

BY-LAWS OF THE WESTLAKE TENNIS CLUB

REVISED 2015 BY UNANIMOUS APPROVAL BY GENERAL MEMBERSHIP TO REFLECT THE CURRENT RATING SYSTEM;

REVISED 2021 BY UNANIMOUS APPROVAL BY GENERAL MEMBERSHIP TO REFLECT THE INCREASE IN DUES FROM \$25.00 TO \$30.00.

REVISED 2022 BY UNANIMOUS APPROVAL OF THE GENERAL MEMBERSHIP: TENNIS MEMBERS WILL ONLY BE ALLOWED TO MOVE UP TWICE IN ONE SEASON.

REVISED 2023 BY UNANIMOUS APPROVAL OF THE GENERAL MEMBERSHIP: SEE REVISION OF SECTION XII.

I. Name of the club is:

“Westlake Tennis Club”

II. Purpose of the club is:

1. To promote enjoyment of the game of tennis for all members. To have fun!
2. To promote a friendly and social environment for all.
3. To sponsor and promote good sportsmanship and encourage good tennis etiquette.
4. To provide access to instructors and equipment so that residents can improve skills.
5. To arrange for tournaments, outings, inter-community tennis & social events for members to promote good fellowship.
6. To facilitate access to Westlake tennis playing facilities for club members and non-members by scheduling and utilizing courts efficiently, on a timely, fair and equitable basis.
7. To handle all non-club member resident’s reservation needs on a timely, fair and equitable basis.

III. Membership and Scheduling Criteria:

1. Membership to the tennis club is open to all residents of “Westlake Golf and Country Club”.
2. Applications should be submitted to Secretary of the Tennis Club’s Executive Board.
3. The annual dues are \$30 for each member. To be a member in good standing, the dues should be paid by April 30th of the calendar year.
4. Schedules are prepared for all club members and other resident players using doubles matches in 1.5 hour time slots during prime time 8:00am to 12:30 pm and 5:30pm to 8:30pm. No single matches will be held during prime times, unless a special occasion sanctioned by the board. Players are matched (to the extent possible) with others of similar rating.
5. The schedules are posted in the Bulletin Board and the website on Saturdays for the ensuing week. Players can notify the scheduler at any time of changes to their previously advised general playing availability. Specific absences of a short-term nature are to be communicated by Tuesday 6pm of the prior week to accommodate changes. Otherwise, the player’s originally indicated general availability to play will be used. Absence slips are available at the Bulletin Board and on the website for this purpose.
6. After the schedules are posted on Saturday, responsibility passes to the player to **SHOW UP ON TIME**. In the case of an unforeseen sudden absence it is the players responsibility to get a sub or, if unsuccessful in that, he/she must call the other 3 players to advise them of the problem, giving them ample time (not the morning of the game) to resolve it themselves so they can play. If a player fails to show-up, get a sub or notify the 3 players in the foursome he/she will be considered to be a **NO-SHOW** and as a consequence will be dropped from the scheduling process for a period of one week.

IV. Fees:

1. The Executive Board may recommend revisions to the annual dues to the membership for their endorsement.
2. The fees shall be used primarily for snacks at club socials, for administrative costs, for tennis supplies, for tournament costs, etc.-and for such other purposes as the Executive Board shall deem necessary and feasible, with the limitations proscribed in X below.
3. Any additional moneys needed by the club to serve its’ purposes shall be obtained on an assessment basis. Any such recommended special assessment(s) shall be approved by two-thirds of the General Membership before becoming effective.

V. Executive Board – Composition and Elections:

1. Officers shall consist of eight Directors, including a President, Vice-President, Treasurer and a Secretary. Additional non-voting, volunteer, non-officer, board members may be approved as necessary by the Board, to organize and direct specific committees to assist the board in managing the club: e.g. Finance, Scheduling, Social, Inter-community Matches, Records, Liaison with the Master Board and Community Management, Tennis Facilities, Rules and Etiquette, Long Range Planning, etc. Decision-making will remain at Board level.
2. Any officer(s) can be recalled by a two-thirds vote of the General Membership at a special Tennis Club meeting, after a motion is passed requesting such a vote.
3. Officers shall serve until their successors have been elected and have assumed office. Terms of office are up to two years for the President for continuity with the Master Board, and 4 years for Directors. Service is pro-bono on behalf of the non-profit tennis club and all residents of Westlake.
4. The nomination of two new officers shall be held annually at a General Membership meeting during the summer. Two board members having seniority will leave the Board. The president is to be selected by the remaining Directors each year in November.
5. The election of the two new directors shall take place at the last membership meeting of the season.
6. Officers shall take office as soon as possible after their election. Each officer is to be the chairperson of at least one committee, depending on availability of volunteer directors.
7. Elections of new officers shall take place at a special meeting of the Board as soon after membership election meeting (the last membership meeting of the season).
8. Applications for candidacy for the election of Board members shall be available to the general membership any time prior to the election meeting.
9. Applications for the board shall be submitted to the executive board at least two weeks prior to the election.
10. The candidates will have the opportunity to address the board if they so desire.
11. The ballot will contain only the names of those candidates running for the board.
12. The ballots will be distributed at the special election meeting, collected and counted. The results will be announced at the meeting.
13. Absentee ballots will be placed in two sealed envelopes. The outer envelope will contain the person's legible signature and the inner, which has the ballot, will be left unsigned.
14. At the last general membership meeting of the season (the election meeting) nominations from the floor will be accepted.

