

**Bylaws
of the
Downeast Community Tennis Association (DCTA)
A member organization of the United States Tennis Association**

Article I – Name

The name of the corporation shall be the “Downeast Community Tennis Association” (DCTA)

Article II – Purpose of the Organization

Section 1: Purpose

The purpose of the DCTA is to promote tennis in eastern North Carolina, to bring new persons into tennis in our area and benefit our existing tennis community. DCTA will work with the town of Greenville, USTA and the surrounding communities and private clubs to promote tennis through leagues for adults, juniors and special needs players. From time to time, the DCTA will award scholarships to qualified recipients.

Section 2: Tax Status

The DCTA is organized exclusively for one or more of the purposes as specified in section 501 (C) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (C) (3).

Section 3: Mission

The mission of this organization is “To promote and develop the growth of tennis within the Greater Greenville community and surrounding communities.” The fulfillment of this mission shall be accomplished through the following:

- A. Promotion of tennis as a means of healthful recreation and physical fitness.
- B. Development of tennis programs for all levels of adult and junior players from all types of backgrounds in public facilities, schools and private facilities.
- C. Coordination and partnership with all other tennis organizations to accomplish the state tennis association mission.
- D. Serve as resource organization for area tennis organizations and area parks & recreation department for tennis related activities.

Article III: Membership

Section 1: Members

- (a) Each person listed as a USTA member within the geographic regions served by DCTA as provided to the organization by NCTA annually.
- (b) Each person who shall submit their name to the secretary of DCTA shall also be considered a member.

Section 2: Membership Dues

Rather than dues, all USTA members will be recognized as members of DCTA. The organization will rely on grants and donations from members and sponsorships to support its activities. Members may be solicited for donations at least once a year.

Article IV – Board of Directors

Section 1: Powers and authority of the Board of Directors

The property, affairs and business of the DCTA shall be managed and controlled by the Board of Directors.

Section 2: Composition

- (a) The Board of Directors of the DCTA may consist of 21 Directors.
- (b) The Directors are elected for two year terms. Election of Directors shall be held at the December board meeting of the association election year.
- (c) A Director can be removed from office by vote of $\frac{3}{4}$ of the Board of Directors.
- (d) The Board must consist of:
 - a. President – The President shall be the principal executive officer of the corporation and shall preside over all Board meeting and DCTA membership meetings. The president shall represent the DCTA in any necessary seminars, meetings, or conventions, unless s/he designates a replacement. The president shall appoint all committees, see that all books, reports and certificates as required by law are properly kept and filed, be one of the officer who may sign checks or have access to bank account, and have such powers as may be reasonably construed as belonging to the chief executive of any organization.
 - b. Vice President – The Vice President shall preside over the Board and DCTA membership meetings in all cases where the President is absent. The Vice President shall have agreed to serve as the DCTA president upon the expiration of the President's term. The Vice President shall assist the President in whatever manner with the operation of the organization.
 - c. Treasurer – The Treasurer shall be the chief financial officer of the corporation and shall be responsible for the budgetary and financial issues related to the organization. It shall be the duty of the Treasurer to collect all debts due to the organization and make timely payments on all disbursements for the corporation. The Treasurer shall perform day to day duties: maintain the bank account balance, pay accounts payable, maintain corporate accounting records, prepare annual budget and monitor and advise DCTA on use of funds. This position should be filled by a person with experience in the financial industry.
 - d. Secretary – The Secretary shall keep the minutes of all Board and DCTA membership meetings. The Secretary shall provide due notice to all Board and DCTA membership meetings. A membership roster of members of the organization shall be kept current by this Officer, including a log of Executive Officers' start dates, term expirations and renewal dates. The

Secretary shall keep a record of attendance of board members and respond to all correspondence for the organization.

- e. Parliamentarian – The Parliamentarian shall be the immediate past President of the DCTA. The Parliamentarian shall chair the nominating committee that will nominate the new members of the Board of Directors and shall provide additional support to the DCTA on an as-needed basis, as requested by the Board of Directors.

Section 3: Qualifications

Board of Directors shall be the age of majority in the state of North Carolina. Other qualifications for the Directors shall be:

- (a) Must have a sincere interest in tennis.
- (b) Must be a resident of Pitt County as defined by zip code used for USTA programming.
- (c) Be a member in good standing with USTA.
- (d) Be a Board of Directors member for a minimum of a one year period before nomination for advancement to the Executive Officer Board.
- (e) A Board member shall sit on each of the committees of the organization and may serve as a committee chairman.

