

# HONOLULU TENNIS LEAGUE

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## BYLAWS

January 2011

These Bylaws of the Honolulu Tennis League, as set out herein, shall become full force in effect from the 18th of January 2011.

## SUMMARY OF REVISIONS/AMENDMENTS

**HONOLULU TENNIS LEAGUE  
BYLAWS**

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**BYLAWS OF THE  
HONOLULU TENNIS LEAGUE**

**ARTICLE I - NAME AND PURPOSE**

Section 1: Name of Organization. The organization shall be called the Honolulu Tennis League (HTL), and has no affiliation with any local or national tennis leagues or organizations.

Section 2: Purpose. The Honolulu Tennis League, a domestic non-profit corporation incorporated within the State of Hawaii, is organized for whose purposes broadly shall be to promote and support the growth of competitive amateur tennis within the City & County of Honolulu.

**ARTICLE II - MEMBERSHIP**

Section 1: Membership shall consist of the members of the Board of Directors {"BOARD"}).

Section 2: Termination, expulsion, and suspension of members.

- a. A member is subject to expulsion or suspension, by the BOARD, for violating any Article of the HTL BYLAWS or its LEAGUE REGULATIONS.
- b. The following procedures shall be used:
  - i. A written notice of the expulsion, suspension, or termination and the reasons there of, shall be presented to the member no less than fifteen days before the effective date.
  - ii. The member has the opportunity to be heard, orally or in writing, not less than five days before the effective date of the expulsion, suspension, or termination.
  - iii. Any proceeding challenging an expulsion, suspension, or termination shall commence within sixty days after the effective date of the expulsion, suspension, or termination.
- c. A member who has been expelled or suspended may be liable to the HTL for dues, assessments, or fees as a result of obligations incurred or commitments made prior to the expulsion or suspension.

**ARTICLE III – BOARD OF DIRECTORS**

Section 1: Board of Directors ("BOARD") Members. The BOARD shall consist of all officers, at-large members and special members.

- a. Officers of the BOARD.
  - i. Officers shall be President, Vice-President, Secretary, and Treasurer.
  - ii. Voting Strength. All officers shall have one vote on all issues before the BOARD. The President, however, shall vote only when a tie-breaking vote is required.
  - iii. All corporate powers shall be exercised by or under the authority of its officers including the management of the corporation's affairs.
- b. At-large members (League Representatives).
  - i. There shall be at least one, but no more than three, representatives per league.
  - ii. Voting Strength. All At-large members shall have one vote on all issues before the BOARD.
- c. Special members (League Coordinators).
  - i. There shall be at least one coordinator per special league.
  - ii. Voting Strength. Special members shall have no voting entitlements on matters before the BOARD.

Section 2: Terms of office.

- a. All BOARD members shall serve one-year terms; January 1 through December 31, inclusive.
- b. Any member of the BOARD may serve any number of terms.

Section 3: Election of BOARD members.

- a. Officers of the BOARD.

- i. Officers shall be elected annually by the majority of votes cast by BOARD members present at the Annual General Meeting.
- ii. Nominations shall be accepted by the BOARD no more than sixty days before an Annual General Meeting.
- iii. Voting shall be by secret ballot.
- iv. Proxies. Any BOARD member who is not able to attend the Annual General Meeting may appoint a proxy to vote or otherwise act for the member by executing a writing authorizing another person to act as a proxy for the member. An appointment of a proxy is valid only for the specific Annual General Meeting election.
- b. At-large members - League representatives.
  - i. Nominees shall be made by the Nominating Committee of its HTL League.
  - ii. League representatives shall be elected by the BOARD.
- c. Special members - League Coordinators. League coordinators of special leagues shall be appointed by the BOARD as necessary.
- d. A person may accept nomination for only one BOARD position per election and may serve in only one position at any time during the term.
- e. Should a vacancy occur on the BOARD during the term, the President shall determine an appointee within seven days after the vacancy occurred. If the office of President should become vacant, the Vice-President shall automatically become President and the BOARD shall appoint a new Vice-President.

