

By-Laws of the Highland Park Tennis Association

Article I - Membership

Membership is open to all persons eighteen years of age or older whose application is approved by the HPTA Membership Committee.

Membership applicants must complete a Membership application, sign a liability waiver, and remit the annual or half-year dues either online or in person, and present (minimum) proof of age if requested.

New members shall be required to assist in staffing the registration desk (Box Duty) for one (1) two-hour session during the first ninety-days of their membership, in the 8:00a.m.-10:00a.m. time period, or during the first two hours when operating under winter hours. They will be rewarded with two hours of free tennis during the final two hours of the Round Robin on the same day. This article is retroactive to July 1, 2020. The same will apply to any member in good standing who volunteers for, and is accepted for, "Box Duty".

Membership may be revoked for any member who is determined by a majority vote of the Board of Directors to not be in good standing, or whose conduct is injurious to other members, or who is a convicted felon.

Article II - Leadership

The governing body of the HPTA shall be a Board of Directors, hereinafter referred to as the "Board", which will be composed of Past Presidents of the HPTA, should they choose to participate. All decisions, policies, and actions of the Board and of the HPTA shall be subject to the provisions of the Constitution and these By-Laws.

The HPTA shall conduct any and all meetings according to Robert's Rules of Order. The Board will operate with standing committees for Finance, Activities, and any others deemed important to the ongoing operations of the HPTA.

The Officers of the organization shall consist of a President, Vice-President, Secretary, Treasurer, and other Coordinators appointed by the President, all of whom shall be members in good standing.

Article III - Election of Officers

The President, Vice-President, and Secretary shall be elected for a one-year term by a simple majority of the members present at the annual meeting. The Treasurer will be selected by the Board and will serve a two-year term. Should any position remain unfilled or vacated during the year, the Board may select one or more qualified active member(s) to serve in an interim capacity until the next election cycle. Officers will assume their respective office effective July 1st and serve through June 30th of the following year.

A Nominating Committee, composed of the President, Vice-President, and the immediate Past President, shall be responsible for submitting nominees for the elected Officer positions prior to the annual membership meeting. Nominations may also be submitted by Members in good standing to the Nominating Committee, if at least seven (7) days prior to the annual membership meeting.

Candidates for the elected Officer positions will meet the following qualifications:

1. Be a Member in Good Standing
2. Must have been a Member of the HPTA for at least one year (12 months)
3. Must have volunteered in some capacity for a minimum of ten (10) hours during the previous 12 months prior to being nominated, at or with any of the following activities: HPTA Round Robin; a charity tennis tournament such as the Highland Open; service on a HPTA committee; and provide written proof of the same to the Nominating Committee.
4. Any candidate nominated for the position of President shall have served in one of the elected Officer positions, or shall have previously served as President of the HPTA.

The Election of Officers shall be held annually at a general membership meeting prior to the end of the HPTA Fiscal Year (July 1 through June 30), but no sooner than sixty (60) days prior to the end of the Fiscal Year. Meetings may be held electronically.

Article IV - Duties of Officers and Directors

The officers of the HPTA will be responsible for, and oversee the day-to-day operation of, the HPTA's business and activities. The officers of the HPTA and their respective duties are:

President: Presides over all meetings, plans and leads all activities of the group. He/She will be required to present a calendar of activities for the fiscal-year term to the Board for approval. This shall occur between the date of the candidate's nomination and prior to fourteen (14) days after the election. The President must be highly visible at the HPTA activities and other community activities where the promotion of and public relations for community tennis is appropriate.

Vice-President: Assists the President in all matters, and substitutes at such meetings and functions in the absence of the President.

Secretary: Records all minutes and fulfills any secretarial functions that are necessary in the activities of the association. Is responsible for maintaining and updating the website.

Treasurer: Collects and deposits all sources of income, administers disbursements, and performs accounting functions. Provides a quarterly and an annual financial report to the Board of Directors, and files the appropriate state and federal tax returns.

Article V - Fees and Dues

Annual dues and fees are collected by the HPTA for the payment of tennis court fees, tennis balls and equipment expenses, refreshments for members and players, sponsorship of an annual charity tennis tournament such as the Highland Open, and administrative costs associated with these activities. Officers, Coordinators, and Board members are members in good standing and volunteer their time to the HPTA.

Annual dues for a single membership are \$20 (USD); a family/household membership is \$30 (USD); and a half-year membership (January 1 through June 30) is one-half of the annual membership. New members who join during the month of June shall be given full membership privileges through June 30th of the following year for their initial annual dues payment. Annual dues may be discounted or credited against future dues if unforeseen circumstances prevent play for an extended period of weeks or months.

Past Presidents of the HPTA shall be granted a Lifetime membership, except each Immediate Past President who must be approved for Lifetime membership by a majority vote of the Board, subsequent to the end of the Immediate Past President's term. Lifetime members will pay fees associated with the HPTA's activities, but do not pay annual dues. Current elected and appointed officers shall pay annual dues, but will be exempt from paying fees associated with the HPTA's activities.

The Board may grant fee exemptions to members whom they determine have provided significant services to the Association.

Article VI - Committees

The President and Vice-President are ex-Officio members of all regular committees.

The President, with approval of the Board of Directors, shall appoint committees for Membership; the Round Robin; and Special Projects and Requests. The Membership Committee shall consist of a Membership Coordinator, the Round Robin Coordinator, and the Treasurer.

Article VII - Meetings and Quorums

A quorum of five Board members is required for any meeting of the Board of Directors.

A quorum of three Officers or Directors, to include either the President or Vice-President, and at least ten (10) HPTA members in good standing is required for the conducting of business, to include the election of officers, at any general membership meeting, whether held in-person or electronically.

Article VIII - Activities

Section 1. The HPTA may sponsor an annual tennis tournament in the tradition started by our founder, Eleanor Owens.

Section 2. The President, in coordination with the Round Robin Coordinator, may establish satellite sites to accommodate anticipated high attendance for round robins, in order to minimize wait times for players. Should satellite sites be utilized, the following conditions must be met:

1. An on-site coordinator must volunteer to be responsible for reserving the tennis courts, acquiring tennis balls and refreshments, and for collecting and remitting fees associated with the same to the Treasurer in a timely manner.
2. Sign-up for participation must be done via electronic submission, e-mail or SMS (text messaging) to the HPTA coordinator, by noon local time on the day immediately preceding the activity.

Section 3. The President, in coordination with the Round Robin Coordinator, may establish an alternate date for the weekly round robin when inclement weather cancels the regularly scheduled activity. In the event of a Saturday cancellation, a Sunday activity could be scheduled if tennis courts are available, provided the round robin commences no sooner than 1:00pm local time.

Article IX - Amendments

Amendments to these By-Laws shall require a simple majority approval of either the general membership present at regular or special meetings, or by the Board of Directors.