

# **By-Laws of Morgan Hill Tennis Club (MHTC), Inc. (March, 2022)**

## **Article 1: Name and identity**

This club is known as Morgan Hill Tennis Club (MHTC) and is a USTA Community Tennis Association (CTA) operating in cooperation with the City of Morgan Hill Recreation Department using City's courts located in Community Park at 171 W. Edmundson Avenue, Morgan Hill CA 95037.

MHTC was founded in 2007 and its first operating year was 2008. MHTC is operating as a 501©7 Federal tax exempt organization and is also exempt from State of California income tax under California Code Section 23701g. MHTC carries a Master Liability/Accident Insurance to protect the club from any injury claims by players.

## **Article 2: Purpose**

MHTC shall work to promote the sport of tennis in general and in particular to promote and organize activities such as USTA tennis league play and local club tennis tournaments covering Morgan Hill and South county area.

## **Article 3: Membership**

Membership in the club is open and accessible to all. Club membership shall become effective upon the payment of membership dues. The MHTC membership term operates on a calendar year basis and thus must be renewed annually to maintain the membership.

Membership in the club is required for playing in USTA League Tennis using Morgan Hill Tennis Club (MHTC) as a home team. Therefore MHTC membership must be current prior to playing any USTA League tennis matches. Compliance is the responsibility of the team Captains and is monitored/enforced by the Membership Director of the club.

## **Article 4: Officers and their terms and duties**

Elected and appointed officers - also known as Executive Board shall consists of:

- President
- Men's and women's Vice-Presidents
- Treasurer
- Courts scheduler and coordinator with the City of Morgan Hill
- Tournament Director
- Membership Director
- Webmaster
- Chairman Emeritus

The President and Vice-Presidents will be elected by the existing Board by a simple majority. All other Officers will be appointed by the President with simple majority approval of the Executive Board.

The terms of all Officers shall run for one year from January 1 to December 31 and Officers have an option to continue in that position simply by communicating to the President of the club.

## **Duties of the Officers:**

### **President:**

The President shall preside at all Executive Board meetings and General meetings. He/She shall supervise the Business affairs of the club and shall serve as a member ex-officio on all standing committees, President shall ask any Board member (of his choosing) to take notes of the minutes of the meeting and publish them to the board in a reasonable time.

### **Vice-Presidents:**

The vice-Presidents shall assist the President as requested by the President and shall assume the duties of the President during his/her absence.

Responsible for working with event committees and court coordinator for all future planned events and providing necessary guidance for successful execution of future events. Work with Court scheduler, Captains of USTA League teams and the city of Morgan Hill as necessary to make sure Captains are complying with MHTC's guidelines.

### **Treasurer:**

The Treasurer shall receive all the club funds and disperse them upon proper authorization. He/she shall provide a written financial statement of the club at every Board meeting and answer any questions from the Board related to the financial matters.

### **Court scheduler:**

Court scheduler will work with the City of Morgan Hill and all the USTA Tennis League Captains and Vice Presidents in reserving and scheduling courts for organized activities throughout the year. He/she will also work with the Treasurer to make sure court fees are paid by reserving parties.

### **Tournament Director:**

Tournament Director shall be responsible to organize club tournaments including publicizing the tournament details to the club membership at large, making the draws for the play, compiling results and declaring winners/runners up of the tournament, and give out prizes working with the President.

### **Membership Director:**

Membership Director shall be responsible for all membership related matters including, but not limited to, making sure all MHTC USTA League players are current members of the club. Resolve any membership related issues. Help Treasurer reconcile the membership related matters.

### **Webmaster:**

Webmaster is responsible for all IT related matters of the club including maintaining the club's website, payment system for membership dues, tennis tournaments fees, and any other organized events. He/she shall also work with the Treasurer and Membership Director to help resolve any system related problems.

### **Chairman Emeritus:**

Chairman Emeritus is responsible for dealing with all club related activities with external organizations/Agencies. He/she shall insure that the club is operating according to the By-Laws and help resolve any internal issues within the Board.

### **The Executive Board:**

1. The Executive Board shall consist of all elected and appointed Officers.
2.  $\frac{2}{3}$  of the Executive Board shall constitute a quorum for the Board meeting.
3. The Executive Board shall conduct all the club's business for the efficient operation of the club.
4. The Executive Board shall meet as required to run the club.
5. Each Officer (excluding the President) shall have one vote at the Board meeting with exception of the President who shall vote in case of a tie.
6. All decisions of the Executive Board shall be decided by the simple majority.
- 7...All expenses shall be authorized by the Executive board under two signature signing requirements (Treasurer plus one other designated Board member).

The President with the approval of the EXecutive Board shall fill any vacancies that occur during the year. If the President resigns or retires before the completion of the term, the vice president shall assume the office until a new president is elected.

Any director or Officer may be removed from the office by the affirmative vote of a majority of the existing board in person at any special meeting with or without cause. Any such Director proposed to be removed by the board shall be entitled to at least 10 days notice, with confirmation of the notice of proposed removal and of the meeting and place at which time such removal is to be voted upon shall be entitled to appear and be heard by the board.

### **Article 5: Guidelines for running any Club organized event**

At least one week prior to any organized event of the club, the President will prepare and distribute to all Board members a detailed list of activities to be carried out at the event with approximate time and assign members of the Board the duties. The President shall present a budget for the event and allow the Officer in charge to exceed the expense by a "Reasonable" amount with a good reason by sharing it with the board. If such events involve storing prizes, awards, etc it should be stored at a convenient and safe location at the event site for ease of handling and distributing to the recipients of the prizes/awards.

### **Article 6: Resolving club's Problems and Issues:**

Any problems or issues related to the operation of the club should be presented to the Board meeting by either a Board member or a member of the club at large. If a member at large is planning to attend the

Board meeting to present the problem.issue, he/she should notify the President at least a day ahead of the meeting time. Upon hearing the problem/issue, the Board should decide by a majority vote if a decision to resolve requires more time or can be decided at the time of presentation and inform the presenter accordingly.

**Article 7: Administrative guidelines:**

If any elected or appointed Officer wants to resign or retire from the Board prior to the end of their term, one month's notice should be given in writing to the President allowing time to find the replacement and orderly transfer of power. Any such nomination for a new Board member must be done at a Board meeting and not by email or phone calls.