

## GOWTL BY-LAWS

### I. ORGANIZATION

The purpose of this organization is to provide a League system for promotion of competitive women's tennis. The by-laws of this organization should encourage maximum participation, improvement of skills, good competition, good sportsmanship, and enjoyment of the game of tennis. All clubs in the Gainesville-Ocala area are invited to join this organization upon compliance with all rules and regulations, and submission of a letter of application accompanied by league dues to be received by the secretary of the League committee no later than August 1. Facilities outside the Gainesville-Ocala area are invited to petition the GOWTL Board for one or more teams to join the League. With GOWTL Board approval, the final decision to add the new team(s) to the league will be made by team vote from the affected division(s). Inclusion of teams playing out of facilities outside the Gainesville-Ocala area must be re-approved before each season. A newly formed team must have the required minimum number of active players and be in compliance with all rules and regulations of this League in order to be accepted into membership. Teams whose applications have not been received by August 1 are not eligible to participate in match play that season. No numerical limit shall be used to halt the growth of this organization. Rather, expansion shall be planned and division shall automatically occur when the number of participating clubs reaches an agreed level. Clubs are encouraged to field teams of as high a level for which they have sufficient players. Effective with the 1994-95 seasons, this organization shall consist of divisions based on LEAGUE ratings.

- A. League Committee: The league committee shall monitor the growth of the League as well as receive letters of application from new and existing clubs. Admission into the league is based on criteria set up under the eligibility rule established in the league by-laws. A prompt response should be made to the applicant if the application is not accepted. They shall also act as a representative body to solve problems within the divisions and to take action as necessary to promote the smooth operation of the entire League system. The league committee shall assess fees as required. Programs or tournaments, which would enhance tennis skills and encourage interest in and growth of tennis may be planned or promoted by this group.

The league committee shall consist of the division officers, facility representatives, league secretary, league treasurer, and non-voting league president. The incumbent league committee shall elect the League president, secretary and treasurer from the current league committee members. If no nominations are forthcoming, the individual teams shall submit nominees from their rosters to fill these positions. In the event no league president has been elected in time to call the first meeting of the year, the chairwoman of the 4.5 division or chairwoman of the 4.0 division shall call the first meeting and preside until the committee elects its leader. In the event that this situation occurs repeatedly, the 4.5 chairwoman and the 4.0 chairwoman would assume this role on an alternating rotation.

1. League President: The president of the League committee shall call and preside at league committee meetings and the annual April leagues meeting. She shall coordinate all the activities of the league and assure that the by-laws are being followed. She shall prepare the match schedules for each division as soon as all applications have been received in August, consulting with each division officer as necessary. The match schedules shall be distributed to each division so that the captains receive them no later than the fourth Friday in August. The league president shall serve no more than 2 consecutive years.

2. League Secretary: The secretary shall handle all correspondence for the League committee and keep minutes of all League meetings. She will distribute the minutes to all League committee members within 3 days of the meeting. The secretary shall distribute copies of the Code of Ethics to the division chairwomen prior to the first division meeting of the season. Division chairwomen shall distribute these copies to their captains so that all members have a hard-copy of the Code of Ethics. The secretary shall ensure that all division chairs are familiar with the GOWTL website and have read and understand the Website Instructions. The League Committee shall establish a By-Laws Subcommittee headed by the League secretary.
3. League Treasurer: The League treasurer shall track all League dues payments on the GOWTL website and shall keep all financial records of the League. The treasurer will also serve on the League By-Laws subcommittee.
4. Division Chairwoman: Shall call and preside at all division meetings and assist the president in preparing the yearly match schedule. It shall be distributed by the fourth Friday of August. She shall be available to answer inquiries and help solve problems with the division. When necessary, she shall call division meetings and shall determine if a problem should be brought to the attention of the League committee. She shall view the results of all matches on the GOWTL website. The chairwoman shall monitor score sheets, as necessary, to assure that all rules concerning stacking, substitutions, etc. are being strictly followed. If the chairwoman discovers stacking, she may declare a forfeit as long as it is discovered before the next match. Her records shall be the source of evidence to support or reject disputes relating to such matters. If the Division Chair is overseeing a grievance and requests input from another GOWTL board member(s) - the board member(s) asked for input must not be a member of the club or the team involved in the grievance.
5. Division Secretary-Treasurer: Shall collect dues, handle division correspondence, and keep minutes of all division meetings. She shall also mail or e-mail copies of league committee minutes and division minutes to all captains in the division within three days of the meeting or of receiving league minutes. She shall also mail or e-mail copies of league committee minutes and division minutes to all captains in the division within three days of the meeting or of receiving league minutes. She shall receive copies of rosters via mail or e-mail from all team captains no later than one week prior to the opening match and shall distribute copies of rosters and schedules to team captains. She shall notify the captains and division officers of the next lower division of any name and address changes of her division's captains and officers. The secretary-treasurer shall act as division chairwoman when the chairwoman is absent.
  - a. Both Division Officers (division Chairwoman and Division Secretary-Treasurer) shall not be from the same team.
6. Facility Representatives: If a facility does not have a division officer among its members, it shall elect a facility representative to attend league committee meetings to be a voting member of that body. This representative shall not be a team captain. Any facility sponsoring teams that equal 30% or more of the total teams participating in the league may have at least one facility representative in addition to other members who may be serving on the League committee in other capacities. If a facility has at least two (2) members serving on the league committee in other capacities, no additional representative will be appointed.
7. League or Division Replacement: Should a League or division officer find it necessary to resign her position, she is responsible for finding a replacement before submitting her resignation.

