

## Article V

### Committees

#### Section 1 – *Standing Committees*

The Standing Committee of the Tennis Association shall be the Rules Committee, the Intra-Club Tournament, the Ladder Committee, the Intra-Club Committee and the Social Committee. Chairpersons for each of the Standing Committees are listed in Section 2, Article IV.

#### Section 2 – *Committee Composition*

Each Committee will consist of a minimum of four members, selected by the committee chairperson. Every effort will be made to achieve equitable committee representation for all parts of the Tennis Association. To this end, when possible, committees shall consist of at least one male and one female Senior

Member, one predominately daytime player and one predominately nighttime player. Committees concerning and/or the Junior Program will, where possible, include at least one Junior Member.

## Article VI

### Meetings

#### Section 1 – *Regular Membership Meetings*

An annual membership meeting will be held during the Fall as determined by the President. A quorum of 5% of the Senior Members is required at all meetings. Additional regular membership meetings may be called by resolution of the Governing Board. For any regular membership meeting, an agenda must accompany its notification as prescribed in Section 2, Article IV. No vote can be taken on any matter not listed as part of the agenda. The President shall include as part of the agenda any item petitioned by at least 5% of the Tennis Association membership. Regular Membership meetings will follow the generally accepted rules of parliamentary procedure.

#### Section 2 – *The Tennis Governing Board Meetings.*

The Tennis Governor Board shall meet at least once each month during the tennis season. The President may call additional meetings at his or her discretion and must call additional meetings when requested by at least **three** members of the Governor Board. The President shall notify all Governor Board members of meetings at least one week in advance, although this provision can be waived by unanimous consent. Decisions of the Governor Board shall be by a simple majority. A quorum of four Board Members is required to approve resolutions.

#### Section 3 – *Committee Meetings*

Committee meetings shall be called at the discretion of the committee chairperson.

## Article VII

### Rules and Regulations

The Tennis Association, together with the management of the Country Club, shall adopt such rules and regulations as may be necessary for the proper conduct of its tennis program, as proposed by the Rules Committee. Such rules and regulations shall be in accord with these by-laws. The Rules Committee may propose changes to be adopted or rejected at any membership meeting by a majority vote of those present. No changes in the by-laws are required when rules changes are made.

## Article IX

### Adoption

These by-laws may be adopted at a membership meeting of the Tennis Association. When approved by a 2/3 vote of those present, they shall replace any previous by-laws.

# By-Laws of the Port Jefferson Country Club Tennis Association

**Port Jefferson Country  
Club at Harbor Hills**

44 Fairway Drive  
Port Jefferson, NY 11777  
631-285-1815

## Article I

### Name

The name of this organization shall be “the Harbor Hills Tennis Association” hereinafter referred to as “the Tennis Association.” “The Harbor Hills Country Club” is hereinafter referred to as “the Country Club.”

## Article II

### Purpose

1. To establish rules of tennis conduct that will encourage sportsmanship, mutual consideration and an equitable sharing of the tennis facilities by all members.
  2. To organize a program of activities on and off the tennis court that will promote a healthy club spirit and enhance the pleasure or membership.
- To recommend to the management of the Country Club changes and improvements which, in the opinion of the Tennis Association, will enhance the program at the Country Club.

## Article III

### Membership

#### Section 1 – Senior Membership

A Senior Member is one who has full tennis privileges at the Country Club.

#### Section 2 – Junior Membership

A Junior Member is one who is less than 18 years old and/or who has limited tennis privileges at the Country Club.

#### Section 3 – Voting Rights

Senior Members shall have full voting rights in the Tennis Association. Junior Members shall have voice but no vote.

## Article IV

### Organization

#### *Section 1 – Power and Authority of the Tennis Governing Board.*

It shall be the responsibility of the Tennis Governing Board:

1. To implement policy as established by the Tennis Association.
2. To transmit to the management recommendations adopted by the Tennis Association relative to the tennis program of the Country Club and to report to the Tennis Association decisions made by the management relative to these matters.
3. To act for the Tennis Association in matters where time is of the essence and to report such actions to the Tennis Association in a timely manner through appropriate means.

#### *Section 2 – Offices and Duties of the Tennis Governing Board*

The Tennis Governing Board shall be composed of seven elected senior members of the Tennis Association whose titles and duties are as follows:

1. **President** – The President shall be the chief executive officer of the Tennis Association and the official spokesperson in dealing with the management of the Country Club. He or she shall preside over meetings of the Tennis Governing Board and of the total membership. He or she shall be the chairperson of the Rules Committee and, as such, shall work with the Rules Committee and the Country Club professionals to see that rules are made, enforced and properly interpreted. He or she shall hear complaints of rules violations and, together with the Rules Committee, recommend sanctions in case of repeated violations. He or she shall cause to be posted in the Pro Shop the names of the members of the Tennis Governing Board and of all Standing Committees.

2. **Vice President** – The Vice President shall serve as acting President with all rights, privileges and powers if the President is absent or unable to exercise that office. The Vice President shall be responsible for and shall preside over a Junior Development program.

3. **Secretary** – The Secretary shall keep the minutes of the membership meetings and tennis Governing Board meetings and shall serve as custodian of those and other written records. He or she shall notify all members of membership meetings by a mailing at least one week in advance.

4. **Treasurer – Social Committee Chairperson** – The Treasurer-Social Committee Chairperson shall make all arrangements for social activities approved by the Tennis Association and shall be the custodian for any funds raised by special levy of the tennis membership.

5. **Ladder Committee Chairperson** – The Ladder Committee Chairperson shall see that ladders are organized and posted and that the rules for ladder play are enforced, as directed by the Tennis Association.

6. **Tournament Chairperson** – The Tournament Chairperson shall be responsible for implementing directives of the Tennis Association regarding Intra-Club competition.

7. **Inter-Club Committee Chairperson** – The Inter-Club Committee Chairperson shall be responsible for arranging competition with other clubs and for selecting the players to represent the Tennis Association in such competition, in accord with directives from the Tennis Association. He or she shall work with the Vice President to encourage and promote Junior inter-club play. He or she shall see that proper hospitality is provided for visiting players.

#### *Section 3 – Elections and Term of office on the Tennis Governing Board.*

A **NOMINATING COMMITTEE** selected by the President and consisting of four senior Tennis Association members who are not Tennis Governing Board members shall present a slate of candidates for available offices at the annual regular membership meeting in the fall. The **Chairperson** of this committee shall ascertain in advance the willingness of each of the nominees to serve. Additional nominations can be made from the floor. Each Board Member shall be elected for a two year term, except that no member may serve more than two consecutive terms in the same office. Whenever possible, four Governing Board Officials will be elected during even years while three will be elected during odd years; the President and the Vice President will *not* be elected during the same year.

A Tennis Governing Board member may be removed by a 2/3 majority vote of the total Board membership. In such a case, or if a member resigns or is incapacitated, the President shall appoint a replacement until the next membership meeting, at which time a slate of candidates shall be presented by a nominating committee as indicated above, from which a member shall be elected to fill the unexpired term. Again, additional nominations can be made from the floor. If the President resigns or is incapacitated, he or she shall be replaced as necessary by Governing Board Officers in the order listed in Section 2, Article IV, beginning with the Vice President. Notification in accord with Section 2, Article IV, shall be made within one week after the Governing Board has a new President during the tennis season. A member shall be elected to fill the unexpired term at the next membership meeting.