

CYPRESS TENNIS CLUB  
P.O. Box 431  
Cypress, California 90630

Revised by member vote: July 18, 2005

**BYLAWS**

I. **NAME**

A. The name of the Club shall be the Cypress Tennis Club, a non-profit, public organization.

II. **PURPOSE**

A. The purpose of the Cypress Tennis Club shall be to promote tennis in the local area, to better sportsmanship, and to develop fellowship by providing the members with opportunities to play tennis with the benefits of organized activities.

B. The Club will provide all members with the chance to enter club tournaments and matches, the opportunity to meet other players of various skill levels, and the opportunity to improve one's game while enjoying it.

III. **MEMBERSHIP**

A. The Club shall be open to any individual who has an interest in the sport of tennis and objectives of the Club regardless of ability, skill level, sex, age, nationality, race or religion.

B. There shall be no restriction as to the number of members.

C. There shall be four classes of membership: Adult, Charter, Junior, and Honorary.

1. Adult memberships shall be open to any person interested in the objectives of the Club and older than 18 years.

2. Charter memberships shall be open to any person who is an Adult member and who was a member of the Club at its inception in January 1970.

3. Junior memberships shall be available to any person interested in the objectives of the Club and 18 years old or younger.

4. Honorary memberships for life may be bestowed upon persons distinguishing themselves by extraordinary service to or in behalf of the Club. Honorary memberships may be bestowed upon recommendation of the Board of Directors and by a majority vote of a Club general meeting.

D. All members, regardless of class, have equal rights in Club matters except as noted herein.

#### IV. **DUES**

- A. Dues shall be paid once each fiscal year.
  - 1. The fiscal year will begin each July 1st and will end each June 30th.
  - 2. Dues are payable during the month of July.
- B. Annual membership dues shall be determined by a majority of the members present at any General Meeting.
- C. The dues for new members joining on or after October 1st shall be prorated semi-annually.
- D. Membership rights of unpaid members shall be suspended until such time as full dues and past unpaid fees have been paid.
- E. Renewing and returning members pay the full price of membership regardless of the date of renewal.
- F. Past members re-joining the club after a full year, or more absence, will be processed as a "New Member".

#### V. **MEETINGS**

- A. A general meeting shall be held at least once each fiscal year.
  - 1. One general meeting shall be held in June for the purpose of election of officers.
  - 2. Special general meetings may be held as deemed necessary by the Board of Directors.
  - 3. A quorum must be present at a general meeting to conduct Club business.
  - 4. Ten members in good standing and personally present shall constitute a quorum.
- B. A Board of Directors meeting shall be held each month.
  - 1. Each meeting shall be open to all interested members.
  - 2. Special Board meetings may be called as deemed necessary by the Club President.
  - 3. Fifty (50) percent of the members of the Board shall constitute a Board meeting.
- C. Adequate notice of Club and Board meetings shall be given to all Club members.

## **VI. BOARD OF DIRECTORS**

- A. The Board of Directors shall administer Club business by resolution of the majority of a Board Meeting. Recommendations shall be made to the general membership on those items requiring membership approval.  
Board meeting minutes shall be kept and be made available to the general membership at the next general meeting, or to any member upon request.
- B. The Board of Directors shall consist of the following elected and appointed members.
  - 1. Elected Officers:
    - a. President
    - b. Vice President
    - c. Secretary
    - d. Treasurer
  - 2. Appointed Directors
    - a. Tournament Director
    - b. Ladder Director
    - c. Interclub Director
    - d. Juniors Director
    - e. Membership Director
    - f. Newsletter Director
    - g. Social Director

## **VII. OFFICER ELECTIONS**

- A. Nominations shall be made at the May Board Meeting for all elected offices, and may be made by any member present.
- B. All Adult Members of good standing shall be eligible to hold office.
- C. Election of officers shall take place at the June meeting of each year.  
Additional nominations may be made from the floor at the June meeting.  
The candidate receiving the largest number of votes by all members present shall be declared elected.
- D. Officers elected shall assume office on July 1, and shall serve for a period of one (1) year.

