

**CONSTITUTION AND BY-LAWS
TENNIS OFFICIALS ASSOCIATION OF AUSTIN**

**ARTICLE I
NAME**

Section 1. This organization shall be known as the Tennis Officials Association of Austin, hereinafter referred to as the TOAA.

**ARTICLE II
PURPOSE**

Section 2. The TOAA is a non-profit organization, incorporated as such under the laws of the State of Texas. The purpose of the TOAA is to encourage and improve tennis officiating within the Austin and Central Texas area, thereby helping to develop high standards of fair play and sportsmanship in the game of tennis. In general, this shall be accomplished by:

1. Assisting and furthering the training of tennis officials in accordance with USTA Tennis Officials guidelines.
2. Disseminating information regarding local officiating opportunities at the grassroots and professional level to its members.
3. Providing each and every member an opportunity to pursue officiating at the level of his own choice.
4. Working with the United States Tennis Association, Texas Section USTA , local community tennis associations, and other organizations sponsoring tennis tournaments to provide qualified officials for their events.

**ARTICLE III
AFFILIATION**

Section 3. The TOAA is an independent organization of tennis officials whose services are available to any bona-fide tennis event. Nothing contained in the By-Laws of the TOAA shall be construed as being inconsistent with the Constitution, By-Laws or Standing Orders of the USTA or the USTA Texas.

**ARTICLE IV
MEMBERSHIP & DUES**

Section 4. The TOAA shall have no employees. The Officers shall serve in their respective functions on a voluntary basis without monetary remuneration. All members working in officiating assignments received through the TOAA shall work as independent contractors. As such, they shall be free to work as they choose for other officiating organizations in tennis or any other sport.

Section 5. Membership shall be open to any person duly certified by the USTA Officials Committee as an official and a member in good standing with the USTA.

Section 6. All members of this organization shall be classified in accordance with the USTA classification for tennis officials.

Section 7. Annual dues shall be established by the Board, due on or before April 30 of each year.

Section 8. If any member's dues remain unpaid after April 30, their membership shall be considered "not in good standing" and they shall be ineligible to vote at meetings or to serve in matches where TOAA is responsible for the officiating.

Section 9. The term of membership shall be for twelve months, January 1 through December 31. Dues shall not be pro-rated or refunded.

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Section 10. Should a member lose or fail to renew their USTA officials certification, their membership rights shall be immediately suspended until such time as they are recertified. Membership rights may also be suspended or revoked as may be set forth elsewhere in these By-Laws or in by-laws as may be adopted by the TOAA.

**ARTICLE V
OFFICIATING REGULATIONS & COMPENSATION**

Section 11. All members of the TOAA shall be governed by the Constitution and Regulations of the USTA, *except*:

A. In specific cases for organizations whose tournament committees have specified other regulations.

B. When acting under the direction of a national tennis officials organization which has specific other regulations.

Section 12. All tournaments or matches officiated by members of the TOAA shall be conducted under the USTA Tournament Regulations and Official Rules of Tennis, *except*:

A. In specific tournaments or matches for which the tournament committee responsible has specified other regulations and/or rules.

B. In specific tournaments or matches wherein officiating is the responsibility of a national tennis officials organization which has specified other regulations and/or rules.

Section 13. The Executive Committee of the TOAA may declare that participation in a particular tournament by members of the TOAA is contrary to the best interests of the organization. Any member who serves as an official in such a tournament is subject to penalties to be imposed by the Executive Committee.

Section 14. Participation in officiating any match or tournament by membership of the TOAA shall, with the exceptions noted in section 15, be compensated by a fee to be paid by the tournament organizers. Acceptable contracted fees are to be negotiated by a member of the Executive Committee of the TOAA or their designated tournament representative.

Section 15. Fees for officiating may be waived in tournaments (1) for youth tennis programs, (2) for promoting tennis among beginners, (3) for promoting the TOAA, (4) for which no entry fees are collected, or (5) in other circumstances deemed appropriate by the Executive Committee of the TOAA. Any member considering volunteering their time or accepting fees must first clear this with the Executive Committee.

Section 16. For the administrative convenience of taxing authorities, the TOAA shall assemble information on the amount of funds distributed to each individual official and shall provide documentation of this information to the appropriate taxing authorities as required by law. Copies of such documentation shall also be supplied to the individual officials to assist them in filing complete and accurate tax returns.

Section 17. TOAA funds shall not be used to pay for the services of non-member officials, unless approved by the Executive Committee prior to the time services are rendered.

Section 18. The President shall inform members at the first of the new year of the current fee schedule and method of distribution of fees.

Section 19. When on assignment, members shall be required to adhere to the USTA prescribed officials dress code as amended from time to time.

Section 20. The TOAA shall not provide any uniforms or other gear to individual officials. The individual officials will be expected to purchase their own USTA-approved uniforms and gear.

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**ARTICLE VI
ADMINISTRATIVE & FISCAL YEAR**

Section 21. The administrative year, fixing the term of office of directors and officers, shall run from January 1 to December 31.

Section 22. The fiscal year of the TOAA shall run from January 1 to December 31.

