

UNITED STATES TENNIS ASSOCIATION
MIDDLE STATES SECTION
NEW JERSEY DISTRICT BYLAWS

This document describes the organization and governing structure of the United States Tennis Association Middle States New Jersey District. It outlines the duties and functions of its Officers and standing committees and overall policies of the Bylaws. Control of this Bylaws document is described in the articles that follow. There may be circumstances and situations in which the governing policies will require further expansion. This is accomplished by the implementation of Policy Documents that are intended to expand details of operating procedures. Policy Documents are implemented and amended by majority vote of the organization's Board of Directors. In the event that an article herein is so further supported by a Policy Document, the Article heading shall be annotated with an asterisk.

ARTICLE I – Name

The United States Tennis Association Middle States New Jersey District shall be known as "USTA MS New Jersey District," hereinafter referred to as USTA MS NJD.

ARTICLE II – Relationship to USTA MS

The USTA MS NJD is an administrative unit of the United States Tennis Association Middle States Section. It is not a separate legal entity and is subject to the Bylaws, standing orders, rules and regulations of USTA MS, which shall prevail in the event of conflict.

ARTICLE III - Purpose

The mission of the USTA MS NJD is to promote interest and activity in the game of tennis, focusing on the establishment of competitive, developmental, educational and recreational programs for everyone and to promote health, character, high standards of fair play, sportsmanship and social responsibility in the territory designated by the United States Tennis Association as a USTA MS district.

ARTICLE IV - Jurisdiction

The area over which this organization has jurisdiction has been designated by the United States Tennis Association Middle States Section (hereinafter referred to as USTA MS) as the following counties in New Jersey: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Hunterdon, Mercer, Ocean, Salem, Sussex, and Warren; the following townships and boroughs in Middlesex County: Cranbury, South Brunswick, Plainsboro, Jamesburg, and Monroe; the following townships and boroughs in Monmouth County: Manasquan, Sea Girt, Spring Lake, Spring Lake Heights, Avon-by-the-Sea, Bradley Beach, Neptune, South Belmar, Belmar, Wall, Howell, Farmingdale,

Millstone, Roosevelt, Upper Freehold, Allentown, Brielle, Freehold, Freehold Township, Manalapan and Englishtown; the following townships and boroughs in Morris County: Chester Township, Chester, Washington, Mount Olive, Netcong, Roxbury, and Mount Arlington; the following townships and boroughs in Somerset County: Rocky Hill, Montgomery, Hillsborough, Branchburg, and Bedminster. The remaining portions of Middlesex, Monmouth, Morris and Somerset Counties and all of Passaic, Bergen, Essex, Union and Hudson Counties are under the jurisdiction of the USTA Eastern Section. An additional listing by zip codes appears in Appendix A of this document.

ARTICLE V - Members and Membership

USTA Member Clubs and Organizations - Any club or other organization of a permanent character located within the boundaries of USTA MS NJD and interested in the purposes of the United States Tennis Association is eligible (as provided in the USTA Bylaws) to become a USTA Member Club or Organization, which automatically confers USTA MS NJD membership.

Individual USTA Members - Any individual within the jurisdiction of USTA MS NJD interested in the purposes of USTA MS NJD and the USTA is eligible for individual membership in the USTA, which automatically confers USTA MS NJD membership.

The USTA MS NJD membership shall be a non-voting membership.

ARTICLE VI –Quorum and Voting

1. A quorum for a Board of Directors meeting shall be a majority of the members of the Board of Directors.
2. Except as otherwise specifically provided in these Bylaws, all matters coming before the Board of Directors shall be determined by a majority of those directors present and voting, and each director shall be entitled to cast one (1) vote.
3. Members of the Board of Directors and the Committees of the Board may participate in meetings by means of telephone conference calls, web conferencing or similar communications equipment which enables all participants to hear each other. Such participation in a meeting shall constitute their presence for the purposes of establishing a quorum and for purposes of transacting business.
4. At the request of the President a special meeting may be called for an item to be voted upon via e-mail. Approval of the item shall require a vote in favor by two thirds of the membership of the entire Board. A period of five days shall be allocated for each board member to vote on the item. Once the deadline for voting has passed, the President and the Secretary will be responsible for tallying the votes.

