WOMEN’S TENNIS CLUB OF NEW CASTLE COUNTY

ORGANIZATION BYLAWS (UPDATED MARCH, 24, 2024)

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 non-profit organization are: A. To promote, organize and operate for the primary purpose of furthering tennis. B. To provide its members the opportunity to play and compete in the game of tennis. C. To support local charitable tennis groups through volunteer opportunities and charitable donations.

ARTICLE III: MEMBERSHIP Membership in this organization shall be open to women who are 18 years of age or older. A. Any member who has not paid her dues shall have no club privileges. B. Membership dues shall be paid on annually based on renewal month. Dues can be paid by cash, by check made payable to “WTCNCC” or by credit card through the website. C. Membership dues are nonrefundable unless there are substantiated extenuating circumstances.

ARTICLE IV: ELECTED OFFICERS A. The officers of this club shall be President, Vice-President, Secretary, Treasurer and Immediate Past President. B. The officers shall be elected by the membership as provided by the bylaws and shall hold office for a term of two years.

ARTICLE V: DUTIES OF ELECTED OFFICERS A. The President shall act as the presiding officer at WTCNCC meetings, both executive and general.

1. Shall have the authority to appoint standing committees and chairpersons with the advice and consent of the elected officers.
2. Shall be an ex-offcio member of all committees.

B. The Vice President shall assist the President in club activities.

1. Shall act in the absence of the President. 2. Shall coordinate community volunteer activities. 3. Shall have oversight of donations made to non-profit organizations.

C. The Secretary shall record and keep minutes of all meetings.

1. Shall record and post the meeting minutes when appropriate. 2. Shall record attendance at all meetings of the Executive Board.

D. The Treasurer shall be in charge of club finances.

1. Shall collect all monies owed to the organization. 2. Shall disburse such payments that may be required. 3. Shall keep a current record of all club financial transactions. 4. Shall present the proposed budget for the upcoming year.

E. The Immediate Past President

1. Shall act as advisor to the Executive Board. 2. Shall pass all club records onto the incoming President.

ARTICLE VI: EXCUTIVE BOARD The Executive Board shall be composed of the elected officers and the Immediate Past President. A. The board shall constitute authority in matters relating to the “WTCNCC” including finance, rules and regulations and public relations. B. The Board, prior to March 1st of the following year, shall have the books of the club reviewed. C. The Board shall fill, by appointment, any vacancies occurring other than that of the office of President. D. 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: DIRECTORS-AT-LARGE and STANDING COMMITTEE CHAIRPERSONS Directors-at-Large represent the membership and are appointed by the Executive Board and chair the standing committees. A chairperson of standing committees may chair 1 committee at a time. A. Budget: Shall prepare a budget of projected income and expenses for the ensuing year. The budget shall be presented to the Executive Board and to the general membership for approval. B. Bylaws: Shall be responsible for ensuring that the bylaws are upheld; and shall review bylaws annually keep them updated. C. Membership: Shall maintain and update the membership list and shall inform the Executive Board of regarding any changes in the current membership list. D. Webmaster/Publicity: Shall maintain the website and make updates as needed. E. Spring Fun Day: Shall be responsible for coordinating the annual event. F. Flex League: Shall be responsible for organizing the “WTCNCC” leagues which are open to all current members interested in playing self-scheduled singles and/or doubles. G. US Open Bus trip: Shall be responsible for coordinating the annual event. H. Fall Social: Shall be responsible for coordinating the annual event/ general meeting.

ARTICLE VIII: ELECTIONS A. Officers shall be elected by a majority vote of the members present at the Spring general meeting. B. President and Treasurer shall be elected in the odd numbered years. C. Secretary and Vice President shall be elected in the even numbered years. D. An elected officer shall serve a term of two years beginning on the first day of this organization’s calendar year. E. An officer of this organization may be removed for nonperformance of duties by a majority vote of the Executive Board.

ARTICLE IX: MEETINGS A. A minimum of two general meetings of this club shall be held each year. Members will be advised of time and place. B. At all meetings the order of business shall be as follows:

1. Call meeting to order
2. Read and approve Executive Board and past general meeting minutes.
3. Report of Officers
4. Report of standing committees
5. Unfinished Business
6. New Business
7. Announcements
8. Adjournment

C. Special meetings may be called by the Executive Board at any time. D. Robert’s Rules of Order shall be the final authority as to parliamentary procedure at all meetings.

ARTICLE X: ORGANIZATION A. 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. B. 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 USTA Delaware District Middle States Association, whereby they will be used solely for furthering the growth of tennis in the State of Delaware. C. The WTCNCC shall not discriminate in any manner against any person or persons by reason of race, color, sexual orientation, and/or gender identity, national origin, religious or political affiliation.

ARTICLE XI: AMENDMENTS These bylaws may be amended or repealed by a two-thirds vote of the attending membership at al 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 A. A grievance must be submitted in writing by a member of the organization t an Executive Board member within ten days of the incident precipitating the said grievance. B. The Executive Board will appoint a three-member panel to hear the grievance. C. 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. D. the grievance panel will base its decision on whether or not existing WTCNCC policy has been followed. If no deviation is found, there’s 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.