

CONSTITUTION

1962

REVISED 1989, 1992, 1995, 2000, 2002, 2003, 2008, 2009

Article I - Name

Section 1. Name. The name of this association is: AUSTIN WOMEN'S TENNIS ASSOCIATION (AWTA).

Section 2. Purpose. The AWTA was created to promote tennis-related activities for women in the Austin area, to encourage social play and good sportsmanship (as defined by USTA Rules and Regulations), to sponsor tennis clinics and tournament play, and to promote the expansion of tennis facilities and youth development activities.

Article II - Non-profit Organization

The AWTA is a non-profit organization. The net earnings of the AWTA will be used exclusively for the activities, programs, other non-profit purposes of the AWTA and not for the benefit of any individual. The AWTA qualifies as a 501(c) 7 organization (Social Club) under IRS guidelines.

Article III - Procedure

Roberts Rules of Order will govern the conduct of all meetings.

Article IV – Membership

Section 1. Any woman age 19 or older, who is interested in the purpose and activities of the organization, may become a member. There are two types of membership:

- a. Regular members (who pay annual dues)
- b. Honorary members (who are elected by the membership for life or other specified period -no annual dues required)

Section 2. All members in good standing will receive publications and communications of the AWTA; may participate in all sponsored activities (subject to limitations on group participation such as age, sex, skill level, or availability of tennis facilities); may vote on matters affecting the AWTA; and may hold office in the AWTA.

Article V - Fiscal and Membership Year

The AWTA's fiscal year, membership, and Officers' terms of service consist of a twelve-month period from June 1 to May 31. The membership year for women who join after the closing date for the Spring mid-season AWTA/WTTA sub list will be extended through the next fiscal year.

Article VI - Annual Meeting

The Annual Meeting will be held in May of each year for the purpose of electing Officers for the coming fiscal year and for conducting other AWTA business as appropriate. Nominations for Officers will be provided by a Nominating Committee. Additional nominations may be made from the floor at the Annual Meeting. Election will be determined by a majority vote of members present at the Annual Meeting. Members will receive notice of the proposed slate and the May Annual Meeting date and time at least two weeks prior to the meeting.

The Nominating Committee will be appointed by the President at the March AWTA meeting to recommend a slate of Officers. The immediate Past President will chair the Nominating Committee.

Article VII - Officers

The Officers of the AWTA are: President, President-Elect, Secretary, and Treasurer. Term of office is one year. Officers may serve multiple terms. Officers must attend all AWTA meetings or send a representative. Each Officer must keep a file or notebook containing:

- a. descriptions of the various major tasks required in that position; and
- b. lists of the procedures, copies of forms, etc., for accomplishing those tasks.

Each outgoing Officer should meet with the incoming Officer in her Board position to transfer the file/notebook and go over the contents of that file to assist the incoming Officer in assuming her responsibilities. This meeting should occur prior to the Board Planning Meeting in June.

Duties of Officers are as follows:

The **President** presides at all meetings of the AWTA; is an automatic member of each Standing Committee; sets the monthly meeting date and time (with Board approval) and procures the meeting site; creates project committees and appoints Chairs when needed; appoints Event Chairs; coordinates all business of the AWTA; and submits to the Website Coordinator, as appropriate, articles informing members of AWTA issues and activities.

The **President-Elect** prepares to assume the presidency the next year; presides over AWTA Meetings in the absence of the President; serves as coordinator of the fiscal year's social and tennis events calendar, and chairs the End-of-the-Year Playday/Luncheon/Annual Meeting.

The **Secretary** keeps the minutes and attendance lists for each meeting; verifies representation of each team at AWTA Meetings; prepares AWTA correspondence; and performs any other relevant duties delegated to her by the President.

The **Treasurer** accounts for all revenues and expenditures; reconciles the bank account; pays all bills; and presents a financial report at each monthly meeting. In June of the year following the Treasurer's year in office, she (assisted by the incoming Treasurer) will present an end-of-the-year report reflecting the monies received and disbursed during the preceding fiscal year. The new Treasurer will then assume duties of the office.

Article VIII - Standing Committees

The Standing Committee Chairs, in conjunction with the Officers, comprise the AWTA Board. Standing Committee Chairs, as listed below, are appointed by the President annually and serve a one-year term, except for the WTTA Representative, who serves a two-year term.

Standing Committee Chairs must attend or send a representative to each monthly AWTA meeting. Each Standing Committee Chair must keep a file or notebook of her responsibilities with the same contents as required for Board members (see Article VII above.) Each outgoing Standing Committee Chair should meet with the incoming Chair in her standing committee position to transfer the file/notebook and go over the contents of that file to assist the incoming Standing Committee Chair to effectively assume her responsibilities. This meeting should occur prior to the Board Planning Meeting in June.

In addition to the duties listed above, the duties of each specific Standing Committee Chair are as follows:

Membership Chair creates and maintains the master data base of AWTA members; welcomes new members; supplies membership information to the WTTA Representative prior to each season; sends membership information to the Website Coordinator as needed; and forwards dues received to the Treasurer with a record of the members who paid.

Website Coordinator obtains information to be posted on the website from AWTA Board members, Committee and Event Chairs; confirms information to be posted with the President or other designated AWTA Board Member; ensures that information is formatted correctly; forwards page content to the Web Master for posting; and notifies members when updates to the website have been made.

WTTA Representative serves a two-year term as WTTA liaison for AWTA teams in all matters including rules, etiquette, and protests; attends WTTA meetings as AWTA representative; assists new team captains with team formation; provides AWTA team rosters and sub lists to WTTA; reports on WTTA issues at AWTA Meetings; and submits relevant WTTA information for publication to the Website Coordinator.

Article IX - Changes to the Constitution

Changes to the Constitution may be made by a majority vote of members present at any AWTA meeting. Members must receive two notices of the proposed changes, as well as the time, date, and location of the meeting at which the vote for the proposed changes will occur; specifically at least two months prior to the meeting date and again at least one month prior to the meeting date.