

March 2017

## **LOTG CITY LEAGUE BYLAWS**

Lake Oswego Tennis Center (LOTG) 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.

### **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. To 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 LOTG City League players.
3. To operate LOTG 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**

The board will operate and manage LOTG City League and act as a liaison between players, captains, pros, the Rules committee and the LOTG administration. The Board shall consist of 6 members selected from among the players participating in LOTG City League tennis. The officers shall consist of a President, Vice President, Website/Recording Secretary, Rules Chairperson, Resolution Chairperson and a Captains Chairperson.

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 LOTCCL Resolution Committee.

The President, Vice President, Resolution Chairperson and Website/Recording Secretary will serve 2 years. Every year, two current positions will end and two new board position will be filled by an at large member of LOTC City League. All LOTCCL players will be informed, by email in the spring, that a position is 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, a vote will take place. The candidate who receives the majority of the votes shall assume a position on the Board. Actual duties/positions will be determined 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. Two volunteers will then be voted in the following term. The Rules Chairperson will be appointed yearly by the current serving Board and may be re-appointed 3 times to serve for a total of 4 consecutive years.

The Captains Chairperson will be elected, each year, by the body of current serving captains and the position will rotate according to the following rotation pattern:

TOP 4 TEAMS: 2016/2017, 2018/2019, 2020/2021.....

BOTTOM 4 TEAMS: 2017/2018, 2019/2020, 2021/2022.....

#### **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 meeting and provide an agenda.
5. Bring before the Board any and all communication received from players, captains, pros or LOTCCL 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 Chairman 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 and send to the Board for review.
2. Maintain the roll call of the Board.
3. Develop and maintain the LOTCCL 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 LOTCCL website.
6. Perform other such duties as the Board directs.

**The Captains Chairperson 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 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 meetings holding a non-voting position except for the breaking a tie. The selected chairperson should have served on the Rules Committee for a minimum of one year.
4. Respond to questions/concerns regarding LOTC and GPCL rules.
5. Arrange and chair all Rules Committee meetings.
6. Perform other such duties as the Board directs.

**The Resolutions Committee Chairperson shall:**

1. Coordinate/facilitate all 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 except for breaking a tie.

**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 Review committee for consideration.
5. Assign a representative to serve on the GPCL Board.

**ARTICLE VI: PARLIAMENTARY AUTHORITY**

1. 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.