

# BYLAWS OF TENNIS COMPETITORS OF DALLAS

## ARTICLE I – NAME

The name of this organization shall be Tennis Competitors of Dallas (TCD), a part of the Maureen Connolly Brinker Tennis Foundation, Inc. (MCB).

## ARTICLE II – PURPOSE

The purpose of TCD, a not-for-profit organization, is to promote competitive tennis, good fellowship, and sportsmanship in accordance with these bylaws and the official rules of the USTA.

## ARTICLE III – MEMBERSHIP

Section 1. Any player interested in the purpose of TCD and who is past his/her 21st birthday is eligible for membership. Any player past her 50th birthday is eligible for membership in the Love-50 Doubles League. Any player past her 60th birthday is eligible for membership in the Love-60 Doubles League.

Section 2. The boundary of TCD is a circle with a 25-mile radius with the center point being the North Dallas Tollway and Northwest Highway. Walnut Creek Country Club is the only exception to this boundary.

Section 3. Any facility that chooses to participate in TCD may not refuse a TCD member from TCD match play at its facility.

Section 4. Acceptance of a player's application to play in TCD relieves the following entities of liability of any kind: the Maureen Connolly Brinker Tennis Foundation (MCB), TCD (its directors, officers and representatives of both), all public and private tennis facilities and any other entity sponsoring TCD.

Section 5. By making application to play in TCD, each person, on behalf of himself/herself and his/her heirs and legal representatives, releases and forever discharges MCB and TCD (its directors, officers and representatives of both), all public and private tennis facilities, and sponsors, from any and all claims, demands, and injuries, however arising, whether caused by the negligent or intentional acts of MCB and TCD and its representatives or other sponsoring entities, or by third parties, which injuries may be in any way related to his/her activities while participating in TCD matches and any period traveling to and from TCD matches, and all such claims are hereby waived and released, and such persons covenant not to sue therefore. By making application to play in TCD, such persons thereby agree to indemnify and hold harmless MCB and TCD.

Section 6. The TCD membership list and online directory are the sole property of the organization and shall remain private. The list of members and their contact information may not be sold or distributed for any purpose, nor can TCD members use the list to solicit other members for any purpose. Violations are subject to sanctions by the TCD Board.

Section 7. The Board may choose to provide information about non-TCD events and activities in TCD publications, on its website, or in other communications, provided the event or activity is in line with the purpose of the TCD organization.

## ARTICLE IV – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected Directors, the Past Presiding Director, and the President of MCB who serves as a nonvoting advisory member. Any person receiving compensation from TCD shall be ineligible for any position on the Board.

Section 2. The Board shall have responsibility for the overall management of TCD. By the last regularly scheduled Board meeting of the calendar year, the outgoing Board will have established all major operating policies for the following spring league. The newly elected Board will carry out those policies and then establish policies for the

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next fall and spring leagues. All committees and subcommittees, with the exclusion of Nominating, shall be subordinate to and under the general supervision of the Board.

Section 3. The Board must approve any projects sponsored by TCD.

Section 4. The Board may hire or appoint an executive secretary and others as determined by the Board. The duties and salaries of those hired or appointed shall be as prescribed by the Board each year.

Section 5. A Director failing to attend more than two (2) Board meetings during the year shall be subject to review by the Board.

Section 6. A Director shall be subject to removal from the Board by a two-thirds (2/3) vote of the remaining Directors for failure or malfeasance in the performance of his/her duties.

## ARTICLE V – DIRECTORS

Section 1. ELECTED DIRECTORS The elected Directors of TCD shall be the following: Presiding Director, Communications Director, Financial Director, Ladies Doubles Director, Love-50/60 Doubles Director, Membership and Awards Director, Mixed Doubles Director, Pickleball Director, Placement Director, Recording Director, Rules Director, Social Director, and Tournament Director.

### Section 2. ELECTION OF DIRECTORS

#### A. NOMINATING/ELECTION PROCESS

1. No more than two (2) voting members of the Board shall be affiliated with a playing facility (public or private.) A member's affiliation with a playing facility is to be based on where he/she is rostered at the time of election.
2. All candidates seeking election to the Board of Directors shall meet the following requirements:
  - a. Be a current member of TCD in good standing with the organization.
  - b. Submit all required candidate documents to the Nominating Committee Chairman.
  - c. Attend a pre-scheduled interview session with the Nominating Committee.
3. Only candidates who have completed the requirements of the Nominating Process as detailed in item 2 are eligible to submit their names for the election ballot IF not slated to a position by the Nominating Committee.
4. Election of the TCD Board of Directors shall be held by internet balloting as per the procedures outlined in the Nominating/Election Operational Procedures.
5. Directors shall be elected by majority vote of the completed ballots returned.
6. Directors shall take office at the end of the last regularly scheduled Board meeting of the calendar year in which they were elected.

#### B. NOMINATING COMMITTEE

1. A Nominating Committee of seven (7) plus 2 alternates shall be selected before the Fall Season of each year and approved by the Board at or before the September Board Meeting;
2. The Past Presiding Director shall serve as the nonvoting chairman of the Nominating Committee and shall be responsible for ensuring that the Nominating Committee membership conforms to the following requirements:
  - a. All TCD leagues must be represented on the Nominating Committee with a minimum of two (2) members from the Ladies Doubles and one (1) each from the Mixed Doubles, Love-50 Doubles and Love-60 Doubles leagues.
  - b. Nominating Committee members should represent a cross section of TCD's levels and geography, with at least one (1) member from each league. Ladies Doubles will be represented by at least two (2) members, one (1) from the top 50% of flights and one (1) from the bottom 50% of flights. At least one (1) member must be drawn from each geographic area (east/central/west or north/central/south).

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- c. No playing facility (public or private) shall provide more than two (2) members to the Nominating Committee.
- d. A committee member may not serve on the Nominating Committee more than two (2) consecutive years.
- e. The Past Presiding Director shall solicit the General Membership and Board Committees for volunteers.

3. No member of the Nominating Committee can be selected for a Director position.
4. The Nominating Committee shall present the slate of Director nominees to the General Membership at least two (2) weeks prior to the election.

### Section 3. DIRECTOR VACANCIES

Vacancies in the Board due to resignation or removal shall be filled by the Board for the balance of the term of the Director being replaced. In filling vacancies for unexpired terms, a Director who served more than half a term in an office is considered to have served a full term. A Director who has served less than half a term in an office is not considered to have served a full term and not subject to limitation of Article V., Section 4., D.

- A. The Past Presiding Director shall solicit candidate nominees from either Board recommendations or published or electronically distributed notification to membership.
- B. The Past Presiding Director and Presiding Director shall conduct interviews with candidates and present a recommendation to the Board for approval.
- C. The Board shall appoint a candidate by majority vote.
- D. In filling the vacancy of Presiding Director, the same procedure will be followed as above, except, the Past Presiding Director and a Board designated Director shall conduct interviews. The designated Director must have served on the Board for one (1) fiscal year.

### Section 4. TERM OF OFFICE

- A. A Director's term is defined as one (1) fiscal year or until the Director's successor has been elected or appointed by the Board. The fiscal year begins after the December joint Board meeting and continues until the next year's December joint Board meeting.
- B. No Director shall hold more than one (1) office at a time, nor serve more than two (2) consecutive terms in any office except if elected Presiding Director.
- C. To serve as Presiding Director, the nominee must have served on the Board for one (1) fiscal year.
- D. A Director who has completed two (2) consecutive terms or a Director who is rotating off of the Board after one (1) term is not eligible for nomination to the Board for a period of two (2) years except if elected Presiding Director.
- E. After serving as Past Presiding Director, the Presiding Director is not eligible for nomination to the Board for a period of two (2) years.

Section 5. DUTIES OF THE DIRECTORS AND THEIR COMMITTEES All Board Directors, purchasing items or services costing more than \$5,000, must secure at least two (2) competitive bids from a list of approved vendors.

- A. PRESIDING DIRECTOR
  1. The Presiding Director shall preside at all TCD Board and General Membership meetings and may choose to attend and observe any Committee meetings. The Presiding Director shall coordinate the activities of the Board;
  2. Shall appoint, with the approval of the Board, chairmen for all special committees;
  3. Shall represent TCD at meetings of other tennis associations whenever necessary;
  4. Shall serve as Past Presiding Director for the year immediately following his/her term as Presiding Director.

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5. Shall, in December prior to the first Board Meeting in January, in conjunction with the incoming Presiding Director, determine sites and handle all contractual obligations for Board of Directors' Meetings and General Membership meetings for the following calendar year.
  
- B. COMMUNICATIONS DIRECTOR
  1. The Communications Director and Committee shall produce all news for TCD via e-news and the TCD website;
  2. Shall be responsible for overseeing social media;
  3. Shall be responsible for the general publicity of TCD;
  4. Shall keep a copy of TCD communications, past and present.
  
- C. FINANCIAL DIRECTOR
  1. The Financial Director shall serve as Treasurer;
  2. Shall receive all monies of TCD and deposit in the name of TCD with such banks or financial institutions that the Board shall designate;
  3. Shall disburse funds with approval of the Board and keep itemized accounts of the receipts and disbursements;
  4. Shall prepare monthly financial reports for Board review and file for audit with TCD's CPA;
  5. Shall ensure all insurance policies and professional dues are kept current and in good standing;
  6. Shall be the authorized check signer along with the Presiding Director and the Past Presiding Director;
  7. Shall solicit budget proposals from other Board members to prepare and present a proposed budget to the Board for approval. The approved budget will be presented to the membership at the first general membership meeting of the fiscal year;
  8. Shall review and consider any special request from the Board for distribution of TCD funds to charitable organizations, scholarship programs, sponsorship of deserving junior players, purchase of equipment, or any other financial matter;
  9. Shall ensure a minimum of \$2.00 per member be paid to MCB at the end of each year after all TCD expenses and charitable obligations have been paid.
  
- D. LADIES DOUBLES DIRECTOR
  1. The Ladies Doubles Director shall be responsible for the coordination of all activities involving the TCD Ladies Doubles League;
  2. Shall coordinate and manage the Ladies Doubles Flight Coordinators (the Committee) who will assist the captains with questions/problems within their assigned flight. Flight Coordinators will also be responsible for correcting any score discrepancies in their flight;
  3. Shall communicate with the Flight Coordinators and Captains regarding important dates and information before and during the season;
  4. Shall oversee score corrections on a weekly basis and confirm that all information is correct at the end of the season.
  5. Shall be responsible for assessing penalties to teams posting late Home Match Times, Match Scores, Match Reschedule Reports and teams playing illegal players (*players not listed on website team roster*).
  6. Shall inform Rules Director of all match penalties.
  
- E. LOVE-50/60 DOUBLES DIRECTOR
  1. The Love-50/60 Doubles Director shall be responsible for the coordination of all activities involving the TCD Love-50 Doubles League and Love-60 Doubles League;
  2. Shall coordinate and manage the Love-50 Doubles and Love-60 Doubles Flight Coordinators (the Committee) who will assist the captains with questions/problems within their assigned flight. Flight Coordinators will also be responsible for correcting any score discrepancies in their flight;
  3. Shall communicate with the Flight Coordinators and Captains regarding important dates and information before and during the season;
  4. Shall oversee score corrections on a weekly basis and confirm that all information is correct at the end of the season.

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5. Shall be responsible for assessing penalties to teams posting late Home Match Times, Match Scores, Match Reschedule Reports and teams playing illegal players (*players not listed on website team roster*).
6. Shall inform Rules Director of all match penalties.

F. MEMBERSHIP AND AWARDS DIRECTOR

1. Shall be responsible for the electronic distribution of the Handbook before the beginning of each spring league season;
2. Shall select, purchase with Board approval, and present all end of season league awards.

G. MIXED DOUBLES DIRECTOR

1. The Mixed Doubles Director shall be responsible for the coordination of all activities involving the TCD Mixed Doubles League;
2. Shall coordinate and manage the Mixed Doubles Flight Coordinators (the Committee) who will assist the captains with questions/problems within their assigned flight. Flight Coordinators will also be responsible for correcting any score discrepancies in their flight;
3. Shall communicate with the Flight Coordinators and Captains regarding important dates and information before and during the season;
4. Shall oversee score corrections on a weekly basis and confirm that all information is correct at the end of the season.
5. Shall be responsible for assessing penalties to teams posting late Home Match Times, Match Scores, Match Reschedule Reports and teams playing illegal players (*players not listed on website team roster*).
6. Shall inform Rules Director of all match penalties.

H. PAST PRESIDING DIRECTOR

1. Shall serve as Parliamentarian, a nonvoting member of the Board, and shall see that the *Robert's Rules of Order, Newly Revised* are followed at all meetings.
2. Shall create the TCD Calendar, making every effort not to conflict with USTA or any other tennis league;
3. Shall keep current "How To" documents for each Director position;
4. Shall chair the Nominating Committee and present Proposed Slate of Officers to membership at the November General Meeting;
5. Shall be available to substitute for Presiding Director in his/her absence;
6. Shall, together with the Rules Director, keep the TCD Bylaws updated.

I. PICKLEBALL DIRECTOR

1. Shall be responsible for the coordination of all activities involving the TCD Pickleball League;
2. Shall coordinate and manage the Pickleball Flight Coordinators (the Committee) who will assist the captains with questions/problems within their assigned flight. Flight Coordinators will also be responsible for correcting any score discrepancies in their flight;
3. Shall communicate with the Flight Coordinators and Captains regarding important dates and information before and during the season;
4. Shall oversee score corrections on a weekly basis and confirm that all information is correct at the end of the season;
5. Shall be responsible for assessing penalties to teams posting late Home Match Times, Match Scores, Match Reschedule Reports and teams playing illegal players (*players not listed on website team roster*).
6. Shall inform Rules Director of all match penalties.

J. PLACEMENT DIRECTOR

1. The Placement Director shall schedule and conduct the Placement Committee meetings;
2. Shall, with Website Administrator, update new and returning team forms, and provide new teams with the information/forms to join a TCD league;
3. Shall, with Committee, follow the guidelines for team movement, determine placement for new teams, and provide accurate information on the TCD website.

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## K. RECORDING DIRECTOR

1. The Recording Director shall act as recording secretary and distribute to all Directors a copy of the minutes of all Board meetings and General Membership meetings for review and approval;
2. Shall act as corresponding secretary;
3. Shall be responsible for determining a quorum of the Board;

## L. RULES DIRECTOR

1. The Rules Director and Committee shall be responsible for formulating and updating the TCD League Rules with Board approval;
2. Shall determine if the TCD Rules, USTA Rules, or "The Code" (a handbook of ethics and fair play) have been violated and shall ensure penalties have been assessed upon violators;
3. Shall be certain league rules are updated on the TCD website;
4. Shall act accordingly to complaints regarding facilities and approval of playing sites;
5. Shall keep an up to date list of any rule or suggested amendment changes made by the Board;
6. Shall, with the Parliamentarian, keep the TCD Bylaws updated.

## M. SOCIAL DIRECTOR

The Social Director and Committee shall make arrangements for all TCD social events, including but not limited to:

1. Events held after the conclusion of each season;
2. Volunteer Luncheon held in October;
3. Joint Board Meeting/Luncheon held in December.

## N. TOURNAMENT DIRECTOR

The Tournament Director and Committee shall be responsible for the arrangements for advertising, promoting, securing favors/winner's awards, receiving the entries, reserving courts, obtaining balls, and manning the playing sites for all league tournaments sponsored by TCD.

## ARTICLE VI – COMMITTEES

### Section 1. SELECTION OF COMMITTEE MEMBERS

- A. The Ladies Doubles, Love-50/60 Doubles, Mixed Doubles, and Pickleball Directors shall select Flight Coordinators as committee members. Directors shall determine number of Flight Coordinators needed.
- B. Membership and Awards, Communications, Tournament, and Social Directors may have committees with up to five (5) members.
- C. Placement and Rules Committees may have no more than two (2) persons, including the Director, from any one facility serving on the same committee.
- D. Financial and Recording Directors do not require committee members.
- E. Committee Members
  1. All Committee Members must be TCD members in good standing with the organization.
  2. Committee membership shall consist of persons who have volunteered or have been recommended to the Director.
  3. These members shall be drawn from a variety of geographical areas and levels of play.
  4. Members may serve on a maximum of two (2) Committees.
  5. No current Board member may serve as a Committee member.
- F. The Board shall approve the composition of these committees.

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## Section 2. COMMITTEE PROCEDURES

- A. A majority of the members of the committee shall constitute a quorum.
- B. Each committee may fix its own rules of procedure, including provision for notice of its meetings.
- C. Each committee shall act by majority vote of the quorum present at the meetings.
- D. The action taken by each committee shall be recorded, permanently filed, and passed to the newly elected Director.
- E. All proposed committee action is subject to approval by the Board.

## ARTICLE VII – MEETINGS AND QUORUMS

### Section 1. MEETINGS AND QUORUM OF GENERAL MEMBERSHIP

- A. A minimum of two (2) regular General Membership meetings shall be held each fiscal year.
- B. The Presiding Director shall call special General Membership meetings, if needed.
- C. Notification of any General Membership meeting will be published and/or electronically distributed to all members at least two (2) weeks prior to the meeting.
- D. Those present at a duly called General Membership meeting shall constitute a quorum.
- E. At the discretion of the Presiding Director, General Membership meetings and all business of such meetings may be held by virtual or electronic means.

### Section 2. MEETINGS AND QUORUM OF THE BOARD

- A. The Board shall meet at least nine (9) times during the fiscal year. At the discretion of the Presiding Director, video conferencing may be used.
- B. A quorum of the Board shall consist of two thirds (2/3) of the Directors which shall be determined by the Recording Director.

## ARTICLE VIII – VOTING

Section 1. Each TCD member shall be entitled to one (1) vote on each matter submitted to a vote at a General Membership meeting. A majority vote of those present and voting shall control. Proxies shall not be permitted.

Section 2. Each Director shall be entitled to one (1) vote on matters decided by the Board. A majority vote shall control. Proxies shall not be permitted.

## ARTICLE IX – MEMBERSHIP DUES, LEAGUE FEES, OTHER INCOME and LOGO

Section 1. League fees shall be determined by the Financial Director and approved by the Board.

Section 2. All TCD sponsored events, unless otherwise published, are exclusive to members only. The TCD Board of Directors will determine whether guests may attend an event and will approve any guest fees.

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Section 3. No special assessments upon members may be made by this organization, but special projects may be undertaken to raise extra funds.

Section 4. The Board may choose to accept sponsorships for TCD events and activities. The Board must approve potential sponsorships prior to the event or activity.

Section 5. The TCD Logo is the sole property of TCD. Its use by anyone other than the TCD Board of Directors is strictly forbidden without prior permission from said Board.

## ARTICLE X – EMERGENCIES

A. This Emergency Bylaw shall automatically become effective and operative upon an Emergency and shall remain in effect until it is practical for a normally constituted Board to resume governing and directing, and of overseeing the management of the business and affairs of the Organization.

B. In the event this Emergency Bylaw shall become effective, the business of the organization shall continue to be governed and directed, and the management of the business and affairs of the organization shall continue to be overseen by those members of the Board who are available to act during the Emergency.

C. The Board shall be governed by the following basic procedures and shall have the following specific powers and authority in addition to all other powers and authority which it would otherwise have:

1. If the Presiding Director is unavailable, meetings of the Board may be called by any director by emailing to all members of the Board written notice thereof at least two days before the meeting and by using other reasonably available means of communication in an effort to contact each member of the Board;
2. In all cases, three directors shall constitute a quorum, which may act by majority vote;
3. The Board may establish any additional procedures and may amend any of the provisions of the Bylaws concerning the interim governance and directing, and oversight of the management and affairs of the Organization in an Emergency if it considers it to be in the best interests of the Organization to do so;
4. This Emergency Bylaw is intended to empower and hereby empowers the Presiding Director and/or the Board with the maximum authority possible under all applicable laws, to conduct the interim governance and directing and oversight of the management and affairs of the Organization in an Emergency in what the Presiding Director and the Board consider to be in the best interests of the Organization.

Definition: “Emergency” means an attack on the United States of America or on a locality in which the Organization conducts its business or customarily holds meetings of the Board, any nuclear or atomic disaster, any catastrophe, any pandemic or widespread epidemic, any Presidential or local declared emergency, or other similar event, occurrence or condition, as a result of which a quorum of the Board cannot be practically achieved.

## ARTICLE XI – AMENDMENT OF BYLAWS

These bylaws can be amended at any regular General Membership meeting of TCD by a two-thirds (2/3) vote of those members present and voting, provided such proposed amendments have been published and/or electronically distributed to all members at least two (2) weeks prior to the meeting.

## ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern TCD in all cases to which they are applicable and to which they are not inconsistent with these bylaws and any special rules of order TCD may adopt.

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### ARTICLE XIII – CONSTRUCTION OF BYLAWS

In constructing these bylaws, whenever the context so requires, the masculine shall include the feminine, and the singular shall include the plural, and conversely.

Approved August 2020