

Austin Women's Tennis Association Bylaws

Constructed 2003, Revised 2008, 2009

I. Meetings

- A. The AWTA Board (Officers and Standing Committee Chairs) will hold eight monthly meetings at a regular time and place set by the President and approved by the AWTA Board. A representative of each AWTA/WTTA team must attend each AWTA Meeting. All other members are invited to attend. In lieu of AWTA meetings in the following months:
 - June - an extended planning meeting is held to orient new Board Members to AWTA procedures and to set the calendar for the upcoming year.
 - July – no event planned.
 - December – a tennis social event is held.
 - May – the Annual Meeting is held to elect/install Officers for the next fiscal year (this meeting is held at the End-of-Year Playday/Luncheon event).
- B. The incoming President will call the planning meeting in June to set the event calendar for the coming year, at a location and date of her choice. All Officers and Standing Committee Chairs, as well as all Event Chairs, must attend this meeting. Dates for all events should be checked against national holiday dates as well as school district holiday dates. Also at the June planning meeting, the outgoing/incoming Treasurers will present the end-of-year financial report.
- C. If cash from the prior fiscal year is available for grants, the President will appoint a Grants Committee to solicit grant applications and recommend grant awards at a subsequent AWTA Meeting. At that meeting, those present will vote, by show of hands, on the grant awards to be given. Grants will be presented at an AWTA Meeting or event.

II. WTTA

- A. WTTA teams playing on AWTA's roster are encouraged, but not required, to use public courts as their home courts. If more teams wish to play at the same facility than space allows, the returning team takes precedence. Teams wishing to play on courts other than public courts must provide written proof of those courts' availability for the entire season and must obtain approval from the AWTA/WTTA Representative.
- B. All WTTA teams playing on AWTA's roster must send a team member to represent them at each AWTA Meeting. Those teams not sending a representative for two consecutive meetings or for three non-consecutive meetings in one fiscal year (August - April) will be ineligible for play in the next WTTA season.
- C. WTTA team captains will submit their team rosters and sub lists, as well as the team fee, at a time and location as specified by the WTTA Representative. The WTTA Representative, in conjunction with the Membership Chairperson, will confirm current membership status of all players and subs.
- D. Each AWTA team not represented on the AWTA Board (Officer or Standing Committee Chair) may be required to assist with at least one event or committee upon the request of the President.

III. Communication

- A. A post office box will be maintained to provide a USPS mailing address for AWTA.
- B. A website will be maintained to represent AWTA and to communicate with members. The website will contain the Constitution and Bylaws of AWTA, a list of the AWTA Board Members with their contact information, and a calendar of events for the current year. The website will also contain news and information about the activities of the organization, including announcement of future events and reporting of past events. Entry forms for membership and up-coming events will be available for printing on the website. The website may contain other information as appropriate.

- C. An announcement for each AWTA event will be sent to all members via email. All members will be notified via email when website changes and updates have occurred. News and other important information related to AWTA membership will also be sent to all members via email.
- D. A list of current AWTA members and their contact information will be provided to each AWTA member in a manner and form determined annually at or before the April AWTA Meeting.
- E. AWTA membership information will be made available to AWTA members only for AWTA purposes only.

IV. Awards

The AWTA membership may, from time to time, elect to honor a member for outstanding service or other achievement by the presentation of a Spirit Award.

V. Finances

- A. Annual membership dues will be set at a level to provide sufficient cash to pay for all budgeted AWTA fiscal year operating expenses. A proposed operating budget for the upcoming fiscal year will be presented at the April AWTA Meeting by the Treasurer and President-Elect. The proposed budget may also contain an amount designated for grant awards and/or other non-operating expenses. The proposed budget must be approved by a 2/3 majority of those present.
- B. Events sponsored by the AWTA for members and/or guests, unless otherwise authorized by vote of the Board, must be self-supported by participation fees.
- C. Fundraising projects for various purposes may be sponsored by AWTA as approved by the AWTA Board. Expenses for such projects must be self-supported.
- D. Cash collected for membership dues for the new fiscal year and cash to cover accounts payable from the prior year will be carried forward to the new fiscal year each June 1, as well as a \$200 cash reserve. Any excess cash above that amount may be awarded as a grant(s).
- E. The President will appoint one or two persons as an Audit Committee in June of each year to review AWTA's financial records and procedures to verify that AWTA financial transactions are being correctly recorded. The Committee will report its findings at the August AWTA meeting.

VI. Changes to the Bylaws

Changes to the Bylaws may be made by a majority vote of members present at an AWTA Meeting. Members will be notified of proposed changes to the Bylaws, and the date and location of the meeting at which a vote will occur, at least one month prior to the vote.

(Revised Bylaws approved May 12, 2009)