ARTICLE VII - Board of Directors and Executive Board

1. The Board of Directors of the USTA MS NJD, each with voting privileges, shall be as follows:

President

1st Vice President

Vice President of Adult Activities

Vice President of Junior Activities

Vice President of Community Development

Vice President of Communications/Marketing

Treasurer

Secretary

Immediate Past President (position becomes Member-at-Large when vacant)

Presidential Appointee (2)

Director-at-Large (2)

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2. The Executive Board of the USTA MS NJD shall be the officers of the Board of Directors and are as follows: President, 1st Vice President, Vice President of Adult Activities, Vice President of Junior Activities, Vice President of Community Development, Vice President of Communications/Marketing, Treasurer, Secretary and Past President.
 - a. The affairs of the USTA MS NJD shall be managed by the Executive Board, which shall have full power to act for USTA MS NJD in all matters except revisions of the Bylaws. All actions of the Executive Board are subject to ratification by the Board of Directors.
 - b. It shall be the duty of the Executive Board to implement the purpose of the USTA MS NJD as stated in Article III hereof, to enforce the provisions of this Bylaw; to cooperate with and assist others within the USTA MS and USTA; to hear and decide questions submitted by members of the USTA MS NJD; to have general charge of the funds of the USTA MS NJD and exercise control of their expenditures; to authorize appropriate Officers to enter into contracts on behalf of the USTA MS NJD; and to exercise such other authority within the limits of these Bylaws as shall be necessary or desirable to further the interest of the USTA MS NJD.

3. The responsibilities of the President, Vice Presidents, Treasurer and Secretary shall include:

- a. The President shall preside as chair at all meetings of the Board of Directors and the Executive Board and shall have general supervisory authority over the affairs of the USTA MS NJD, subject to the authority of the Board. Without limiting the generality of the foregoing, the President shall appoint members and chairs of all appropriate committees and councils.
- b. The 1st Vice President shall assist the President in the performance of duties and shall exercise all the powers of the President in the event of the President's absence, resignation, incapacity, or death
- c. The Vice President for Adult Activities shall be the responsible officer for designated adult competitive and recreational programs as may be designated by USTA MS NJD.
- d. The Vice President of Junior Activities shall be the responsible officer for junior competitive, training and development programs as may be designated by USTA MS NJD.
- e. The Vice President of Community Development shall be the responsible officer for community tennis and grant programs as may be designated by USTA MS NJD.
- f. The Vice President of Communications/Marketing shall be the responsible officer for all activities of the USTA MS NJD in the areas of marketing, publishing, membership, fund raising and public relations.
- g. The Treasurer shall be the responsible officer for the financial management and controls of the USTA MS NJD, including preparation and supervision of budgets, treasurer's reports and audit reports.
- h. The Secretary shall be responsible to record the minutes of all Board meetings, ensuring all actions of the Board are duly noted, keep a record of all policies approved by the Board, be responsible to maintain a calendar of important dates for the District such as meeting dates , grant filing and approval dates. The secretary shall arrange and reserve and provide notification of the monthly meeting sites for the Board. The secretary shall serve on the Awards Committee and perform such duties as directed by the Board. Upon request of the President the Secretary shall be responsible for emails and correspondence on behalf of the Board.

4. The President shall appoint, from the Officers of the Board of Directors, a District Delegate to represent USTA MS NJD at meetings of the Board of Directors of the USTA MS. The President shall appoint an alternate Delegate

to attend the meetings of the Board of Directors of the USTA MS if the Delegate is unable to attend.

5. The election of Officers shall be by majority vote of the Board of Directors at the Annual meeting of the Board prior to commencement of a term of office. Each Officer shall be elected for a term of two (2) years commencing on January 1 of the year in which the term begins and terminating on December 31 of the year in which the term ends, but shall continue to serve until a successor is duly elected. No person may hold the position of President for more than two consecutive elected terms, but may hold said position again after the expiration of one intervening term. When a member is unable to serve, the President shall appoint a replacement, subject to the approval of a majority of the full Board of Directors; the appointee to hold office only until a successor has been elected at the next regular election of Officers.
6. Every Board of Directors and Executive Board member must be a current member of the USTA.
7. Suspension from duties as a member of the Board of Directors requires a majority vote of the remaining members of the Board.
8. The Board of Directors may temporarily set aside a provision of the Bylaws for a singular instance at a meeting where a quorum is present and two-thirds of the board membership who are present concurs.

