



## San Diego County Tennis Umpires Association



# Bylaws

### ARTICLE I. NAME:

The name of this association shall be the San Diego County Tennis Umpires Association, hereinafter known as the Association.

### ARTICLE II. OBJECTIVES:

The purpose of this Association is to promote tennis by:

- (a) Encouragement of umpires to increase their interest and proficiency in umpiring and to broaden their tennis officiating experience.
- (b) Recruitment, training and utilization of umpires without regard to race, color, sex, creed, national or ethnic origin in the administration of its by-laws, policies, or programs.
- (c) Organization and supervision of the participation of members of this Association when they serve as umpires in tennis events held under the auspices of this Association in San Diego County. (The term "umpiring" and "umpire" as used herein refer to the work and to the persons of those serving in any capacity in officiating at tennis events.)

### ARTICLE III. OFFICERS:

**Section 1.** The officers of the Association shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by this Association. These officers plus the immediate Past President and four other members shall constitute the Board of Directors.

**Section 2.** The President shall preside at all meetings of the Association and of the Board of Directors, call special meetings, have general supervision of all affairs of the Association, and shall be an ex-officio member of all committees. In the absence of the President, the First Vice-President shall perform the duties of the President, and in the absence of both, the Second Vice-President shall perform those duties.

**Section 3.** The Secretary shall keep a record of all proceedings of the meetings of the Board of Directors and the Association, and shall perform such other duties as may be assigned by the Board or by the President.

**Section 4.** The Treasurer shall: receive and care for all monies of the Association; keep proper records of all receipts and disbursements; pay all bills when authorized by the Board to do so; receive and disburse fees for umpiring services; and ensure the forwarding of necessary data to State and Federal offices as prescribed by law.

**Section 5.** Officers and Directors shall be elected for a term of two (2) years by a majority or plurality of members entitled to vote and present at the Annual Meeting. No member may serve in one office for more than two (2) terms consecutively.

### ARTICLE IV. BOARD OF DIRECTORS:

**Section 1.** As heretofore stated, the Officers of the Association plus the immediate Past President and four other members shall constitute the Board of Directors. Two non-officer members shall be elected to the Board each year for a two (2) year term.

**Section 2.** The Board of Directors shall have general supervision of the affairs of the Association between business meetings, and perform such other duties as are specified in these Bylaws and by the parliamentary authority adopted by the Association. None of its acts shall conflict with the action taken by the Association.

**Section 3.** Meetings of the Board of Directors may be called by the President or upon the request of three (3) Board members.

**ARTICLE IV. BOARD OF DIRECTORS:** *(cont.)*

**Section 4.** Six (6) members of the Board, of which one is the President or a Vice-President, shall constitute a quorum.

**Section 5.** The Board of Directors shall:

- (a) Determine annual dues.
- (b) Fill vacancies by majority vote of the quorum. Appointments thus made shall serve the term of the replaced member.
- (c) Terminate memberships for failure to participate satisfactorily in the Association.
- (d) Take whatever disciplinary action it deems necessary against any member it finds in violation of any Article, Section, or sub-Section of these Bylaws.
- (e) Upon recommendation of any standing committee in general and the grievance committee in particular, address any problem or complaint.

**Section 6.** Following the Annual Meeting, the Board shall appoint the following committees, all of whose members shall serve until the next Annual Meeting unless terminated sooner by the member or the Board. The President shall name the Committee Chairman in consultation with and subject to the approval of the Board. Any member, including the Chairman, may be, re-appointed if the Board chooses.

