**WOMEN’S TENNIS CLUB OF NEW CASTLE COUNTY**

**ORGANIZATION BYLAWS** (Updated March, 2019)

**Article I: Name**

This organization shall be known as the “Women’s Tennis Club of New Castle County” (hereinafter “WTCNCC”).

**Article II: Objectives**

The major objectives of this club are:

1. To promote, organize, and operate a club for the primary purpose of furthering tennis.
2. To provide for its members the opportunity to play and compete in the game of tennis.

**Article III: Membership**

Membership in this organization shall be open to women who are 18 years of age or older.

1. All applications for membership shall be submitted on an official membership form and sent to the Membership Chairperson.
2. Any member who has not paid her dues for the current calendar year shall have no club privileges.
3. Membership dues shall be paid by March 1 for the calendar year beginning January 1 and ending December 31. Said dues shall be payable to the WTCNCC, shall accompany the membership application, and shall be submitted to the Membership Chairperson.
4. Membership dues are not refundable.

**Article IV: Officers and Directors-at-Large**

1. The officers of this club shall be President, Vice-President, Secretary, Treasurer, and Immediate Past President.
2. These officers shall be elected by the membership as provided in the bylaws and shall hold office for a term of two years or until their successors are elected.
3. Directors-at-Large shall represent the membership and be appointed by the Executive Board to chair a standing committee.

**Article V: Duties of Officers**

1. The President shall act as the presiding officer at WTCNCC meetings, both executive and general.
2. Shall have the authority to appoint standing committees and chairpersons with the advice and consent of the Executive Board.
3. Shall be an ex-officio member of all committees.
4. The Vice President shall assist the President in club activities.
5. Shall act in the absence of the President.
6. Shall be an ex-officio member of the Membership

Committee.

1. The Secretary shall record and keep minutes of all meetings.
2. Shall distribute the meeting minutes when appropriate.
3. Shall record membership attendance at all meetings.
4. The Treasurer shall be in charge of club finances.
5. Shall collect all monies owed to the organization.
6. Shall disburse such payments that may be required.
7. Shall keep a current record of all club financial transactions.
8. Shall be a member of the Budget Committee.
9. The Immediate Past President
10. Shall pass all club records on to the incoming President.
11. Shall act as an advisor on the Executive Board.

**Article VI: Executive Board**

The Executive Board shall be composed of the elected officers, the Immediate Past President and the Directors-at-Large.

1. The Board shall constitute authority in matters relating to the

WTCNCC including finance, rules and regulations, and public relations.

1. The Board, prior to March 1st of the following year, shall have the books of the club audited.
2. The board shall fill, by appointment, any vacancies occurring other than that of the office of President.
3. The Board has the power to authorize the expenditure of funds by the Treasurer, provided the expenditure does not exceed the approved budget.

**Article VII: Standing Committee Chairpersons**

A chairperson of a standing committee may not chair the same committee beyond two consecutive terms except with the approval of the Executive Board.

1. Budget: Shall prepare a budget of projected income and

expenses for the ensuing year. This budget shall be presented to the Executive Board and to the general membership for approval.

1. Bylaws: Shall be responsible for ensuring that the bylaws are upheld; and shall review bylaws annually to keep them updated.
2. Fun Day: Shall be responsible for coordinating the annual Spring Fun Day event.
3. Membership: Shall process all applications for membership with the treasurer and shall inform all pertinent committees regarding changes in the current membership list.
4. Publicity: Shall publicize the activities of the WTCNCC via website and other social media and shall be responsible for the publication of newsletters throughout the year.
5. Community Relations: Shall be responsible for community relations and volunteer activities and shall have oversight of donations made to non-profit organizations.
6. Summer Flex League: Shall be responsible for organizing the WTCNCC summer league which is open to all current members interested in playing a schedule of singles/doubles matches throughout the summer.
7. Winter Tennis Contracts: Shall organize winter tennis contracts between WTC members and area tennis clubs with indoor courts (HIT, BRC, Delcastle).
8. Fall Challenge: Shall be responsible for coordinating the annual Fall Challenge event/ General Meeting.
9. Website Co-Ordinator: Shall co-ordinate club activities and updates with the Webmaster to maintain the WTCNCC website.
10. Webmaster: Shall be responsible for maintaining the website and updating as needed.

**Article VIII: Elections**

1. Officers shall be elected by a majority vote of the members present at the fall general meeting.
2. President and Treasurer shall be elected in the even numbered years.
3. Vice-President and Secretary shall be elected in the odd numbered years.
4. An elected officer shall serve a term of two years beginning on the first day of this organization’s calendar year.
5. An individual may not be elected to the same office for more than two consecutive terms.
6. An officer of this organization may be removed for nonperformance of duties by a majority vote of the Executive Board.

**Article IX**: **Meetings**

1. A minimum of two general meetings of this club shall be held each year. Members will be advised of time and place.
2. At all meetings the order of business shall be as follows:
3. Call meeting to order
4. Read and approve minutes
5. Report of officers
6. Report of standing committees
7. Unfinished business
8. New business
9. Announcements
10. Adjournment
11. Special meetings may be called by the Executive Board at any time.
12. Robert’s Rules of Order shall be the final authority as to parliamentary procedure at all meetings.

**Article X: Organization**

1. This club shall be a non-profit organization solely for the

social benefit of its members. It shall not be liable to any member or any other person for damage or claim arising out of this club. The club hereby waives any such damage or claim which may exist at the present time or at any future time.

1. In the event of dissolution, abandonment, or termination of

the “Women’s Tennis Club of New Castle County,” no income, contribution, or other revenue funds shall accrue to the benefit of any individual member. Any and all assets when possessed by this organization after current indebtedness has been paid shall be given and delivered forthwith to the Delaware Tennis Association, whereby they will be used solely for furthering Junior Tennis in the State of Delaware.

1. The WTCNCC shall not discriminate in any manner against

any person or persons by reason of race, color, national origin, or religious or political affiliation.

**Article XI: Amendments**

These bylaws may be amended or repealed by a two-thirds vote of the attending membership at a regular meeting, or at any special meeting held for this purpose after notifying the membership at least three weeks prior to the meeting.

**Article XII: Grievance Procedure**

1. A grievance must be submitted in writing by a member of

the organization to an Executive Board member within ten days of the incident precipitating the said grievance .

1. The Executive Board will appoint a three member panel to

hear the grievance.

1. The grievance panel will meet as soon as the pertinent information can be gathered. In all cases, a decision will be reached and the member(s) and those involved will be notified within 30 days of receipt of the written grievance.
2. The grievance panel will base its decision on whether or not existing WTCNCC policy has been followed. If no deviation is found, there will be no subsequent action and the parties involved will be notified. If the panel decides policy has not been followed, the parties involved will be contacted to modify the original decision to bring it in accordance with the policy. A two-thirds vote of the panel will produce a binding decision.