

MATTAPOISETT COMMUNITY TENNIS ASSOCIATION BY-LAWS

REVISED OCTOBER 19, 2013

ARTICLE I: NAME

Section 1. The organization shall be known as the Mattapoissett Community Tennis Association (MCTA).

Section 2. The headquarters of the Association shall be located in the town of Mattapoissett, County of Plymouth, State of Massachusetts.

Section 3. The fiscal year of the MCTA shall run from January through December.

ARTICLE II: OBJECTIVES

Section 1. The MCTA is established for the purposes set forth in its Articles of Organization.

Section 2. The MCTA is a non-profit organization.

ARTICLE III: MEMBERSHIP

Section 1. Membership in the MCTA shall be open to all those approved by the Board of Directors.

ARTICLE IV: OPERATING PROCEDURES

Section 1. Membership meetings

a. The Annual Meeting shall be held in the fall. Notice of time and location of this meeting shall be sent out by the Secretary three weeks prior to the meeting. The location of the meeting shall be determined by the Board. A majority of the members of the Board shall constitute a quorum. One half shall be considered a majority.

b. Special meetings of all members may be called by the President, and shall be called upon the request of three board members or any ten members of the organization.

Section 2. Board of Directors

a. The board of directors shall be composed of **four** officers plus **three** additional directors.

b. ALL directors shall be elected each year at the annual meeting

c. The president, with the approval of the board, shall fill any vacancies that may occur on the board by appointing a member to serve for the balance of the unexpired term.

d. The Board of Directors shall meet at least two times yearly upon the request of the President or upon the request of three Board members.

Section 3. Officers

a. President. The President shall preside over Annual Meetings and Board meetings, shall be ex-officio member of all committees, and shall sign checks in the absence of the Treasurer.

b. Vice-President. The Vice-President shall preside in the absence of the President and shall assist the President in any function of the office deemed necessary.

c. Treasurer. The Treasurer shall give receipts for all money received, shall make deposits and sign checks, and shall give financial accounting at Board meetings and in a written annual report.

d. Secretary. The Secretary shall take minutes of meetings, shall keep the official list of members, shall send notifications of meetings, and shall maintain the official files.

Section 4. Nominating Committee

a. The Nominating Committee shall be a committee of three appointed by the Board of Directors prior to the Annual Meeting.

b. At the Annual Meeting the Nominating Committee shall present a slate of nominees for positions to be filled. This slate shall have been published in the notice of the Annual Meeting.

c. Additional nominations, accompanied by a petition signed by ten members, may be presented at the Annual Meeting.

Section 5. Election

a. Only those members present at the Annual Meeting are eligible to vote for Board members and Officers.

b. Election shall be determined by a majority vote.

Section 6. Committee Structure

a. The Board of Directors shall appoint standing or special committees as deemed necessary.

b. The Board of Directors shall appoint members to an Advisory Committee when deemed necessary (i.e. those individuals who can make a unique contribution in relevant areas)

ARTICLE V: AMENDMENT

Section 1. The By-Laws may be amended by 2/3 of those members voting in person at an Annual Meeting or Special Membership Meeting provided that notice of proposed amendments is published in the meeting notice.