

ALBANY TENNIS ASSOCIATION, INC.

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Southwest Georgia Tennis Alliance, Inc: d/b/a Albany Tennis Association, Inc., a member organization of the United States Tennis Association, hereafter known as ATA.

ARTICLE II – MISSION & PURPOSE

Section 1. Mission - to promote all phases of amateur tennis in the Albany area.

Section 2. Purpose - to promote all phases of amateur tennis in the Albany area: to provide organization, assistance and encouragement for junior and adult programs; to organize and conduct tournaments and clinics; to act as an umbrella organization to bring cohesiveness to area tennis activities; and to generally promote sportsmanship, recreation and friendly competition in the community.

ARTICLE III - MEMBERSHIP

Membership shall be open to all residents of the Albany area who are currently members in good standing of the USTA.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Composition - The organization shall be governed by a Board of Directors consisting of ten (10) members elected by the membership to a three (3) year term. Board members may serve not more than two (2) consecutive terms. These board members shall be nominated by the board and elected in August and assume office immediately upon election. All new board members will attend an orientation meeting which will be held in September. Terms shall be staggered such that not more than four (4) full terms shall be filled in one election. Members completing their second three year term, must remain off the board for a minimum of one calendar year before they may be voted back on. Additionally, the Albany Parks and Recreation Department may appoint a non-voting representative to attend board meetings.

Section 2. Meetings - The Board shall regularly meet four (4) times per annum. Special meetings (in addition regular meetings) may be called by the president or at the request of any two (2) board members. A quorum shall consist of six (6) voting members.

Section 3. Vacancies - Vacancies on the Board of Directors shall be filled by a special election held by the Directors. Newly elected board members so elected will serve for the remainder of the vacant term.

Section 4. Attendance - An unexcused absence shall be defined to be an absence by a board member who has not contacted the Secretary of the Board or its President prior to the time of the meeting. Any member having two (2) consecutive unexcused absences will be subject to review by the Board, and followed by removal should the Board so decide by majority vote.

ARTICLE V - OFFICERS

Section 1. Officers and Election - The executive officers of the Board shall be the President, Vice President, Secretary, and Treasurer. Nominations shall be made by the board at large and membership notified of those nominations, in July, and elections will be held each August. The term of office will be one (1) year. Officers may serve consecutive terms, however the offices of President and Vice President shall be limited to two (2) consecutive terms of one year each. The Past-President will remain on board at the conclusion of their time as president as a full voting member until they reach the end of their board term. Should they be in their sixth year of their board term, the Past-President will remain on the board for one year in an advisory capacity, as a non-voting member.

Section 2. Duties - The duties of each office are defined as follows:

(a) President: The President shall preside at all Board meetings and appoint such standing committees as needed, with the consent of the appointee. The President serves as the public face of the ATA, and must approve any media contact made on behalf of the Board. At the President's discretion, this duty may be delegated to the Vice President.

(b) Vice President: The Vice President shall preside at all meetings of the Board in the absence of the President. The Vice President shall conduct the orientation meetings of newly elected board members, and shall appoint at least one other board member to assist with this duty.

(c) Secretary: The Secretary shall maintain all records of the Board, record the minutes of the meetings and send copies of those minutes to all board members in a timely manner, and notify Board members of meetings. Additionally, the Secretary will conduct all

correspondence of the Board, and assume such duties as requested by the President or the Vice President.

(d) Treasurer: The Treasurer shall receive, record and deposit all proceeds from tournaments, fundraising events, and league stipends; maintain up-to-date financial records; pay all outstanding bills as approved by the President; and provide financial reports to the Board of Directors.

ARTICLE VI – STANDING COMMITTEES

Section 1. Committees and Duties - There shall be the following Standing Committees: Marketing, Adult League, Junior Development, Special Events, and Policy and Procedure. The President shall appoint members and chairpersons to these committees with the prior consent of the appointees.

(a) Marketing - It is the responsibility of the Marketing Committee to develop and maintain contact with local media so as to facilitate publicizing ATA events and ensure that events, leagues, and programs receive media attention. It shall be the responsibility of the Marketing Committee to design and maintain an internet presence, which will include social media.

(b) Adult League - The duties of the Adult League Committee shall include facilitating the formation of all Adult Leagues. The Adult League Committee shall coordinate with the Marketing Committee to publicize the activity of the Adult Leagues. The Adult League Committee shall appoint a Local League Coordinator (LLC) who will serve as a liaison with the USTA Georgia Office.

(c) Junior Development - The Junior Development Committee shall appoint a Local Junior League Coordinator who will serve as a liaison with the USTA Georgia office. The Junior Development committee shall assist the coordinator in the formation of junior leagues, and publicize the junior league and any events appropriate for that league.

(d) Special Events - The Special Events Committee shall plan and oversee all events sponsored or co-sponsored by the ATA.

(e) Policy and Procedure - It is the responsibility of the Policy and Procedure Committee to define and set forth in writing the standard operating procedures of the Board. These

policies and procedures should include reimbursement procedures and accounting policies. Additionally, the Policy and Procedure Committee shall review the Bylaws of the Board at least once every three (3) years and propose any changes which are deemed beneficial.

ARTICLE VII - AMENDMENTS

These By-Laws may be amended at any meeting of the Board of Directors, when there is a quorum present, by majority vote of the Board of Directors present at such meeting.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

This corporation shall use as its Parliamentary authority, Robert’s Rules of Order.

ARTICLE IX – NON-PROFIT PURPOSES:

This corporation is organized exclusively for one or more purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE X – DISSOLUTION OF ORGANIZATION

Upon dissolution of the Albany Tennis Association, any assets remaining, funds or property, of the Albany Tennis Association will be distributed to a tax exempt organization. In no event will any assets be distributed to the members of the organization.