

ELIZABETHTOWN TENNIS COMMISSION

BY-LAWS

ARTICLE I

NAME AND PURPOSE

This Commission representing the City of Elizabethtown and the United State Tennis Association Kentucky (USTA Kentucky) and functioning in accordance with the United States Tennis Association policies and constitution except set forth, herein shall be known as the Elizabethtown Tennis Commission (ETC). The ETC, as a Community Tennis Association (CTA), is a not-for-profit-specific organization that exists to utilize USTA and other effective programming to promote and develop the game of tennis in the community.

ARTICLE II

MEMBERSHIP APPOINTMENT AND RESIGNATIONS

Commission membership may be granted to any resident of the Elizabethtown area or a representative of the respective entities granted representation to this Commission. The Commission shall consist of but not be limited to 3 officers.

OFFICERS

Chairman

Vice-Chairman

Secretary-Treasurer

There shall be eight members of the ETC. Four will be appointed by the ETC from dedicated volunteers and professionals who will come together to support community tennis programs by serving as advocates, program administrators, promoters, or fundraisers who assess tennis programs, identify program needs and recruit the personnel to start-up or expand tennis programs. The other four members will be representatives from local schools with a tennis program (Central Hardin High School, Elizabethtown High School, John Hardin High School and St. James School).

Appointment of officers and commissioners shall be done by majority vote of the then established commissioners. School commissioners shall be appointed to the Commission by the respective entities they shall represent.

Resignation must be submitted in writing to the chairman of the ETC and accepted by a majority vote of the commission.

ARTICLE III

EXPULSION

The commission shall have the power to suspend or expel any commissioner who by their conduct brings disgrace to the Commission, the Community, the game, or the USTA by majority vote.

ARTICLE IV

VOTING POWER

Only active commission members may vote during properly called meetings of the ETC. Proxy voting shall be permitted. Members may deliver by signed proxy their vote to the Commission chairman at or prior to properly called meeting of the ETC. The chairman or any officers acting in the absence of the chairman shall refrain from voting except where such vote shall resolve a tie or provide a quorum.

ARTICLE V

MEETINGS

1. There shall be an annual meeting of the ETC on a date set between January 1 and February 28 as set by the officers of the ETC. The annual meeting shall be open to the public for the purposes of receiving annual reports of the activities of each standing committee, the treasurer's annual report of the ETC's financial position, the election of commission members, and transaction of any such business as may properly be conducted. Notice of the annual meeting shall be made in writing at least 2 weeks prior to the annual meeting date in the local media.
2. Regular meeting shall be held on a quarterly schedule commencing each year in January as set by the officers of the ETC. Notice of each regular meeting shall be made by the officers in writing/e-mail to the ETC members at least 5 days in advance of the regular meeting.
3. Special meetings may be called by the chairman upon special request of any 3 commissioners. Request must be in writing and state the purpose of the special meeting and no matter not so stated may be acted upon at the meeting. The chairman must notify the Commission of a special meeting at least 5 days in advance of such meeting.
4. Roberts Rules of Order shall be the authority for all parliamentary procedure not specifically mentioned herein. A two-thirds majority of commissioners is required to conduct business.

5. Any commissioner failing to attend 3 consecutive meetings of the ETC may be removed from office upon a majority vote of the ETC. The chairman may appoint a replacement.

ARTICLE VI

OFFICERS, DUTIES AND POWERS

1. The elective officers of the ETC shall be a chairman, a vice-chairman, and a secretary-treasurer. Other offices and officers may be established or appointed by the ETC at its annual meeting.
2. The chairman shall be the chief officer of the ETC, shall be present at all meetings of the ETC, and shall preside over all meetings of the ETC. The chairman shall be an ex-officio member of all standing committees, shall communicate to the ETC such matters and make suggestions as may promote the welfare and increase the usefulness of the ETC, shall give a report on the condition of the ETC at the annual meeting, and shall perform such other duties as are necessary to the office.
3. The vice-chairman shall assist the chairman in the performance of her or his duties and shall exercise all the powers of the chairman in case of absence, resignation, or incapacity to serve.
4. The secretary-treasurer shall keep the books of the ETC, recording the activities and keeping minutes of all meetings, shall make reports of the finances of the ETC at all regular meetings, and shall receive all monies of the ETC, make deposits and disbursements on the ETC accounts and keep records of all monies and securities the ETC may hold. The secretary-treasurer shall prepare an annual financial statement as well as prepare an annual budget under the direction of the chairman for disbursement at the annual meeting.

ARTICLE VII

STANDING COMMITTEES

1. The ETC shall have the following standing committees: adult recreational committee, youth recreational play committee, public relations committee, and fund raising committee. Additional standing or ad hoc committees may be established from time to time by a majority vote of the ETC.

ARTICLE VIII

FINANCIAL AND ACCOUNTING

1. The fiscal year of the ETC shall be from January 1 to December 31 of the calendar year unless otherwise specified.
2. The ETC shall decide all matters pertaining to the finances of the ETC including all standing committees it may establish and the ETC shall maintain through a common treasury the fund of all standing committees and the ETC.
3. Budgeting: Each standing committee is responsible for the creation of all estimated annual budget to be submitted to the secretary-treasurer by October 1 of each year. The secretary-treasurer with the officers of the ETC shall then prepare by the annual meeting the budget for the ETC. This budget, when approved at the annual meeting, will be submitted to the City of Elizabethtown Parks and Recreation Department.
4. The ETC may authorize the reasonable reimbursement of any individual incurring necessary out of pocket expenses incurred on behalf of the ETC. All such reimbursements are subject to review by the ETC. The ETC may from time to time provide compensation or salary to individuals for services necessary to the affairs of the ETC. No commission member may place themselves in a position of self-dealing by their position on the ETC. Where such potential exists, such commissioner should exclude him or herself from voting on such matters and make full disclosure to the ETC that such conflict may exist.
5. Any funds held, property owned or debts carried by the ETC upon the dissolution to this organization shall and after all debts and claims are satisfied distribute to any like successor organization so formed or shall pass back to the City of Elizabethtown should no successor exist.