**ARTICLE VII
MEETINGS OF MEMBERS**

Section 23. The annual meeting of members of the TOAA shall be held each year at a specific time and place as determined by the directors, for the purpose of electing Directors for the ensuing administrative year, receiving and reviewing reports of officers, Directors, and committees as to activities of the TOAA, and for such other business as may properly come before the meeting.

Section 24. Notice of the annual meeting shall be given to each TOAA member in good standing as shown at least 30 days in advance of the meeting.

Section 25. A special meeting of the members of the TOAA may be called by the President at any time, and shall be called by the President if requested by a majority of members of the Executive Committee, or if requested in writing by ten percent (10%) of the TOAA, all subject to notice.

Section 26. At all such meetings of members, annual or special, ten percent (10%) of the membership shall constitute a quorum, but any number, although less than a quorum, may adjourn the meeting from time to time in order to obtain a quorum. The Executive Committee made up of at least 3 members can make decisions on behalf of the general membership if a quorum is not present.

Section 27. Only members in good standing, as certified by the Executive Committee, may vote at the annual or special meetings.

Section 28. Each voting member in good standing shall be entitled to vote on all matters upon which the membership shall be required to vote. Each voting member is entitled to one vote. A member must be present at a duly called meeting to cast his vote.

**ARTICLE VIII
EXECUTIVE COMMITTEE**

Section 29. The Executive Committee shall consist of the President, Ex-Officio President, Vice-president, Secretary, Treasurer and Training Coordinator.

Section 30. The Executive Committee shall function on a day-to-day basis, meet at the call of the President, Vice-President, Secretary, Treasurer, and such other officers as the Board, In its discretion, may deem appropriate.

**ARTICLE IX
OFFICERS**

Section 31. The officers of the TOAA shall consist of the President, Ex-Officio President, Vice-president, Secretary, Treasurer and Training Coordinator and such other officers as the Board, in its discretion, may deem appropriate.

Section 32. Officers shall be drawn from the general membership and shall serve at the discretion of the Executive Committee and general membership for a two (2) year term (no term limits).

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Section 33. The Executive Committee may, at any time remove any officer by a majority vote of all current committee members, and elect a successor to fill his unexpired term. The Executive Committee shall also fill for the unexpired term the vacancy in any office created other than by removal.

**ARTICLE X
DUTIES OF OFFICERS**

Section 34. The President shall be the chief executive officer of the TOAA, and shall in general supervise, manage, and control all of the affairs of the TOAA, subject to such specific instructions or limitations as may be imposed by the Executive Committee. The President shall preside at all meetings of members of the TOAA and at meetings of the Executive Committee. The President shall appoint, subject to approval of the Executive Committee, committees as he may deem necessary or convenient. The President shall be an ex-officio member of all committees.

Section 35. The Vice-president shall assist the President in the performance of the duties of the President and in the absence of the President, shall perform his duties.

Section 36. The Secretary shall keep the books and records of the TOAA, other than financial, make and keep a current role of members, prepare and send notice of meetings, take and prepare minutes of all meetings, and assist the Executive Committee with general correspondence. The Secretary shall be responsible for updating the Constitution and By-Laws as periodic changes are made by the Executive Committee.

Section 37. The Treasurer shall be custodian of financial records of the TOAA, make and keep a record of all receipts and disbursements, submit quarterly reports of such receipts and disbursements. The Treasurer shall pay the debts of the TOAA, disburse funds to the membership as may be appropriate, and provide documentation of funds distributed to each individual official to the appropriate taxing authorities as required by law. An annual accounting shall be prepared and presented to the TOAA membership at the annual meeting.

**ARTICLE XI
COMMITTEES**

Section 38. The President shall appoint committees as deemed necessary. Each Committee shall be made up of at least three members, all of whom must be members of the TOAA. Example committees and their function are as follows (but not limited to):

- A. Nominating Committee—The Nominating Committee shall make nominations for the Officers and Directors and secure the approval of such nominees. It shall file such nominations with the Secretary prior to the mailing of the written notice of the annual meeting.
- B. Training & Evaluation Committee—The Training & Evaluation Committee shall assure that an adequate number of official training schools are held each year within the Austin metropolitan area; assist in teaching rules of tennis at area clinics and special functions; and assist National and Sectional evaluators in evaluating TOAA officials.

**ARTICLE XII
AMENDMENTS**

Section 39. These By-Laws shall be subject to alteration, amendment, or revision and new by-laws, not inconsistent with any provision of the Constitution, Standing Orders, or By-Laws of the USTA or the USTA Texas may be made by quorum vote of the members as defined in Section 26.

**ARTICLE XIII
MISCELLANEOUS**

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Section 40. All funds of the TOAA shall be kept in a single account of a financial institution with main branch offices located throughout the Austin area. All checks written against the account of the TOAA shall be signed by any of the officers, as so appointed by the Executive Committee.

Section 41. Any proposed expenditure of funds in excess of \$250.00 must be approved by the Executive Committee prior to commitment of said funds.

Section 42. Whenever used herein the masculine gender shall be construed to include the feminine gender.