Section 4: Responsibilities of BOARD members shall be as follows:

- a. President.
  - i. Overall coordination of all HTL functions.
  - ii. Conduct Annual General and monthly BOARD meetings.
  - iii. Approve all HTL expenses.
  - iv. Serve as ex-officio member of all committees except the Nominating Committee.
  - v. Administer all functions and duties of the HTL.
  - vi. Act on all issues not covered in the HTL Bylaws.
- b. Vice-President.
  - i. Assist the President as required.
  - ii. Exercise all powers of the President in his absence.
  - iii. Serve as league's Ranking Committee Appeals Referee.
- c. Secretary
  - i. Coordinates mailings of HTL correspondence.
  - ii. Takes minutes at Board Meetings and maintains past minutes.
  - iii. Serve as Scheduling Coordinator for all Leagues.
  - iv. Coordinates permits for tennis court usage.
  - v. Assures corporate records are maintained.
- d. Treasurer
  - i. Keep written records of all HTL income and expense transactions.
  - ii. Sign all checks for HTL expenses with all checks over \$100.00 requiring the counter-signature of either the President, Vice-President, or Secretary.
  - iii. Collect all fees for any HTL function.
  - iv. Maintain the following HTL funds:
    - (a) General Fund
    - (b) Each League Fund
  - v. Prepare annual HTL Financial Statement.
  - vi. File annual State and Federal non-profit exempt returns.
- e. At-Large members - League Representatives
  - i. Serve as official representative on affairs of their respective league.
  - ii. Operate and maintain a service to aid players in finding positions on teams with openings and/or creating new teams in their respective league.
  - iii. League representatives shall also be responsible for the following:
    - (a) Protests. Arbitrate all protests and protest appeals during the league's season.
    - (b) Ranking
      - (i) Screen all team rosters to determine that all players listed are qualified and eligible for play in their league.

- (ii) Screen all players to validate their ranking.
- (iii) Seed teams for league playoffs.
- (iv) Seed players for tournament play.
- (c) Scheduling. Schedule all league team matches, and playoff matches.
- (d) Tournaments/Playoffs. Run all HTL tournaments/playoffs, serving as tournament directors.
- (e) Awards/Banquet
  - (i) Obtain all awards for league functions during the season.
  - (ii) Make all arrangements for the league banquet.
  - (iii) Invite special guests to the banquet as approved by the Governing Board.
- f. Special members – League Coordinators. Coordinate all aspects of their special leagues as defined above for a League Representative.
- g. All members of the BOARD must attend at least 50% of the monthly meetings held throughout their terms unless excused by BOARD approval.

Section 5: BOARD members receive no compensation other than reimbursement for reasonable expenses.

#### **Article IV - MEETINGS**

Section 1: BOARD Meetings.

- a. The BOARD shall meet at least monthly, at an agreed upon time and place.
- b. All BOARD meetings shall be open to all HTL league participants.
- c. Quorum at BOARD meetings shall be a majority of the number of voting BOARD member positions occupied.
- d. Proxies.
  - i. BOARD members who are not able to attend the monthly BOARD Meeting may appoint a proxy to vote or otherwise act for the member by executing a writing authorizing another person to act as a proxy for the member.
  - ii. An appointment of a proxy is effective when received by the secretary or other officer of the BOARD.
  - iii. An appointment is valid for three months from its date of execution.
  - iv. An appointment of a proxy is revocable by the member.

Section 2: Annual General Meeting.

- a. The date of the annual general meeting (generally in November) shall be set by the BOARD who shall also set the time and place.
- b. The annual general meeting is open to all HTL league participants.
- c. The election of BOARD officers will be held.

#### **Article V - COMMITTEES**

Section 1: The BOARD may create committees as needed, such as fundraising, league rules, etc. The President appoints all committee chairs, with the exception of League Nominating Committees.

