



# **BYLAWS Of the NORTHEAST TARRANT TENNIS ASSOCIATION**

## **Article I – Name**

**Section 1.** Northeast Tarrant Tennis (NETT) shall be the official name of this Association.

**Section 2.** The principal office of the Association shall be as prescribed by the Executive Board of Directors.

## **Article II – Purpose**

**Section 1.** This Corporation is organized exclusively for one or more of the purposes specified in Section 501c4 of the IRS Code, including but not limited to, promoting and developing the game of tennis and related programs in the Northeast Tarrant County area.

## **Article III – Membership**

**Section 1.** The Association shall be open to residents of Northeast Tarrant County and surrounding areas as determined by the Executive Board of Directors.

**Section 2.** Annual dues and fees shall be set by the Executive Board of Directors and shall remain as set for one (1) fiscal year.

### **Section 3. Types of Membership**

- A) Player Membership: Membership is completed upon the registration and payment of league dues and fees.
- B) Associate Membership: Membership that is offered to non-playing persons who wish to support NETT and participate in its programs and activities.

**Section 4.** The NETT membership list is the sole property of the organization and shall remain private. The list of members and their contact information may not be sold or distributed to non-members or used by NETT members for solicitation purposes. Violations are subject to sanction by the NETT Board of Directors.

## **Article IV – Funds**

**Section 1.** The Treasurer of the Association shall prepare and present a budget to the Executive Board of Directors at the beginning of the new fiscal year.

**Section 2.** Contributions and distribution of funds will be used to promote local tennis, such as but not limited to, scholarship funds or other tennis related needs approved by the Executive Board of Directors.

### **Article V – Executive Board of Directors**

**Section 1.** The Executive Board of Directors shall consist of the elected officers of the Association.

**Section 2.** The Executive Board of Directors shall have responsibility for the overall management of NETT.

**Section 3.** All committees shall be under the supervision of the Executive Board of Directors.

**Section 4.** All projects sponsored by NETT must be approved by the Executive Board of Directors.

**Section 5.** The Executive Board of Directors shall meet a minimum of 10 times during the fiscal year.

**Section 6.** The Executive Board of Directors has the authority to dismiss any Director at any time during the year. Reasons for dismissal, include but are not limited to, absences from Board Meetings, the inability or unwillingness to perform and meet the requirements of the position, misuse or misrepresentation of the position, and flagrant disregard of the fiduciary responsibilities of the position. A 2/3 vote by the Executive Board of Directors at any regular or duly called meeting is required for dismissal from office.

**Section 7.** Quorum for conducting business at any meeting of the Executive Board of Directors shall be constituted by a majority count of the number of members on the Board itself.

**Section 8.** Only members of the Executive Board of Directors may vote on issues that come before the Association. Proxy voting is not permitted.

**Section 9.** Members of the Association who wish to be placed on the Agenda of any Board of Directors Meeting must contact the Secretary at least two (2) full days (48 hours) prior to the meeting date.

**Section 10.** The Executive Board of Directors may hire or appoint an Administrative Assistant and others as determined by the Board. The Board shall prescribe the duties and salaries of those hired or appointed.

**Section 11.** The Executive Board of Directors shall not be personally responsible for the debts, liabilities, or other obligations of the Association.

## **Article VI – Election of Officers**

**Section 1.** The elected officers of the Executive Board of Directors shall be the President, VP of Administration, VP of Community Outreach, VP of Adult Programs, VP of Junior Programs, VP of Communications, VP of Tournaments and Events, VP of Rules, Secretary, and Treasurer.

**Section 2.** All officers of the Executive Board of Directors must be current members of NETT.

### **Section 3. Election of Officers**

- A) Nominating Committee
  - 1) Nominating Committee of two (2) shall be selected from the general membership.
  - 2) The VP of Rules shall chair the committee and no other Executive Board member shall serve on the committee.
  - 3) The VP of Rules shall present the Slate of Officers to the Board of Directors for evaluation and discussion.
- B) Election of Officers will take place at the Annual General Membership Meeting by a majority vote of members in attendance. Each member is entitled to one (1) vote.
- C) Newly elected Executive Board of Directors will take office in January.

### **Section 4. Term of Office**

- A) Term of office shall be defined as being one (1) year.
- B) There shall be no limit to the number of terms a member may serve in the same Officer position.
- C) No member shall hold more than one (1) office at a time.
- D) To qualify for the position of President, the nominee must have served on the Executive Board of Directors for one (1) year.
- E) The Executive Board of Directors shall fill any vacancies on the Executive Board of Directors.

## **Article VII – Duties of Officers**

### **Section 1. President**

- A) Shall serve as Chief Executive Officer of the Association.
- B) Shall preside at all regular and special meetings of the Executive Board of Directors and the general membership.
- C) Shall appoint the chairpersons for all special committees.
- D) Shall represent NETT at meetings with other associations.
- E) Shall coordinate the interviewing/hiring/performance evaluation of all NETT contract workers.
- F) Shall work with each member of the Executive Board of Directors in preparing his or her plan of work for the year.
- G) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

### **Section 2. Vice-President of Administration**

- A) Shall assume the duties of the President in his/her absence.
- B) Shall coordinate Grant applications for the Association.
- C) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

**Section 3. Vice-President of Community Outreach**

- A) Shall serve as the liaison between NETT and communities it serves.
- B) Shall focus on building relationships with local officials and community leaders.
- C) Shall create relationships and build partnerships with other area organizations to help promote tennis and related programs with the community.
- E) Shall perform other such duties as may be assigned and approved by the Executive Board of Directors.