Section 4: Duties

It shall be the duty of the Directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws.
- (b) Appoint and remove, employ and discharge and except as otherwise provided in these Bylaws, prescribe the duties of all officers, agents and employees of the corporation
- (c) Supervise all officers, agents, and employees of the DCTA to assure their duties are performed properly
- (d) Attend a minimum of 3 meetings a year
- (e) Register current and any changes to physical and electronic address with the Membership Director of DCTA for notice of meetings shall be valid.

Section 5: Compensation

Directors shall serve without compensation. They shall however, be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

Section 6: Meetings

- (a) The Board of Directors may hold quarterly meetings where it is reasonably accessible to members and directors.
- (b) Board of Directors should vote on meeting times annually
- (c) “Special Meetings” of the Board of Directors shall be held whenever called by the President or a majority of the directors then in office. Notice of the meeting must be 7 days in advance.

Section 7: Quorum

One third (1/3) of the Board of Directors currently in office shall constitute a quorum for the transaction of business.

Section 8: Voting

The affirmative vote of a majority of the Directors at any meeting at which a quorum is present shall decide the issue brought before the meeting.

Section 9: Vacancies

In the event a position becomes vacant due to death, resignation, or removal from office, an interim director or advisor may be appointed by majority vote of the Board of Directors.

Section 10: Removal

The Board of Directors may remove any Director at any time for cause at any meeting.

Article V – Committees

- (a) Nominating Committee – The Parliamentarian shall appoint a nominating committee each fall of the association election year to provide a slate of new board members to replace those rotating off the Board of Directors and to recommend Committee Chairmen and subcommittee chairmen for the upcoming year. The Committee will be headed by the Parliamentarian (or immediate past president) and consist of 2 to 3 Board members (not on the Executive Officers). The Committee will present a slate of officers and board members at the December meeting of each election year.
- (b) Adult League Commissioner – The Adult League Commissioner shall develop and coordinate new adult leagues and tennis programs and shall strive to expand participation in the adult program plus coordinate all adult leagues and disseminate information for tennis programs outside the direct authority of the USTA Coordinator.
- (c) Junior Program Development – Committee shall develop and coordinate new junior leagues and tennis programs. Shall strive to expand participation in junior tennis programs and coordinate the activities of school program and USA Team Tennis.
- (d) Membership/Directory – shall collect and record all membership and keep an updated list of members in good standing. Shall work hand in hand with other committees to provide membership information for all mailings, promotions, leagues, etc. With the help of a separate committee, will direct the publication of the DCTA directory on a regular basis as directed by the Board of Directors.
- (e) Public Relations Coordinator – Shall assemble and distribute all press releases and photographs. Shall keep the official DCTA scrapbook. Shall coordinate the activities of the newsletter and mailings. Shall act as a liaison to the North Carolina Tennis Association.
- (f) Events Volunteer Coordinator – Shall coordinate non-sanctioned tournaments and banquets as well as the volunteers to help with these events.

Shall also coordinate DCTA volunteers to help with sanctioned tournaments coordinated by USTA and DCTA.

- (g) Special Committees – The Board of Directors may designate and appoint special committees with such powers and duties as the Board of Directors may determine. Special Committees are designated to implement short time projects and programs on an as needed basis.
- (h) Bylaws Committee – Shall be responsible for writing, amending and filing the official Bylaws on behalf of DCTA within the State of North Carolina.
- (i) Junior Board members (2) – This is a non-voting member of the Board. Shall promote the DCTA with area junior tennis players. Shall coordinate activities for junior volunteers. Both representatives must attend an area high school.

Note: The chair of each committee shall attend each Board of Directors meetings as ex-officio members.

- (j) Advisory Committee(s) – The DCTA shall have other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the Board of Directors and shall act in an advisory capacity. The Advisory Board is comprised of associates to the DCTA to play important roles in the success of ongoing projects, leagues and promotional activity. Advisory Board members are asked to attend Board meetings to provide support, advice and guidance. These are nonvoting positions. The following may make up the Advisory Committee:

- a. Grant Writing, shall research and submit grants for funding through USTA and other corporate and governmental entities.
- b. Town Tennis Representative, shall be a liaison between DCTA and City of Greenville and River Birch Tennis Center
- c. Legal Advisor, shall provide legal advice to DCTA on an as needed basis. Will maintain Bylaws and incorporate amendments as directed by the Board of Directors
- d. Private Club Liaisons, shall serve as liaison between DCTA and its respective club. Other clubs shall be added as deemed appropriate. The following clubs are official members of the DCTA Advisory Committee:

- i. Baywood Racquet Club
- ii. Courtside Racquet Club
- iii. Greenville Country Club
- iv. The Racquet Club of Greenville