

**Bylaws  
of  
Greater Portland City League Tennis Association**

The Greater Portland City League Tennis Association (the "Association"), established in 1982, is an unincorporated, non-profit Association, as defined in Section 501(c) (7) of the Internal Revenue Code. Bylaws of the Association were adopted by the Board of Directors in September of 1992.

**ARTICLE I: ORGANIZATION AND MISSION**

The purpose of the Association is to provide competitive, organized women's tennis in the greater Portland area.

The Association's Mission:

1. Promote, advance and encourage the sport of women's competitive tennis.
2. Develop friendship and sportsmanship among the players.

**ARTICLE II: MEMBERSHIP AND FEES**

This Association is composed of individuals and shall have no members as that term is defined by Oregon Revised Statutes Chapter 65, but shall have members for other purposes. These members shall have none of the rights or duties described in ORS Chapter 65 (or any corresponding future statute). Each player shall be part of a team established at a participating tennis club. Timely notification of deadlines for payment of fees shall be sent to team captains and tennis clubs.

**ARTICLE III: SEASON OF PLAY**

Each season of play begins with the Captains Meeting in August with matches commencing in September and ending in May of the following year.

**ARTICLE IV: BOARD MEETINGS**

1. Regular Board meetings shall be held monthly at a location selected by the Board.
2. The President or any member of the Board, when deemed necessary, may call special meetings of the Board. A simple majority shall constitute a quorum for the transaction of business at any meeting.

## ARTICLE V: NUMBER AND QUALIFICATIONS OF THE BOARD

1. The Board shall consist of twelve (12) members selected by participating tennis clubs on a rotating 3-year basis. Each year four members leave the Board and four are added.
2. The officers shall consist of a President, Vice-President/President-Elect, Recording Secretary, Treasurer, Resolution Coordinator, and Website Coordinator, all selected from among the Board members.
3. The Executive Committee shall consist of the officers of the Board. The Executive Committee shall exercise such power and authority as may be delegated by the Board of Directors and shall report to the Board all actions taken between regular meetings of the Board.
4. Approval of incoming Board members and election of officers shall take place each year at the May or June meeting of the Board. Board member responsibilities start and end at the annual Captains Meeting.
5. The President may appoint one former board member to a one year Advisory position, to include attendance at monthly meetings and serving on Board committees. The Advisor shall not serve as an officer or Division Representative nor vote on any Board motions or appointments. The Advisor appointment is subject to Board approval.
6. Any Board member may be removed, with or without cause, by a two-thirds vote of the Board members. Vacancies on the Board and newly created Board positions shall be filled by a majority vote of the Board members.

## ARTICLE VI: STANDING COMMITTEES

Standing committees of the Board shall include:

1. **Rules & Regulations Committee.** The committee shall review the Association's Rules & Regulations and Bylaws annually. The committee shall consist of the President, Vice President, Resolution Coordinator (chair) and Website Coordinator.
2. **Captains Meeting Committee.** The committee shall plan the annual Captains Meeting. The committee shall consist of the Vice President (chair) and other members of the Board.

## ARTICLE VII: DUTIES OF THE OFFICERS AND DIRECTORS

The **President** shall:

1. Chair all meetings.
2. Enforce all rules and regulations.
3. Conduct the business of the Association according to the current Bylaws.
4. Appoint committees and positions which are deemed necessary to perform the work of the Association.
5. Notify all Board members of scheduled meetings.
6. Serve on the Rules & Regulations Committee.

The **Vice-President/President-Elect** shall:

1. Act for the president in her absence.
2. Act as an understudy to the president, and assume the leadership role of President the following year.
3. Act as chair of the Captains Meeting Committee.
4. Serve on the Rules & Regulations Committee.
5. Perform other such duties as the President and Board directs.

The **Recording Secretary** shall:

1. Record and transcribe minutes of all meetings.
2. Maintain the official copies of the Rules & Regulations, Bylaws, taxes and any additional documents and records of the Association.
3. Ensure the accuracy and security of Association records.
4. Perform other such duties as the Board directs.

The **Treasurer** shall:

1. Pay all Association bills and collect all receipts.
2. Prepare monthly and year-end financial statements.
3. Prepare an annual budget.
4. File a tax return for the Association.
5. Perform other such duties as the Board directs.

The **Resolution Coordinator** shall:

1. Investigate all Formal Complaints and present to the Board for evaluation.
2. Maintain complaint records and disciplinary actions taken by the Board.
3. Act as chair of the Rules & Regulations Committee.
4. Perform other such duties as the Board directs.

The **Website Coordinator** shall:

1. Act as the primary contact for the website vendor.
2. Verify the accuracy of items posted to the website.
3. Serve on the Rules & Regulations Committee.
4. Perform other such duties as the Board directs.

The **Division Representatives** shall:

1. Act as liaison between the Board and division captains, disseminating information and addressing questions and concerns.
2. Perform other such duties as the Board directs.

## ARTICLE VIII: POWERS OF THE BOARD

The Board shall have the power to:

1. Make, publish, amend and enforce the Rules & Regulations of the Association.
2. Contract for goods and services on behalf of the Association.
3. Delegate any of its powers to committees.
4. Make amendments to these Bylaws.
5. Take actions which the Board, in its discretion, shall deem to be in the best interests of the Association.
6. Exceptions to these Bylaws shall be permitted by a three-fourths vote of the Board.
7. Notwithstanding the foregoing, the Board shall not have the power to make any charitable contributions with Association funds except in the event of dissolution of the Association, as provided for in Article XI.

## ARTICLE IX: FINANCIAL ADMINISTRATION

The budget year shall be July 1 to June 30.

## ARTICLE X: PARLIAMENTARY AUTHORITY

Decision Making and Voting:

1. The President shall be a voting member of the Board.
2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are consistent with these Bylaws and any special rules of order the Association may adopt.
3. These Bylaws may be amended or repealed, and new Bylaws adopted, by a majority vote of the Board members present, once a quorum is verified. Prior to the adoption of any amendment, each Board member shall be given at least two days' notice of the date, time and place of the meeting at which the proposed amendment is to be considered. The notice shall state; one of the purposes of the meeting is to consider proposed amendment(s) to the Bylaws, and shall contain a copy of the proposed amendment(s).

## ARTICLE XI: DISSOLUTION

In the event of dissolution of the Association, all of the assets shall be distributed as follows:

1. All liabilities and obligations of the Association shall be paid, satisfied or adequate provision made therefore.
2. Any assets remaining after payment of such debts and obligations shall be distributed among such charities as may be designated by the Board.

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Revised and adopted June 21, 2002 Revised and adopted June 10, 2010 Revised and adopted  
June 9, 2011 Revised and adopted June 7, 2012 Revised and adopted June 6, 2013 Revised and  
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