VI. Executive Board – Responsibilities and Operations:

1. The Executive Board shall be the governing body of the club, and is responsible for the rules, regulations and operations of the club, subject to certain limitations indicated below and elsewhere in these by-laws.
2. All decisions of the Executive Board, unless otherwise proscribed in these by-laws, are binding and effective on all tennis club members. However, nothing in this section shall eliminate the right of the membership by majority vote of those present and voting, to repeal, modify or otherwise change the rulings of the Board, or to introduce and pass rulings previously considered by the Board but not passed. However, the Board may at the ruling of the chair, table any new motion brought forward by the membership, and not previously considered by the Board. A two-thirds vote of those present is required to overturn this ruling.
3. Meetings of the Executive Board shall generally take place at month-end. A minimum of two Board meetings will be held each summer.
4. The presence of 50% or more of the Executive Board shall constitute a quorum, allowing a meeting of the Board to take place.
5. Special meetings of the Board may be called by the President upon the request of three members of the Board.
6. Vacancies shall be filled by a majority vote of the Executive Board, including the office of President.
7. Executive Board meetings will be posted and sent over the internet via email.
8. Executive Board meetings will be open to the general membership, but non-Board attendees will not be allowed to participate unless a response is solicited.
9. Outgoing Board members can participate in Executive Board meetings in order to maintain continuity of club operations.

VII. Meetings of the General Membership:

1. Meetings of the General Membership and the club's Executive Board shall be held at least twice during the tennis season. The first meeting is to be held prior to the commencement of scheduled tennis play. The last meeting shall be held at a date and time within 30 days of the completion of the club's tennis season. Other meetings may be held during the season on an 'as needed' basis.
2. Each member shall be recognized and permitted to make recommendations to the Executive Board for its consideration and possible action.

VIII. Special Meetings:

1. Special meetings of the General Membership will be called by the President at the request of a majority of the Executive Board, or at the request of 25 members in 'good standing'.

IX. Committees:

1. The following standing committees shall be chaired by officers of the club or director-volunteers from the General Membership: (a) scheduling (b) tournaments (c) membership (d) social (e) liaison with Westlake MB (f) communications (g) tennis facility (h) rules and etiquette (i) records (j) finance (k) rating. The board shall also create ad hoc committees as necessary to conduct the affairs of the club (e.g., Nominating Committee, By-Law Revisions Committee, etc.).
2. Committee reports shall be made periodically to meetings of the Executive Board and then to the General Membership. The actions of the committees are subject to direction, review and approval of the Executive Board.

X. Expenditure of Club Funds:

1. The funds of the club shall only be used to promote the "purpose" of the Westlake Tennis Club (Section II).
2. No funds of the club shall be used for donations to religious, political, civic or charitable organizations.
3. The Treasurer, with the prior approval of the President or his designee, shall be authorized to reimburse members and other persons for expenditures made on behalf of the club. Any expenditure of funds must have prior approval from the Executive Board. Receipts are required to obtain club reimbursement for authorized expenses.
4. The President is authorized to spend up to \$400.00 to meet any situation that precludes the calling of a special meeting of the Executive Board on that matter. The President's determination on that matter shall be final. The Executive Board, by majority vote, has the authority to approve of expenses up to \$2,000.00. The general membership, by majority vote, approves of any proposed expenses over \$2,000.00.
5. With authorization from the Board, the President may authorize that club funds may be used for deposits covering guarantees for reservations for club authorized events, and to cover any differences between income and expenses for such non-profit events.

XI. Procedure for Amendments to the By-Laws:

1. Any proposed changes or additions to the By-laws shall be considered: (a) from a resolution of the Executive Board or (b) a dated petition of at least 25 signatures from the General Membership submitted to the Executive Board.
2. The Executive Board shall act on the request for a change or addition by providing its' recommendation at the next general meeting. The President will ensure that any such request for change is publicized to the membership at least 7 days prior to the general meeting.
3. Voting on the proposed change or addition will take place at that general meeting after the appropriate discussion. The amendment will be deemed to have passed if two-thirds of those present vote in favor.
4. Any proposed amendment, which is defeated, may not be proposed again for a period of 6 months.

XII. Procedures ToBe Used For Moving Players into Other Brackets

(Players Should be Rated in Each Group)

The Westlake Tennis Club provides members with scheduled play from May through October. Members are matched with players that have similar skills. To the extent possible, players are scheduled to play with players in their own level, however, at times a player may be scheduled with one or more players from a level above or a level below their own ranking.

Men and Women are respectively ranked in 1, 2 and 3 divisions.

Players who believe that they should be ranked higher or lower than they are may request to move up or down one level. Players requesting to move down one level will be accommodated as soon as possible without further action.

A Board appointed member(s) is the ranking coordinator(s) (RC).

A player wishing to move up in rank requests via phone or email an RC to arrange a match with players in the level to which the requesting player want to be placed. An RC will contact the appropriate scheduler to arrange such a match. Schedulers are made aware that ratings matches should be arranged as soon as possible. The scheduled foursome will play the full 1-1/2 hours, switching partners after each set. The scheduler will inform the RC who the 'rating players' are and the date and time of the match. The RC will contact the three 'rating players' and review the procedure. Participation in the ranking system, as a rater, is not mandatory, but it is encouraged. If the requestor is not moved up in ranking by the second set of evaluators, this player must wait until the following year to try again.

THE RATING SYSTEM OUTLINE AND PROCEDURE IS OUTLINED ON THE TENNIS CLUB WEBSITE