- (a) Assignments and Coordination
- (b) Membership
- (c) Certification
- (d) Standardization and Evaluation
- (e) Records
- (f) Bylaws
- (g) Programs and Social
- (h) Juniors
- (i) Training
- (j) Publicity
- (k) Grievance

**Section 7.** At the meeting of the Board, held at least three (3) months prior to the Annual Meeting, a Nominating Committee of three (3) members shall be appointed. A maximum of two (2) Directors of the Association may be selected to serve on this committee, the other member(s) to be elected by the Board. This Committee shall-nominate candidates for Officers and Directors to stand for election at the Annual Meeting. The Nominating Committee shall send their nominations to the Secretary of the Association to arrive at least three weeks prior to the Annual Meeting. Nominations may also be made by active members by submitting them in writing to the Secretary to arrive at least three weeks prior to the Annual Meeting. Nominations may be made from the floor at the Annual Meeting. The Secretary will include all nominations in the notice sent to all active members regarding the Annual Meeting. No member of the nominating committee may nominate themselves.

**ARTICLE V. STANDING COMMITTEES:**

**Section 1.** The Assignments and Coordination Committee shall determine which tennis events in San Diego County require officials, meet with the Tournament Director and/or Committee, determine needs for umpires, negotiate a written contract, and appoint, with the Presidents approval, a Chief Umpire from among the active members. The Chief Umpire shall secure adequate numbers of officials from the Coordinator, manage them, turn in the records of each official to the Records Committee, and ensure that the agreed upon money and the pay for each official is sent to the Association for disbursement by the Treasurer.

**Section 2.** The Membership Committee shall recruit new members, determine which members no longer care to be active, and keep the membership roster current.

**ARTICLE V. STANDING COMMITTEES:** *(cont)*

**Section 3.** The Certification Committee shall assist the USTA in certification and make sure that applications are filled out correctly and turned in to the Association for final signatures and forwarding through the San Diego District and the Southern California Tennis Association to the USTA.

**Section 4.** The Standardization and Evaluation Committee shall unify, improve, and monitor the quality of Association umpiring in accordance with USTA standards in:

- (a) Attire
- (b) Knowledge of Rules
- (c) Performance
- (d) Evaluation

**Section 5.** The Records Committee shall keep records of officiating completed by Association members. These records will be used in the certification of members.

**Section 6.** The Bylaws Committee shall propose and/or approve amendments to the Bylaws prior to submission to the members for approval.

**Section 7.** The Program and Social Committee shall recommend to the Board programs for meetings of the Association and other long-range plans which may be necessary to better the Association, and upon approval of the Board, arrange such programs.

**Section 8.** The Juniors Committee shall act as a liaison between the Association and Junior tennis.

**Section 9.** The Chairman of the Training Committee will be considered the Training Officer of the Association. This Committee shall formulate plans for, and carry out training of new members, or those desiring to be up-graded in classification. Umpiring techniques and procedures will be emphasized. The training will be through volunteer on-court observation and by umpiring under close supervision. The Training Officer will attest to the ability of each new member as to his/her proficiency before that member shall be authorized to officiate at any tournament for which the Association is responsible.

**Section 10.** The Publicity Committee shall contact the various media to gain publicity for the Association.

**Section 11.** The Grievance Committee shall be responsible for investigating any complaint or problems that arise within the Association brought forth by any member of the Association or outside party. Recommendation for possible action shall be made to the Board of Directors.

**Section 12.** Such other standing committees shall be formed by the Board as the Association or the Board deems necessary.

**Section 13.** Other committees of a temporary nature may be appointed from time to time by the President or the Board when deemed necessary for the efficient operation of the Association.

**ARTICLE VI. MEMBERSHIP:**

**Section 1.** There shall be two classes of members: **Active** and **Associate Members**.

- (a) **Active** members are on probationary status for the first year and must:
  - (1) Have submitted a completed official application.
  - (2) Have paid annual dues.
  - (3) Have current membership in the USTA or submit applications for membership at the of application for Association membership is submitted.
  - (4) Have been an Active Member for 6 months in order to participate in the election of officers and Board of Directors of the Association.
  - (5) Participate as a tournament official in a minimum of five (5) tournaments per year to remain on active status.
  - (6) Attend annual umpire clinics as directed by the Board of Directors and required by USTA regulations.
  - (7) Satisfactorily pass the annual USTA written examination.