## **VIII. APPOINTMENTS**

- A. Directors
  - 1. Director appointments shall be made by the President-elect.
  - 2. Directors appointed shall assume duty on July 1, and shall serve for a period of one year coinciding with the term of the appointing President, unless replaced by the President prior to completion of the term.
- B. Coordinators

1. Other positions known as Coordinators may be appointed to assist on committees or to perform other designated assignments in accordance with the Bylaws and Board decisions.
2. Appointments of Coordinators may be made by the President, by other officers, or by Directors for their specific area of responsibility.
3. The term of a Coordinator shall be determined by the appointer but shall terminate no later than the term of the appointer.

## **IX. DUTIES OF THE OFFICERS**

- A. **PRESIDENT** - shall have general responsibility for the affairs of the club, as provided by the membership and Board, and he shall preside over all meetings of the Board and membership unless unavoidably absent, and have such other powers as provided for in the Bylaws. In addition, he shall be an ex-officio member of all committees, and shall also make appointments of all Directors and may appoint committees as are necessary for the successful operation of the Club.
- B. **VICE PRESIDENT** - shall carry out such duties as may be determined by the president or the Board and shall also serve as presiding officer in the absence of the president. He shall be responsible for Club publicity and shall be an ex-officio member of all committees. In addition, he shall be responsible for coordinating the calendar of activities for the Tournament, Social, Interclub, and junior programs.
- C. **SECRETARY** - shall be responsible for Club correspondence and shall maintain at all times a complete and accurate record of the minutes of the Board meetings and of the general meetings. A copy of the minutes shall be available to all Board members following each meeting. Minutes shall be made available to Club members upon request and at General Meetings.
- D. **TREASURER** - shall keep an accurate account of the Club's funds and financial transactions, shall have the accounts available for inspection at all times, shall pay all bills approved by the Board, or approved by the president if under \$10.00, shall collect annual and new member dues and other club revenues. An annual financial report of all transactions and revenues shall be made to the Board in June, with a proposed budget for the forthcoming fiscal year.

## **X. DUTIES OF DIRECTORS**

- A. **TOURNAMENT DIRECTOR** - shall be responsible for organizing all club tournaments, work schedules, and tournament procedures and rules with the tournament committee, and shall be responsible for informing the publicity chairman of all activities related to his position of Tournament Director.
- B. **LADDER DIRECTOR** - shall be responsible for keeping all challenge ladders up-to-date and recording scores as they are reported; shall monthly submit a copy of up-to-date challenge ladders to the members; shall provide seeding information to the Tournament Director; and shall maintain Ladder Rules.
- C. **INTERCLUB DIRECTOR** - shall be responsible for planning and arranging a program of activities with outside organizations, coordinated with the overall Club program.
- D. **JUNIORS DIRECTOR** - shall be responsible for planning and administering a program of activities for the Junior Chapter, coordinated with the overall Club program.

- E. MEMBERSHIP DIRECTOR - shall be responsible for providing information to prospective and new members, receiving new member applications, providing appropriate information to new members, providing information to the Club membership regarding new members, and arranging matches for new members.
- F. NEWSLETTER DIRECTOR - shall publish and distribute to all Club membership a monthly newsletter advising the membership of upcoming events, new members, current ladders, and other information pertinent to operation of the Club.
- G. SOCIAL DIRECTOR - shall be responsible for planning and arranging social gatherings of the Club membership, coordinated with the overall Club program.

## XI. **COMMITTEES**

### A. TOURNAMENT COMMITTEE

The Tournament Committee shall be chaired by the Tournament Director and consist additionally of the Ladder Director, the President, the Vice President, and any appointed Tournament Coordinators. The Tournament Committee should have representation from all player classifications. Tournament Committee meetings shall be called by the Tournament Director.

The Tournament Committee shall be responsible for planning a schedule of tournaments and executing them for the year of their term. This committee will be solely responsible for determining the rules under which tournaments will operate and for deciding disputes arising from tournament competition. Unless specifically modified by the tournament committee, the general tournament rules will govern tournament play.

