

**CONSTITUTION AND BY-LAWS OF THE GOLDEN GATE TENNIS CLUB AS AUGUST 11,
2014**

ARTICLE 1- NAME

Section 1: The name of this not-for-profit organization is the "Golden Gate Tennis Club."

ARTICLE 2- OBJECT

Section 1: The object of this organization is to promote and stimulate tennis activities, primarily in Golden Gate Park, San Francisco, and to contribute in any reasonable manner possible to the advancement of the game of tennis in general.

ARTICLE III- MEMBERSHIP

Section 1: A member is any person who has applied in writing or stated his desire to be a member and has paid the annual dues.

Section 2: Membership dues for individual, family, junior and senior are set by the club's Board of Directors from time to time in an amount that they see as fit and appropriate to maintain the desired level of activities of the club. Club applications and renewal notices will clearly state the required amount for each category of membership. The board may see fit to offer discounts to members willing to pay for more than one year at a time.

Section 3: Each member will be sent a renewal notice at the end of the year.

Section 4: Members will be purged from the club roster if they have failed to pay their dues before the end of March, in any given year. Any such member will be reinstated only after payment of dues.

ARTICLE IV- BOARD MEMBERS

Section 1: The officers of the club shall be: President, Vice-President/Secretary, Treasurer, Membership Chairman, and Tennis Activities Director. Other than these Board Members, the club shall have an elected Board of Directors consisting of no less than 2 members. From time to time, the club membership may elect to change the number of members in the Board at the annual General Meeting. Any such change will be recorded as an addendum to the Constitution and by-laws.

Section 2: Duties of the officers:

President- To preside over and conduct all meetings of the Club and to preserve order at such meetings. To speak for the club and is familiar with all club activities.

Vice-President- To assume all duties of the President during his or her absence, or upon the President's resignation or removal from office or inability to perform his/her duties.

Secretary- Prepare agenda and take official minutes of all meetings. To preserve and make available at all times, club records. Check email, voice messages, and materials to appropriate officer or club member. Respond to inquiries promptly. Serve as liaison to Web Administrator. Budgeted at \$100 a quarter.

Treasurer- To be custodian of club funds. To be responsible for all receipts and disbursements belonging to the club. To record all monies received. To prepare bi-annual summary financial statements for the club. All statements must be made public if requested. Budgeted \$100 per quarter.

Membership Chairman- To collect and make a record of all dues paid. To turn over the monies collected to the Treasurer for deposit and entry into the club financial records. Send renewal notices at the end of each calendar year. To maintain a complete roster of active members with their current address and email address. Budgeted at \$150 per quarter.

Tennis Activities Director: To coordinate social and competitive tennis events. Serve as director for personnel named below. To budget expenditures and obtain Board approval for funding such events. Budgeted at \$100 per quarter.

- Men's tennis ladder
- Women's tennis ladder
- Team captain liaison
- Club day committee

Member of Board of Directors (2 positions)- To serve the club and develop projects policies and personnel to carry out club activities. To attend Board meetings and actively participate in the planning and running of club activities.

Section 3: Duration of positions held: The president shall hold office for no more than two consecutive years. A president may be re-elected once he has been out of that office for at least two consecutive years. All other officers and Board Members may hold office for an indefinite number of years, if they continue to be re-elected by the membership.

ARTICLE V- ELECTION PROCEDURES

Section 1: Election of Board Members for the forthcoming year shall be held at the last General Meeting of each calendar year.

Section 2: A Nominating Committee will be designated by the board thirty days prior to the last General Meeting of each calendar year. It should have at least 3 board members or more if the board so chooses. The nominating committee will present a slate to the general membership via email fourteen days prior to the General Meeting. Members can self-nominate for a position

with written support of at least five other members, and be included on the slate. Everyone present at the last General Meeting is able to vote.

Section 3: In order to become a Board member and/or officer an individual must be a member in good standing.

Section 4: From time to time an Board Member may resign, be removed from office, or for any reason become unable to perform his/her duties. In such an event, by a majority vote of the Board of Directors a successor is elected. Should the officer be the President, the Board will elect a President Pro-Tem and call for a club election of a new President at the first reasonable time.

ARTICLE VI- MEETINGS

Section 1: All board meetings are open to the general membership to attend.

Section 2: Meetings shall be held at the William C. Johnstone clubhouse, if at all possible. The Board may choose an alternative site if the clubhouse is unavailable.

Section 3: Meetings will be held quarterly, if possible, and the subsequent meeting date will be selected by the Board prior to closing a current meeting.

Section 4: The Board of Directors shall have the authority to act on behalf of the club for all business necessary to be decided at Board Meetings, with the exception of Constitutional changes.

Section 5: Changes to the constitution and by-laws has to be approved by the board. The changes will be presented to the board thirty days prior to a vote. All changes to the by-laws and constitution requires a majority board vote.

BY-LAWS OF THE GOLDEN GATE TENNIS CLUB

- The Board of Directors shall have the power to commit the club to any financial contract if deems necessary. No individual officer shall have the right to commit the club to any financial obligation unless empowered by the Board of Directors to do so.
- Board members or directors receive no compensation for attending meetings and being on the board; however, the board has budgeted stipends for various positions. Stipends are only paid when and if the specific duties are actually performed.