**ARTICLE VI. MEMBERSHIP: Section 1: (cont.)**

Failure to meet the above requirements shall be cause for the Board of Directors to suspend or terminate the member and change his/her status from Active Member to Active Member Not in Good Standing.

**(b) Associate Members:**

- (1) Do not desire to maintain status as Active.
- (2) Have paid annual dues.
- (3) May not participate in the election of Officers or Board of Directors.
- (4) Will not have priority over Active Members in tournament assignments.
- (5) May be used as tournament officials when Active Members are not available.

**Section 2.** The annual dues shall be an amount set by the Board, and will be due on January 1st. Until dues are-paid, the member shall be not in good standing, and will not be used as a tournament official by the Association.

**Section 3.** Any member whose dues remain unpaid after the Annual Meeting will be automatically suspended; a \$10.00 penalty will be imposed for reinstatement to Active status.

**Section 4.** Annual dues for new members joining after July 1st will be a reduced amount as set by the Board of Directors.

**Section 5.** Members not in good standing shall not be entitled to vote at any Annual, regular, or special meetings officiate in matches where the Association is responsible for the umpiring; be certified to the USTA Umpires Council as being eligible for service in USTA events; be furnished any other service by the Association.

**Section 6.** All members, in addition to paying annual dues are expected to participate actively in the Association. Continued failure, without cause, to attend meetings, or to officiate at tournaments being umpired by the Association will be cause for disciplinary action at the discretion of the Board of Directors.

**Section 7.** Any member of the Association who works as Referee, Coordinator, Chair Umpire, or Line Umpire in any tournament in San Diego County must be authorized. through the Association. Active certified members will not work tournaments without receiving payment as per the approved Association fee schedule, except as otherwise authorized by the Association, and payment will be only through the Association. Members requiring training and experience may work as Volunteer Chair or Line Umpires in junior tournaments, and other tournaments approved by the Coordinator. Those wishing to work club matches at clubs of which they are members may do so with the approval of the Coordinator.

**ARTICLE VII. MEETINGS:**

**Section 1.** Meetings of the Association shall be held every month at a date, time, and place designated by the Board. Members attending these monthly meetings shall have priority in assignments based upon their qualifications.

**Section 2.** The Annual Meeting of the Association shall be held in January of each year. The date, place, and time to be fixed by the Board of Directors. Ordinarily it will replace the monthly Regular meeting.

**Section 3.** At least two weeks notice of the date, time, and place of the Annual Meeting, together with a report of the Nominating Committee, plus any additional nominations shall be sent by the Secretary to every member in good standing.

**Section 4.** The business of the Annual Meeting shall be: to receive the President's report; to receive the Nominating Committee's report and other nominations; to elect Officers and/or Directors; and to transact any other business that may properly be brought before the meeting.

**Section 5.** A Special Meeting of the Association may be called at any time by the President, by three (3) members of the Board, or upon receipt by the Secretary of a written petition signed by one-third (1/3) or more members in good standing, giving particulars of the matter or matters to be discussed. Such meeting must be called within one (1) month of receipt of such request. At least ten (10) days notice of such meeting shall be sent to every member in good standing, by the Secretary.

**Section 6.** For any Annual, Special, or Regular meeting, the required quorum shall be twenty (20%) per cent of the eligible members in good standing, at least five (5) of whom shall be members of the Board of Directors.

**ARTICLE VIII. PARLIAMENTARY AUTHORITY:**

The rules contained in "Robert's Rules of Order, Revised" shall govern the Association in all cases to which they are applicable and in which they are consistent with these Bylaws.

**ARTICLE IX. AMENDMENTS TO BY-LAWS:**

These Bylaws may be amended at any Regular or Special meeting of the Association by two-thirds (2/3) majority vote, provided the amendments have been submitted to the Bylaws Committee in writing at least thirty (30) days prior to said meeting.

**ARTICLE X**

These Bylaws, as revised in July, 1990, shall be effective upon passage by the membership.