## XII. **AWARDS**

### A. BOB TRAINER ACHIEVEMENT AWARD

Annual awards, called the Bob Trainer Achievement Awards, shall be presented to the member(s), who make the greatest achievement during the fiscal year. Competition shall conclude June 30th, of each fiscal year.

1. The Board will decide how the Trainer Award will be conducted, i.e. rules and regulations

## XIII. JUNIOR CHAPTER

The Club shall maintain a Junior Chapter consisting of all Junior Members to provide for accomplishing the Club purpose at the junior level, to provide a separate program of tennis for junior members, and to encourage learning and advancement of tennis at an early age.

1. The Chapter may hold separate meetings.
2. Chapter officers of President, Vice President, and Secretary shall be elected by a vote of the junior members.
  - a. Officer duties shall coincide with those of Article IX as apply to Chapter business.
  - b. The Club's Junior Director shall report all Junior Chapter business and activities to the Board of Directors.
3. All Chapter Activities and Expenditures must be approved by the Board of Directors.

#### **XIV. AMENDMENTS**

- A. These Bylaws may be amended by a two-thirds vote of the membership present for the vote at a general meeting.
- B. Amendments must be presented to the membership one month (30 days) prior to being voted upon.

#### **XV. STANDING RULES**

- A. Standing rules may be adopted by a majority vote of the members present to vote at a general meeting.
- B. Cypress Tennis Club Challenge Ladder Rules
  - 1. Both challenger and challengee must be current paid up members of the Cypress Tennis Club.
  - 2. Members already on the ladder may challenge anyone in the next seven positions above.
  - 3. Members not currently on the ladder will automatically be placed on the ladder after their initial challenge. They may issue their initial challenge to anyone on the ladder or to any current paid up member. If unsuccessful, the challenger will be placed at the bottom of the ladder. If the challengee was not on the ladder at the time of the match, the challengee will be placed at the bottom or next to the bottom of the list, depending upon the outcome of the match.
  - 4. If a challenged player loses the match, he moves back only one position, and the challenger fills his spot.
  - 5. Challenges may be made by phone or personal contact, and must be played within 14 days at any mutually convenient time and location.
  - 6. If the player challenged will not play within 14 days without a very good reason, he will be moved to the position below the challenger.
  - 7. Matches are the best two out of three sets, optional tiebreaker. The challenger is to supply new tennis balls and keeps the balls regardless of the outcome of the match.
  - 8. Upon completion of the challenge, either player must notify the Ladder Director within seven days of the match.
  - 9. If either player arrives in excess of 20 minutes late, then he will be considered to have lost.
  - 10. A member may leave the ladder by requesting the Ladder Director to remove his/her name. The player may get on the ladder again by the normal procedure given in paragraph 3. This procedure shall not be used as a method to change ladder positions - the Ladder Director shall resolve any conflicts arising from this paragraph.
  - 11. After any period of inactivity (normally four months) and at the discretion of the Ladder Director, a member may be involuntarily placed on an inactive list for two months, such list to be published in the club newsletter. If a member on the inactive list plays in a challenge within two months, the ladder is updated as usual and the member removed from the inactive list. Otherwise, the member shall be removed from the ladder.

12. If challengee plays challenger, challengee can have the next two weeks to challenge someone higher in the ladder before accepting another challenge from anyone below.
13. Tennis rules and courtesy must prevail at all times.
14. Ladder information will be published monthly and will be available to all members upon request.
15. All rules, questions, or decisions shall be determined by the Ladder Director: or, upon request of the players involved, such decisions will be settled by the committee consisting of the Ladder Director, the Tournament Director, and the CTC president.
16. Separate ladders shall be kept for Women's singles, mixed doubles, men's doubles, and open singles. Any paid up member may participate in the open singles ladder. Additional ladders will be kept upon request from the CTC president.

**Original Date: May 20, 1992**  
**Revised Date: July 18, 2005**