

## LOTC CITY LEAGUE BYLAWS

Lake Oswego Tennis Center (LOTC) City League is an organization made up of women tennis players that play in a competitive league governed by the Greater Portland City League Tennis Association (GPCL). Although the organization has been active since 1992 the bylaws of this organization were first adopted by the Board of Directors in April of 2014, and updated in 2017 and 2024.

### RECITALS:

The original and subsequent versions of the Bylaws and the Amendments hereto spell out the powers and duties of the Board of Directors (the "Board"). The Board, at regularly scheduled meetings, at which a quorum is present, authorizes the re-writing and adoption of the following Bylaws, superseding all previous versions of the Bylaws and Amendments thereto.

### ARTICLE I: MISSION

The organization's mission is to:

1. Promote, advance and encourage the sport of women's competitive team tennis at Lake Oswego Tennis Center.
2. To develop friendships, sportsmanship and fellowship among the LOTC City League players.
3. To operate LOTC City League in an effective and fair manner.

### ARTICLE II: MEETINGS/QUORUM

Regular Board meetings shall be held monthly at a location selected by the Board. Any Board member, when deemed necessary, may call a special meeting of the Board. A simple majority shall constitute a quorum for the transaction of business at any meeting.

### ARTICLE III: NUMBER AND QUALIFICATION OF THE BOARD

1. The board will operate and manage LOTC City League and act as a liaison between players, captains, pros, the Rules committee and the LOTC administration. The Board shall consist of 6 members selected from among the players participating in LOTC City League tennis. The officers shall consist of a President, Vice President, Website/Recording Secretary, Rules Chairperson, Resolution/Stats Chairperson and a Captains Representative.
2. Any Board member may be removed, with or without cause, by a vote of 3 of the officers then in office. Any player having received a disciplinary action of

probation, match suspension or greater, shall be ineligible for a position on the board for two years following the completion of the disciplinary actions. Generally the disciplinary action would be disbursed by GPCL but could also come from the LOTCL CL Resolution Committee.

3. Board positions are filled from the current LOTCL City League players in good standing. Board positions will be vacated and filled in staggered order whenever possible. The President will serve one year and the Vice President will move into the President role the following year. The incoming President may choose to ask an outgoing or former President to remain as a non-voting advisor. The other positions are Resolutions/Stats, Website/Recording Secretary, Captain's Chairperson, and Rules Chairperson. Based on the board's need and discretion, all positions will be 1-3 consecutive year terms. The Captain's Chairperson will be elected each year by the body of the current serving captains and the position will rotate yearly between upper and lower half. The remaining board positions will be appointed / re-appointed yearly by the current serving board.
4. All LOTCL CL players will be informed, by email in the spring, which position/s are open for the following year and that any player of good standing may volunteer to serve on the board. Once all candidates have been established, it is recommended that the candidates be interviewed by the incoming President (and any other Board members she would like to include) who should describe the roles and responsibilities for each opening to the candidate, determine which openings the candidates are interested in, and which they are best suited for. The candidates will be discussed with the outgoing Board, who will then hold a vote. The candidate who receives the majority of the votes shall assume the recommended position on the incoming Board. Depending on the candidates and the openings available, actual roles may need to be determined or changed at the first Board meeting in September. Any unforeseen vacancy will be temporarily filled by an appointee, assigned by the current board, for the duration of the season/year. A volunteer to fill that position, having undergone the above interview process, will then be voted in the following term.

#### ARTICLES IV: DUTIES OF THE OFFICERS

The President shall:

1. Chair all meetings.
2. Conduct the business of the organization according to current Bylaws.
3. Appoint committees and/or standing positions.
4. Notify all board members of scheduled meetings and provide an agenda.

5. Bring before the Board any and all communication received from players, captains, pros or LOTC CL administration pertaining to LOTC City League business.
6. Enforce all rules and regulations as directed by the Rules Committee.

The Vice President shall:

1. Act for the President in her absence.
2. Review information and updates from the GPCL website and communicate information as applicable.
3. Manage any LOTC City League bills, receipts or monies as necessary
4. Prepare financial statements if applicable.
5. Prepare and implement a marketing plan as needed.
6. Perform other such duties as the Chairman and the Board directs.

The Website Coordinator/Recording Secretary shall:

1. Record and transcribe minutes of all the meetings, send them to the Board for review, and post the minutes to the website in a timely manner.
2. Maintain the roll call of the Board.
3. Develop and maintain the LOTC CL website including the verification of accurate information.
4. Assist in the communication and/or creation of City League calendars.
5. Mentor Board members and future website coordinators in the operation of the LOTC CL website.
6. Perform other such duties as the Board directs.

The Captains Representative shall:

1. Act as a liaison between the captains and the Board.
2. Communicate all information, as necessary, between the Board and the captains.
3. Respond to captain/co-captain questions and/or concerns whenever possible.
4. Call and chair all captains' meetings holding a non-voting position at captain's meetings, except for the breaking of a tie.
5. Perform other such duties as the Board directs.

The Rules Committee Chairperson shall:

1. Act as a liaison between the Rules Committee and the Board.
2. Communicate all information, as necessary, between the Board and the Rules Committee.

3. Call and chair all Rules Committee meetings, holding a non-voting position on the Rules Committee except for breaking a tie. The selected chairperson should have served on the Rules Committee or the Board for a minimum of one year, when possible.
4. Respond to questions/concerns regarding LOTG and GPCL rules.
5. Perform other such duties as the Board directs.

The Resolutions/Stats Committee Chairperson shall:

1. Coordinate/facilitate all Resolutions Committee meetings to resolve any player grievances, player eligibility, team placement appeals, or any other concerns.
2. Communicate the results of the meeting to necessary parties.
3. The Resolutions Chairperson is a non-voting position on the Resolutions Committee except for breaking a tie.
4. Oversee stats distribution at mid year and end of year.
5. Educate each team's stats representative of how stats documents work.

#### ARTICLE V: POWERS OF THE BOARD

The Board shall have the power to:

1. Make amendments to these Bylaws.
2. Create standing positions and committees as are deemed necessary to perform the work of the Organization.
3. Take actions which the Board, in its discretions, shall deem to be in the best interests of the Organization.
4. Make suggestions to the captains, Rules committee, and the Team Review committee for consideration.
5. Assign a representative to serve on the GPCL Board.

#### ARTICLE VI: PARLIAMENTARY AUTHORITY

##### Decision Making and Voting

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

#### ARTICLE VII: AMENDMENTS TO THE BYLAWS

These Bylaws may be amended or repealed, and new Bylaws adopted, by a majority vote of the Board members present, once a quorum is verified. Prior to the adoption of any amendment, each Board member shall be given at least two days' notice of the date, time and place of the meeting at which the proposed amendment is to be considered. The notice shall state that one of the purposes of the meeting is to consider a proposed amendment(s) to the Bylaws, and shall contain a copy of the proposed amendment(s).

#### ARTICLE VII: DISSOLUTION

In the event of dissolution of the Organization, all of the assets shall be distributed as follows.

1. ALL liabilities and obligations of the Organization shall be paid, satisfied or adequate provision made therefore.
2. Any assets remaining after payment of such debts and obligations shall be distributed among such charities as may be designed by the Board.