

## 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 to be received by the secretary of the GOWTL Board 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. **Every team, including newly formed teams, must have the required minimum number of GOWTL members with current GOWTL verified ratings and be in compliance with all rules and regulations of this League. GOWTL membership will include a signed statement that the player has read and will abide by the GOWTL Code of Ethics and is regularly available to play on the days and times that her division is scheduled to play.** 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. GOWTL Board: The GOWTL Board 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 GOWTL Board 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 GOWTL Board shall consist of the Division Officers, facility representatives, Board Secretary, Board Treasurer, and non-voting Board President. The incumbent GOWTL Board shall elect the Board President, Secretary and Treasurer from the current GOWTL Board members. If no nominations are forthcoming, the individual teams shall submit nominees from their rosters to fill these positions. In the event no Board President has been elected in time to call the first meeting of the year, the Chair of the 4.5 division or Chair 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 Chair and the 4.0 Chair would assume this role on an alternating rotation.

1. Board President: The president of the GOWTL Board shall call and preside at GOWTL Board meetings and the annual April Captains Meeting. She shall coordinate all the activities of the league and assure that the by-laws are being followed. She shall **assist** in creating the match schedules for each division as soon as all applications have been received in August. The match schedules shall be distributed to each division so that the captains receive them no later than the fourth Friday in August. The Board President shall serve no more than 2 consecutive years. **In order to provide historical League continuity, outgoing presidents shall be offered an advisory, non-representative and non-voting position on the GOWTL Board. There can be up to 2 ex-presidential advisors attending the Board at any given time.**

2. Board Secretary: The secretary shall handle all correspondence for the GOWTL Board and keep minutes of all League meetings. She will distribute the minutes to all GOWTL Board members within 3 days of the meeting. The secretary shall ensure that all division chairs are familiar with the GOWTL website and have read and understand the Website Instructions. The GOWTL Board shall establish a By-Laws Subcommittee headed by the Board Secretary.
  3. Board Treasurer: The Board Treasurer shall track all League dues payments on the GOWTL website and shall keep all financial records of the League.
  4. Division Chair: Shall call and preside at all division meetings and **create the** yearly match schedule **for her division with assistance from the Board President if required. Once the schedule is completed, it must be reviewed and approved by at least one other board member.** The schedule 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 GOWTL Board. **She shall receive copies of rosters via mail or e-mail from all team captains by August 8 and will accept teams into the division by verifying each team's viability. She 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. She shall edit the division schedule throughout the season as needed due to re-schedules.** She shall view the results of all matches on the GOWTL website. The Chair shall monitor **scores on the GOWTL website each week** to assure that all rules concerning stacking, substitutions, etc. are being strictly followed. If the Chair 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. **If a Division Chair needs assistance with her duties, she may appoint a co-chair from a different team than her own – the Chair and Co-Chair will have only one vote (together) on the GOWTL board.**
  5. Facility Representatives: **All GOWTL Facilities must be represented on the GOWTL Board. If a facility does not have a division officer among its members, a representative from that facility will be sought and selected by the GOWTL Board with input from the facility's head pro.**
  6. Board or Division Replacement: Should a Board member or Division Chair find it necessary to resign her position, she is responsible for finding a replacement before submitting her resignation **with the assistance of the existing board members. All new board members must be approved by a majority vote by the remaining existing board.**
- B. Division Committee: Shall consist of the Division Chair **(and co-chair if applicable)** and the captain or co-captain of each team. No division officer may serve as captain of a team **in her chaired division.** 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 Board 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 **representative** from each of the divisions (2.5, 3.0 3.5, 4.0 and 4.5) and **GOWTL** pros from at least five facilities will meet after the season has ended **to confidentially determine all rating changes and review rating change petitions. All players falling within the Review Zones of the GOWTL Standing Rules will be reviewed as well as any player that the GOWTL pros determine needs to be reviewed. The Board Secretary shall call and preside over this meeting and will track all rating changes and present all eligible petitions. The Board President will notify all affected players of the committee's decision immediately following the meeting via email. Only GOWTL pros are eligible to be involved in the decision making process in this meeting. Voting (if needed) is anonymous. All GOWTL pros will abide by and agree to the outcome of any needed vote. GOWTL pros have wide latitude to exercise their expertise in evaluating all GOWTL players' abilities and to make decisions in the best interest of the League as a whole. Other than the final decisions regarding rating changes, all interactions, discussions, verbal exchanges, votes, notes and other documents of this committee will remain confidential to the Review Committee.**

## II. MEETING OF THE LEAGUE AND ITS DIVISIONS

- A. Annual Division Meeting: Each division shall hold a meeting at least one week prior to the Annual Captains Meeting in April to review the proposed Standing Rules revisions. All incumbent team captains shall attend.
- B. Annual Captains Meeting: The GOWTL Board shall hold a meeting in April to vote on proposed Standing Rules revisions. The incumbent team captains shall attend and vote along with the GOWTL Board (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.

## 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 GOWTL Board shall establish a Standing Rules Sub-Committee headed by the Board Secretary. The Rule Change form will be available electronically on the GOWTL website. The form will be closed one month before the Captains 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 at their Annual Division meeting.

The list of proposals will be presented at the Captains Meeting. All proposals will be voted up or down by the team captains along with the GOWTL Board (excluding the non-voting president). Each team and **each board member** 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. **Proxies are not accepted for board member votes.**

**(8/2018)**