ARTICLE IX – Tennis Service Representative

The Tennis Service Representative is the USTA MS staff liaison to the USTA MS NJD and acts as the interchange for current information about ongoing programs and tennis events. The Tennis Service Representative is an employee of the USTA Middle States Section, not the NJ District and has no vote on board issues.

ARTICLE X – Nominating Committee

The Nominating Committee will consist of a minimum of three members of the USTA MS NJD. The Committee is responsible for presenting a slate of nominees for board positions at least two weeks prior to the meeting at which the election of officers will take place. The term of service will be for one year commencing on January 1 of the calendar year in which the election of the Board of Directors of the USTA MS NJD is to be conducted. The Immediate Past President, if available, will serve as the chair of the Committee without election. The other two members of the Committee may be nominated either by the President or by a petition signed by at least half of the full Board of Directors. To serve, the nominee needs the approval of a majority of the full Board of Directors. No more than two members of a sitting Nominating Committee may have served on the immediate preceding Nominating Committee. No member of the Nominating Committee can serve more than two consecutive terms on the Committee. No member of the Nominating Committee may be placed on the slate presented to the sitting Board of Directors for election to a board position on the incoming Board of

Directors. When a director is unable to serve, the President shall appoint a replacement, subject to the approval of the Board of Directors. The Tennis Service Representative to the USTA MS NJD Board of Directors shall not serve on this committee.

ARTICLE XI – Meetings

1. The USTA MS NJD shall hold its Annual Meeting prior to October 15 each year. Election of the Board of Directors shall take place at this meeting in even years while approval of the Budget shall take place at this meeting annually.
2. There shall be a minimum of four (4) full Board of Directors meetings during the calendar year. Executive Board meetings will be scheduled as necessary.
3. A meeting schedule for the USTA MS NJD shall be published on the USTA MS NJD Web site in January of each calendar year.

ARTICLE XII – Committees

Standing Committees carry out the ongoing business of the USTA MS NJD. The president receives recommendations for committee appointment from directors of the board, then appoints all committee chairs and committee members who serve at the pleasure of the President.

The Standing Committees for the district include:

- Budget and Finance Committee
- Nominating Committee
- Communications/Marketing Committee
- Policy Committee
- Awards Selection Committee
- Awards Ceremony Committee

Ad hoc committees are those established to conduct specific short-term projects and terminate with completion of the program. The President shall have the authority to establish ad hoc committees as necessary and to appoint the members. These committees shall report to the President.

ARTICLE XIII – Procedure

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Bylaws of the USTA MS NJD. At every Board of Directors meeting, the Secretary shall have available the USTA MS NJD Bylaws and a copy of Roberts Rules of Order.

ARTICLE XIV – Amendments

Amendments to these Bylaws may be made at any meeting of the Board of Directors, at which a quorum is present, after thirty (30) days written notice has been given to the members of the Board of Directors, upon a vote of at least two-thirds (2/3) of the members of the Board of Directors, who are present and voting.

Approved March 30, 2004

Amended December 2010

Amended October 2012

APPENDIX A - ZIP CODES FOR USTA MS NEW JERSEY DISTRICT

New Jersey District #12	07416, 18, 19, 22, 28, 34, 61, 62
	07717, 19, 20, 26, 27, 28, 31, 53, 62, 63
	07820-23, 25-27, 29-33, 37-40, 43, 44, 46, 48-51, 55-57, 60, 63, 65, 70, 71, 74, 75, 77, 79-82
	07921, 30, 39, 79
	08001-12, 14, 15, 16, 18-23, 25-39, 41-43, 45, 46, 48-57, 59-75, 77-81, 83-98
	08101-10
	08201-04, 10, 12-15, 17-21, 23-26, 30-32, 34, 40-48, 50-52, 60, 70
	08302, 10-24, 26-30, 32, 40-53, 58, 60
	08401-06, 11
	08501, 02, 04, 05, 10-12, 14, 15, 18, 20, 25-28, 30, 33-36, 39, 40, 42-44, 50, 51, 53-62, 94
	08601-41, 48, 50, 90, 91
	08701, 21-24, 30-42, 50-55, 57-59
	08801-04, 08-10, 21, 22, 25-27, 30, 31, 33, 34, 48, 52, 53, 58, 65, 67-68, 70, 85-89