- B. Division Committee: Shall consist of the division chairwoman, division secretary-treasurer and the captain or co-captain of each team. The division chairwoman and division secretary-treasurer shall be elected by the incumbent team captains at the annual division meeting in April of each year. No division officer may serve as captain of a team. Captains and/or co-captains must be elected prior to the pre-season division meetings. However, all teams are encouraged to elect officers in the spring so that the league secretary-treasurer and division officers will have a current correspondence list before the summer break. The division committee shall meet as necessary to handle division and league business and to solve problems. Each team has one vote.
- C. Review Committee: A Review Committee (comprised of a League committee member from each of the divisions (2.5, 3.0 3.5, 4.0 and 4.5) and pros from at least five facilities will meet after the season has ended.

## II. MEETING OF THE LEAGUE AND ITS DIVISIONS

- A. Annual League Meeting: The League committee shall hold a meeting in April to vote on proposed Standing Rules revisions. The incumbent team captains shall attend and vote along with the League Committee (excluding the non-voting president). The new captains and all incoming and outgoing co-captains are invited but may not vote unless the incumbent captain is absent.
- B. Annual Division Meeting: Each division shall hold a meeting at least one week prior to the annual league meeting in April, to elect division officers and to review the proposed Standing Rules revisions. All incumbent team captains shall attend and vote (one vote per team).

## III. RULES OF ORDER

Any rule of order not stated in the by-laws shall follow Robert's Rules of Order

## IV. REVISIONS

- A. The GOWTL By-Laws may be revised in the following manner:
  - 1. At any time, the GOWTL Board may recommend a proposed change to the By-Laws.
  - 2. The proposed change will be presented to the GOWTL Board and voted on by Board Members either in a regularly scheduled Board meeting or via email. To be approved, the proposed change must receive a 2/3 approval vote from the full GOWTL Board.
- B. The GOWTL Standing Rules may be revised in the following manner:
  - 1. At the start of each season, the League committee shall establish a Standing Rules Sub-Committee headed by the League secretary. The Rule Change form will be available electronically on the GOWTL website. The form will be closed one month before the Annual Meeting. Any League member may submit a Rule Change Proposal using the electronic form. All proposed changes will be available to all members to view on the GOWTL website. Any GOWTL member may suggest edits of any proposed change submitted on the website. The Standing Rules Subcommittee shall review all proposed changes and may suggest edits (both grammatical and substantive) to the author of the proposed changes.

2. The Standing Rules Sub-Committee will present their recommendations of each proposal to the captains of each division. Each captain will discuss the proposals with their team and determine the team's vote for each proposed change.

The list of proposals will be presented at the Annual Meeting. All proposals will be voted up or down by the team captains along with the League Committee (excluding the non-voting president). Each team shall cast 1 vote for each proposal. To be approved, a proposal must receive a 2/3 approval vote of the voting members present. If not approved, a proposal will be considered denied. Proxy votes will not be accepted except that a team member other than the captain may represent and vote for that team.

(2/2015)