Section 2: BOARD Committees.

- a. Executive Committee.
  - i. The four officers serve as the members of the Executive Committee.
  - ii. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the BOARD in the intervals between meetings of the BOARD, subject to the direction and control of the BOARD.
- b. HTL Rules Committee.
  - i. An officer of the BOARD shall be appointed as chair of the HTL Rules Committee and shall include four other BOARD members; two league representatives from HTL Women's Leagues and two league representatives from HTL Men's Leagues.
  - ii. The HTL League Rules Committee shall be responsible for developing, reviewing, and amending the HTL LEAGUE REGULATIONS that regulate the conduct of all HTL League operations or play.
  - iii. The BOARD shall approve any proposed amendments to the HTL LEAGUE REGULATIONS before that can be effected.

Section 3: HTL League Committees. HTL Leagues shall convene, as needed, the following types of committees during the course of its league season.

- a. League Ranking Committee.
  - i. A ranking committee should consist of its League Representatives and/or team captains. Team captain volunteering is highly encouraged.
  - ii. The Ranking Committee shall screen all rosters, validating and approving the ranking on all players entering its league. The committee shall make appropriate changes and return all rosters to the respective team captains.
- b. League Nominating Committee.
  - i. Each HTL League shall convene a Nominating Committee. The composition should consist of its League Representatives and/or team captains but no more than four people.
  - ii. Nominees shall come from the league in which they play.
  - iii. A list of nominees shall be presented for selection at the next BOARD meeting following the League's final matches of its season.
- c. League Grievance Committee.
  - i. A Grievance Committee should consist of its League Representatives and/or team captains but no more than four people.
  - ii. The Grievance Committee shall be responsible for the expeditious review, arbitration, and decision of any protest or grievance filed within their league.

## **Article VI - FINANCES**

Section 1: League Entry Fee. An entry fee shall be assessed on each individual participating in an HTL League. This entry fee shall be set by the BOARD and announced at the Annual General Meeting immediately preceding the calendar year for which it will be in effect. The collected entry fees for a team shall be payable at the time the team rosters are submitted.

Section 2: Allocation of Entry Fees. A portion of this entry fee will be allocated to the General Fund of the BOARD to fund the operational expenses of the HTL. The remaining balance of the entry fee will be allocated to the individual League Fund for the administering of that League as described below. These allocation portions shall be set by BOARD at the same time the entry fee is set.

Section 3: HTL Treasury Funds.

- a. General Fund
  - i. Income
    - (a) Carryover money from previous years.
    - (b) The designated portion of Entry Fees allocated to the General Fund.
  - ii. Expenses
    - (a) U.S. Postal Service - mail box.
    - (b) Advance to a League to aid in getting that league function started.
    - (c) Banquet fees for BOARD members and special guests.
    - (d) Portion of control clerk's costs including computer services, paper, envelopes, stamps, etc.
    - (e) City & County court usage fees (permits) – Central Oahu Regional Park.
    - (f) Web site maintenance.
    - (g) Other expenses authorized by the BOARD.
- b. League Fund
  - i. Income
    - (a) Carryover money from previous years.
    - (b) The designated portion of Entry Fees allocated to the League Fund.
    - (c) Any advance received from the General Fund.
  - ii. Expenses
    - (a) Tennis balls.
    - (b) Awards.
    - (c) Portion of control clerk's costs.
    - (d) Paper, envelopes, stamps, duplicating and printing.

(e) Banquet fees for team captains and special guests.

Section 4: All HTL functions and league operations shall be financially self-sufficient.

Section 5: Refunding of Fees. Any team withdrawing after approved rosters have been returned automatically forfeits the entire team's entry fees, except for any allocated portion directed toward the General Fund, which shall be returned. The same applies to individual players that must withdraw from league participation due to extenuating circumstances.

#### **Article VII - AMENDMENTS**

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the BOARD. Proposed amendments must be submitted to the Secretary to be sent out with regular BOARD announcements.