

BYLAWS  
OF  
HOUSTON LADIES TENNIS ASSOCIATION

**ARTICLE I BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of the elected officers. Any person receiving compensation from the Association shall be ineligible for any position on the Board of Directors.

**Section 2.** The Board of Directors shall have the responsibility for the overall management of the Association, determining policies and transacting the business of the Association. Discretionary powers are available to the Board through the authority of the bylaws.

**Section 3.** Any projects sponsored by this Association must be approved by the Board of Directors.

**Section 4. REMOVAL OF BOARD MEMBERS AND VACANCIES**

- A. When any Board member fails to attend two consecutive regular Board meetings, or miss half of the regular Board Meetings, or is unable to satisfactorily perform the duties of her position, the Board Member may be removed from her position by a two-thirds vote of the Board.
- B. Board vacancies shall be filled by a vote of the Board of Directors and such replacement Board Members shall serve until the next general election.

**ARTICLE II OFFICERS**

**Section 1.** THE ELECTED OFFICERS of this Association shall be a President, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Vice-President, Secretary, Treasurer, Historian, Parliamentarian, Website/Communications Director and Social Director.

**Section 2. ELECTION OF OFFICERS**

A. The offices shall be elected and take office at the May general meeting.

**B. NOMINATING COMMITTEE**

- 1. A Nominating Committee shall be appointed in December consisting of a Board member chair appointed by the President, two Board members elected by the Board of Directors and four general membership volunteers selected by the Nominating Committee chair. In April, this committee will present to the Board for approval a slate of nominees for the positions to be filled at the May general meeting. The Committee shall be responsible for publishing the slate of nominees on the website prior to the election.
- 2. The nominee for President should have two years of Board experience minimum, including one year as Head League Coordinator.

C. Additional nominations for officers may be made from the floor.

### **Section 3. DUTIES OF THE OFFICERS**

- A. PRESIDENT shall preside at all meetings of the Association and the Board of Directors and shall be responsible for the oversight of all functions of HLTA. The President shall appoint a Financial Review Committee chaired by the Treasurer and said financials will be reviewed by an outside auditor.
- B. 1<sup>st</sup> VICE PRESIDENT is the Head League Coordinator and shall be responsible for the running of and management of the HLTA League. When necessary and in the absence of the President, the HLC shall perform all duties of the office of the President.
- C. 2<sup>nd</sup> VICE PRESIDENT is the HLTA Tournament Director and shall oversee all Tournaments and appoint their site chairmen.
- D. 3<sup>rd</sup> VICE PRESIDENT is the Community Service Director and shall be responsible for the management of all HLTA Community Service Projects.
- E. 4<sup>th</sup> VICE PRESIDENT is the Membership and Site Director and shall be responsible for the HLTA membership, team and facility information.
- F. SECRETARY shall keep the minutes of all general meetings and meetings of the Board of Directors.
- G. TREASURER shall be responsible for the accounting of all HLTA funds. The Treasurer shall present the annual financial statement to the board at the September meeting. The board will select an independent auditor to review annual financial statement and supporting documentation at the end of the fiscal year. The approved financial statement will be made available at the General meeting and a copy will be kept on file and available to the membership.
- H. HISTORIAN shall be responsible for the care of all HLTA documents (Charter, Constitution and Court Reporter Newsletters. She shall be in charge of the nominations and vote tabulation (assisted by the Secretary), of the HLTA Woman of the Year Service Award if given.
- I. THE PARLIAMENTARIAN shall see that Roberts' Rules of Order Newly Revised are followed at all meetings and shall be responsible for maintenance of the HLTA rules and procedures.
- J. THE WEBSITE/COMMUNICATIONS DIRECTOR shall be responsible for the HLTA website operations, including, but not limited to, postings and email. She may be the primary liaison with the contracted website manager, and ensure that the website is properly administered and maintained.
- K. THE SOCIAL DIRECTOR shall oversee all social activities of the Association and appoint function assistants as needed.

**The Job Descriptions may be amended as necessary only by a quorum vote of the Board at a regularly scheduled meeting.**

## ARTICLE III DUES

**Section 1.** Team registration fees shall be \$25 per season. Individual membership dues shall be \$25 per fiscal year beginning June 1 and ending May 31. After December 1, dues for the remaining one-half fiscal year shall be \$15. The Board shall have the right, at its discretion, to increase or decrease team registration fees and/or individual membership dues. Any increase or decrease shall not exceed \$5.00 per season.

**Section 2.** No special assessments upon members may be made by this Association but special projects may be undertaken to raise extra funds.

## ARTICLE IV VOTING

**Section 1.** The list of officers presented by the Nominating Committee and nominations from the floor at the May general meeting shall be duly elected by a 2/3 vote of those members present at the May general meeting.

**Section 2.** A Board of Directors quorum shall consist of 50% of the existing Board which shall be determined by the Secretary by a roll call. On any matter to be decided by a vote of the Board, a majority (except for instances where a greater margin is provided for) of the total votes shall control.

## ARTICLE V AMENDMENT OF BYLAWS

The bylaws may be amended by 2/3 vote of those members present at a general meeting, such amendments to be posted on the website at least 2 weeks prior to the meeting.

## ARTICLE VI PARLIAMENTARY AUTHORITY

The authority for all rules of procedure and the answer to questions of parliamentary law shall be Roberts Rules of Order Newly Revised.

## STANDING RULES

Recommended order for business meetings:

1. Call meeting to order
2. Reading and approving minutes
3. Reading communications
4. Reports of Officers
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment