

FAIR OAKS RACQUET CLUB
BYLAWS
May 24, 2011

ARTICLE I Name

Section 1: The name of this organization is the Fair Oaks Racquet Club, also called the club or FORC. This club was founded in 1962.

ARTICLE II Affiliation

Section 1: The Club is a community partner with the Fair Oaks Recreation and Parks Department, in Fair Oaks, California. The home courts are located at Miller Park in Fair Oaks, California, at the corner of Kenneth Avenue and Sunset Avenue.

ARTICLE III Purpose

Section 1: The purpose of the club is to:

- A. To provide an enjoyable social and recreational experience for members.
- B. To provide competitive tennis for members.
- C. To stimulate interest and participation in the sport of tennis in the community.

ARTICLE IV Membership

Section 1: Single memberships shall be open to any person age 18 and family membership may include children.

Section 2: Membership dues are established by the board each fall and are published in the annual membership application prior to January 1.

Section 3: Membership categories are:

- A. Fair Oaks resident: single or family membership.
- B. Associate: single or family membership.

Section 4: Annual membership runs from January 1 to December 31.

Section 5: All dues paying members in good standing are entitled to vote and participate in club activities.

ARTICLE V The Board

- Section 1:** The board shall consist of 12 positions: President, Vice President, Secretary, Treasurer, Newsletter Editor, Membership Chair, Women's League Representative, Men's League Representative, Mixed League Representative, SATA/USTA Representative, Social Chair, and Web coordinator.
- Section 2:** Meetings shall be held monthly and will be announced to the membership in the board newsletter. Meetings are open to the members and to invited guests of the Board.
- Section 3:** Decisions by the Board require a quorum (50% plus 1) of Board members and a majority vote of the members present. The president or a designee may conduct emergency votes of the board by telephone or e-mail.
- Section 4:** Vacancies shall be filled by appointment with approval subject to a vote of the Board.
- Section 6:** The Board shall have the power to amend the By Laws.

ARTICLE VI Duties of the Board members

- Section 1:** President
- A. Preside over the Board meetings.
 - B. Have a key to the mailbox to pick up and oversee all correspondence.
 - C. Prepare the board meeting agenda and coordinate action items.
 - D. Coordinate strategic plans, objectives and projects in consultation with the Board or a committee.
 - E. Sign checks and collaborate with the Treasurer when accounting for a club funds.
 - F. Sign contracts and agreements or other official documents.
- Section 2:** Vice President
- A. Assume the duties of President during his/her absence.
 - B. Assist the president as needed.
 - C. Liaison between FORC and FOR & P at the Park Board meetings when appropriate, report all business to FORC Board.
 - D. Shall be responsible for making all court reservations for all club activities, keep accurate schedule of reservations and cancellations and give the schedule to appropriate coordinators.

- Section 3:** Secretary
- A. Have custody of all records and documents of the Club.
 - B. Record board meeting minutes, provide minutes to the Newsletter, and to the Board.
 - C. Record attendance at meetings.
 - D. Responsible for club correspondence.

- Section 4:** Treasurer
- A. Develop annual budget for board approval with input from board members.
 - B. Monitor income, expenses and account balance and summarize monthly.
 - C. Present financial reports monthly to the board.
 - D. Pay for approved activities of the board and the club members assuring receipts are provided for each expense.
 - E. Maintain an accounting of all recurring payments such as bank fees, liability insurance, court fees, team fees, etc. such that the operations of the club are not adversely affected.

- Section 5:** Membership Chair
- A. Coordinate membership records.
 - B. Prepare and distribute annual club roster by March 1.
 - C. Provide up to date membership application for winter membership renewal.
 - D. Provide membership flyers and distribute to club members to recruit new members.
 - E. Distribute membership applications to community sites such as recreation department, libraries, sport stores, tennis stores, etc.
 - F. Keep membership changes up to date and provide monthly updates for publication in newsletters.
 - G. Contact new members and invite them to club activities, etc.

- Section 6:** Newsletter Editor:
- A. Collect news and information and prepare monthly newsletters.
 - B. Mail newsletters to club members during the first week of the month, using current membership as provided by membership chair.
 - C. Send newsletters to prospective new members.
 - D. Assist in proofreading and mailing of the rosters.
 - E. Publish board-meeting minutes monthly.

- Section 7:** Men's League Representatives, Women's League Representative and Mixed Doubles League Representative

Duties of League Representatives

- A. Men's league representative oversees all SATA men's leagues.

- B. Women's league representative oversees all SATA women's leagues.
- C. Mixed doubles league representative oversees all SATA mixed doubles leagues.
- D. Recruit coordinators for each SATA league who organize the team for their SATA league.
- E. Provide direction and leadership to the league coordinators.
- F. Distribute SATA Fall, Summer, and Spring league roster packets to coordinators.
- G. Communicate regularly with coordinators.
- H. Mentor coordinators regarding roster and club rules.
- I. Assure team rosters are submitted by deadline.
- J. Assure team fees are collected and submitted to treasurer.
- K. Recruit coordinators for the women's single ladder and women's doubles ladder chair.

- Section 8:** SATA/USTA representative
- A. Attend and vote at all SATA meetings.
 - B. Communicate with USTA when needed.
 - C. Report SATA & USTA information fo FORC board.
 - D. Distribute SATA team/league information to club league representatives as needed.
 - E. Prepare newsletter articles when SATA/USTA news impacts club members.

- Section 9:** Social Chair
- A. Organize the annual social calendar in January.
 - B. Coordinates publication of the social calendar in the roster and in the newsletter monthly.
 - C. Chair the annual ball (or equivalent) committee.

- Section 10:** Web coordinator
- A. Maintain web host contract.
 - B. Administer the web site.
 - C. Post club news to website.
 - D. Update web information for membership regularly.

ARTICLE VII Elections

- Section 1:** All members of FORC have the right to be nominated for a position on the board and vote in elections

- Section 2:** The president shall appoint a nominating committee chair in September with 1-2 committee members.

Section 3: The nominating committee shall solicit nominations for each board position via newsletter articles and by polling individual members of the club during October.

Section 4: The nominating committee shall prepare the ballot for publication in the November newsletter with a deadline to return ballots before the end of November.

Section 5: The nominating committee will count the ballots and notify the president of the election results prior to the December board meeting.

Section 6: The incoming board shall attend the December board meeting which provides an orientation to procedures and duties.

ARTICLE VIII Sportsmanship

Section 1: The USTA Code of Conduct governs all competitive and social matches of FORC members. All players are required to conduct themselves in compliance with the rules and orderly conduct of matches.

Section 2: The USTA Code of Conduct Principles are as follows: Tennis is a game of cooperation and courtesy from all participants. The game of tennis is more fun when an opponent's good shots are praised. It is not fun when:

- Loud post mortems are conducted after points;
- Complaints are made about shots like lobs or drop shots;
- Weak opponents are embarrassed by a player's being overly gracious or condescending;
- Tempers are lost, vile language is used, rackets are thrown, or balls are slammed in anger or disgust; or
- Sulking occurs when losing.

Section 3: FORC members are expected to honor the principles of sportsmanship.

Section 4: Concern's about sportsmanship shall be directed to the FORC Board. The Board will investigate and determine if action needs to be taken

Approved
Fair Oaks Racquet Club Board
May 24, 2011