**Section 4. Vice-President of Adult Programs**

- A) Shall coordinate all NETT adult leagues: Women's Doubles, Men's Doubles, Mixed Doubles, and Flex.
- B) Shall coordinate and preside at all Team Captain and Coordinator Meetings.
- C) Shall appoint all League Coordinators and supervise their work.
- D) Shall be coordinator liaison for all league results with a league management system.
- E) Shall strive to grow and advance programming in the area of adult tennis.
- F) Shall work with and coordinate with all NETT facilities.
- G) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

**Section 5. Vice-President of Junior Programs**

- A) Shall strive to support and advance programming in the area of junior tennis.
- B) Shall appoint program coordinators as needed and supervise the work of these positions.
- C) Shall coordinate the Junior Scholarship Program.
- D) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

**Section 6. Vice-President of Communications**

- A) Shall coordinate the submission of material for the NETT E-Newsletter and distribute through an online marketing website.
- B) Shall maintain an email database of members and update in a timely manner.
- C) Shall work with the Board of Directors to coordinate any publicity of NETT or electronic communication to the NETT membership.
- D) Shall update and maintain the NETT website.
- E) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

**Section 7. Vice-President of Events and Tournaments**

- A) Shall coordinate all NETT sponsored or co-sponsored tournaments.
- B) Shall coordinate all NETT sponsored luncheons.
- C) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

### **Section 8. Secretary**

- A) Shall fulfill the roles of both recording and corresponding secretary on the Executive Board of Directors.
- B) Shall secure the facility for all Board of Directors' Meetings and provide written notification of all meetings in advance.
- C) Shall prepare the Minutes and provide copies to each member of the Executive Board of Directors.
- D) Shall coordinate with the President and prepare the Agenda for each meeting.
- E) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

### **Section 9. Treasurer**

- A) Shall collect, receive, and deposit all money and shall disburse funds with the approval of the Executive Board of Directors.
- B) Shall keep itemized accounts of all receipts and disbursements, an accurate inventory of all assets, and prepare and file tax returns.
- C) Shall be the official signatory of the Association's tax returns.
- D) Shall present a Financial Statement at each Executive Board of Directors' Meeting and prepare and present a Financial Report at the close of the fiscal year.
- E) Shall prepare the Annual Budget with input from both the outgoing and incoming members of the Executive Board of Directors.
- F) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

### **Section 10. Vice-President of Rules**

- A) Shall chair the Nominating Committee for selection of new members of the Executive Board of Directors.
- B) Shall chair the Rules and Grievance Committee.
- C) Shall update, amend, and keep current the Bylaws of NETT according to the procedures outlined in the Bylaws themselves and the current edition of Robert's Rules of Order, the parliamentary authority of the Association.
- C) Shall perform such other duties as may be assigned and approved by the Executive Board of Directors.

## **Article VIII – Committees**

**Section 1.** Committees are formed as needed by the NETT Executive Board of Directors and shall consist of members from the general membership.

**Section 2.** All committees shall submit plans of work to the Executive Board of Directors for approval.

## **Article IX – General Membership Meetings**

**Section 1.** The general membership shall be called to meeting once every year.

**Section 2.** Announcement of the Annual Meeting of the membership shall be placed in writing in the NETT Newsletter and on the NETT website.

**Section 3.** Special meetings of the membership may be called by the President or at the request of three (3) members of the Executive Board of Directors. Those present at duly called general meetings shall constitute a quorum.

#### **Article X - Grievances**

**Section 1.** General grievances should be submitted to the Executive Board of Directors in writing for a ruling.

**Section 2.** Grievances in regard to actual league play are detailed in the NETT League Rules.

#### **Article XI - Amendments to the Bylaws**

**Section 1.** These Bylaws can be amended at any regular membership meeting by 2/3 vote of those members present, provided such amendments have been published and distributed to all members at least two (2) weeks prior to the meeting.

**Section 2.** The NETT VP or Rules shall be advised in advance and in writing of any proposed amendments to the Bylaws.

#### **Article XII - Parliamentary Authority**

**Section 1.** The current edition of Robert's Rules of Order, Newly Revised, shall govern this organization.

#### **Article XIII - Dissolution of Assets**

**Section 1.** A unanimous vote of the Board of Directors shall be required to dissolve the Corporation. Upon dissolution of the Corporation, any assets remaining after payment of/or provision for its debts and liabilities shall, consistent with the purposes of the organization, be paid over to a tax exempt organization(s) in furtherance of our mission. No part of the net assets or net earnings of the Corporation shall inure to the benefit of or be paid or distributed to an officer, director, member, employee, or donor of the Corporation.

Amended December 2019