager – The Clubhouse Manager shall monitor the condition of the clubhouse and initiate or propose measures for maintenance or improvements.

K – Fundraising Director – The Fundraising Director shall develop and implement plans for raising funds from individuals or businesses.

**Sec. 5 – Removal of Board of Directors** – any Board member may be removed for any reason deemed sufficient by the other Board of Director members and confirmed by a majority vote.

**Sec. 6 – Vacancies** – If the President resigns or is removed from office, the Vice President shall become President. If any other member of the Board of Directors resigns or is removed from office, or if the Vice President becomes President, the vacancies shall be filled by the vote of the majority of the Board of Directors.

### **Article 5 - Amendments**

These by-laws may be amended by a majority of the members of the DTC present at a regularly called meeting or by electronic mail ballot as determined by the Board of Directors. The by-laws may also be amended by a majority vote of all the members of the Board of Directors at any regular or special meeting of the Board, to stand until approved by general membership at the next annual meeting, or by electronic approval of responding DTC members, at the discretion of the Board.

### **Article 6 – Dissolution Procedures**

**Sec. 1** – This Club is a non-profit organization.

**Sec. 2** – Upon dissolution, disbanding, or other termination of this organization all the assets shall be distributed by the Board of Directors to the Davis Parks and Recreation Department and/or any other organization which qualifies as a charitable deduction for income tax purposes, as stated in the Revenue Act in force for the year in which the distribution shall be made.

**Sec. 3** – In no event shall any part of the assets be returned to, or distributed among the Board of Directors of the Club membership of the Davis Tennis Club.

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These By-Laws were originally adopted by the Davis Tennis Club Board of Directors on June 4, 2008 and subsequently revised and adopted on 8 February 2013, 3 April 2013, 7 October 2015 and 6 April 2016.