

THE PARK RIDGE TENNIS ASSOCIATION BYLAWS

ARTICLE I – NAME

The name of this organization is the Park Ridge Women's Tennis Association ("Association") and the Association adheres to the policies governing adult-sponsored groups of the Park Ridge Park District.

ARTICLE II – OBJECTIVES

Section 1. The objectives of the Association are to provide:

- (a) A congenial atmosphere for competitive tennis;
- (b) Facilities for open club play;
- (c) Appropriate outdoor tournaments

ARTICLE III - MEMBERSHIP

Section 1. Membership in the Association is open to all females over the age of 18.

Section 2. Dues will be determined by the Board and reviewed annually.

Section 3. A Member in Good Standing (MIGS) is defined as follows:

- (a) You must be on a challenge ladder
- (b) You must compete in one tournament
- (c) You must accumulate a total of a least 6 points of which 5 must be from challenge matches. If you are on both singles and doubles ladders, 2 of the 5 challenge points must be from singles matches.
- (d) A point may be earned for each challenge match, and each tournament match, the August Salad Bar Luncheon, Tennis Clinic and Spring Fling. A point is also awarded for chairing an event or ladder, or for serving as a Board Member.

Section 4. A list of members in good standing will be posted on the website at the conclusion of the season. Anyone contesting the accuracy of their MIGS points must do so by contacting the President or Vice President of the season in question within 30-days after posting, or forfeit their right to do so.

Section 5. Social membership is offered for members who choose not to be on a challenge ladder. These members are not required to obtain MIGS points.

ARTICLE IV – PLACE OF PLAY

Section 1. Use of Park Ridge Park District tennis facilities by the Association will be subject to the rules and regulations as set forth by the Park District Board.

Section 2. All Association play will take place on the Park District outdoor courts or other facilities mutually agreeable to all parties playing.

ARTICLE V – NON-ELECTED POSITIONS

Section 1. Volunteers with these responsibilities will be sought for the following positions:

(a) Tournament Chairpersons will be responsible for organizing, determining the draw, recording and posting results, reporting MIGS points to the Website Coordinator and facilitating tournament play.

(b) Special Events Chairpersons will be responsible for organizing and running the event and reporting MIGS points to the Website Coordinator.

(c) Special Communications Chairpersons will be responsible for social media, developing the registration and directory and other duties as assigned by the Board.

Section 2. An Ad Hoc Committee will be appointed by the President when the Board or majority of membership present at a business meeting feels it is necessary. Committees have recommendation authority only.

ARTICLE VI – OFFICERS

Section 1. The officers of the Association are: President, Vice President, Secretary, Treasurer, Membership Coordinator Park Board Liaison, and Website Coordinator. The immediate past president will act in an advisory capacity to the incoming President and will be ex-officio member of the Board (officers).

Section 2. The slate of officers to be elected will be presented to membership at least 10 days in advance of the Fall Membership meeting and voted upon at the Annual Fall Membership Meeting of the Association.

(a) The term of the office is one year

(b) Election will be by majority vote of those members present

(c) No officer will be eligible for re-election to the same office for a fourth consecutive term, with the exception of Website Coordinator. If re-elected, the Website Coordinator may serve indefinitely due to the unique skill set required.

Section 3. The Nominating Committee consists of the current officers.

Section 4. Officers' job responsibilities are:

(a) The President shall communicate with the membership as needed; organize and conduct Membership and Board Meetings; schedule dates for events and obtain necessary interagency cooperation, file the annual Federal and State tax forms; purchase and maintain liability insurance; be responsible for the Post Office box; and appoint, with the approval of the elected officers, committee(s) as required.

(b) The Vice President shall assist the President; recruit, outline duties, and furnish supplies for Ladder, Open Play, Tournament, and Special Event Chairpersons, as needed.

(c) The Secretary shall keep minutes of all meetings and follow guidelines of Article VII Section 1 (d); assist with publicity; update bylaws and rules of operation as amended by the general membership.

(d) The Treasurer shall maintain the financial records of the Association, deposit all receipts and issue checks for approved expenditures, and prepare financial reports to be presented at the Membership meetings.

(e) The Membership Coordinator shall monitor all the membership applications, assist in matching members with partners as requested, maintain ongoing membership records, and deny membership beyond limits set by these bylaws.

(f) The Website Coordinator shall maintain the PRWTA Website. She shall input data, updates and other appropriate information as necessary in a timely manner; update all challenge match results, points and turnovers; prepare the PRWTA Directory, compile Master Ladders for singles and doubles to begin the season and compile all MIGS points and follow guidelines of Article III Section 4 of these bylaws.

Section 5. Any office, except that of President, which may become vacant during the term will be filled by appointment by the President with the approval of the majority of the officers. If for any reason the President is unable to fulfill her term or perform her duties, the Vice President will act in that capacity.

Section 6. The funds of the Association shall be kept in a separate account in a bank or savings & loan. The Treasurer and the President shall have signatures on file with the institution and either will have the power to distribute funds.

ARTICLE VII – MEETINGS

Section 1. A minimum of two general membership meetings are held annually.

(a) Written notice of meetings is sent at least 10 days prior to each meeting.

(b) At the Annual Fall Meeting, Election of Officers, and voting on proposals for changes will take place.

(c) The Organizational meeting will be held in early spring at which the Officers will present plans for the season and membership will vote on any proposals for changes.

(d) Minutes of any meeting must be typed within two weeks of the meeting date and will be available upon request. If any person has a correction to the minutes, they may bring this to the attention of the President who will either direct the Secretary to note the correction for inclusion in the Secretary's report at the following Membership Meeting or call an Officers/Board Meeting to resolve the discrepancy.

Section 2. Those present at the membership meetings will constitute a quorum for the transaction of business.

Section 3. All matters other than bylaws changes voted upon by the membership at the membership meetings, shall be approved by a majority vote of all members present.

ARTICLE VIII – AMENDMENTS

Section 1. A By-laws Committee will be appointed by the President when the Board or majority of membership present at a business meeting feels it is necessary.

Section 2. Proposed amendments to the By-laws will be sent to the membership 10 days prior to a membership meeting.

Section 3. Amendments to the By-laws will be adopted at a membership meeting if approved by a two-thirds vote of the members present and shall be available upon request.

ARTICLE IX – STANDING RULES (“RULES”) Section 1. The Rules of the Association shall:

(a) Generally be USTA Rules & code, except as amended by the membership and published on the website.

(b) Be adopted, amended, suspended, or repealed with ten days previous notice by a majority vote at a membership meeting.

(c) Along with these By-laws, govern the operation of the Park Ridge Women's Tennis Association.

Revised 4/11/2022