

By-Laws of the Lake Oconee Tennis Association

Article I. Name and areas served.

This organization shall be called the Lake Oconee Tennis Association or LOTA. LOTA serves the Lake Oconee areas of Greene, Morgan, Baldwin and Putnam Counties in accordance with these By-Laws and consistent with the rules and policies of the United States Tennis Association (USTA).

Article II. Mailing Address

P.O. Box 58
Greensboro, GA 30642.

Article III. Purpose.

The purpose of LOTA is to:

- 1) create, develop, maintain and promote tennis within the areas served; 2) cooperate with and assist other organizations and activities in developing and promoting tennis;
- 3) provide a focal point for working tennis opportunities and issues within the area of responsibility.

Article IV. Membership.

Membership shall be open to residents in the LOTA area of responsibility upon payment of the annual dues. Dues are due each January. Members may be dropped for non payment of dues or for bad conduct as determined by a majority of the Board of Directors.

Article V. Board of Directors (Board).

Section 1. General Powers. The property, affairs and business of LOTA shall be managed and controlled by the Board. The Board shall have discretion in the disbursement of funds in the pursuit of the goals and objectives of LOTA.

Section 2. Composition. The Board shall include four officers: President, Vice President, Secretary and Treasurer. The Board shall also include Directors as needed responsible for running the day to day business of LOTA. All terms shall normally be two years.

Section 3. Meetings. The Board will normally meet on the first Monday of each month. The general membership is welcome to attend these meetings upon providing seven days notice (to ensure adequate seating, etc.). The Secretary is responsible for ensuring that the proposed meeting place is available and accessible except when the meeting place is in a Board member's home. Special meetings of the Board of Directors shall be held at such time and place designated when called by the President or by a majority of the directors.

Section 4. Quorum. A quorum shall be a simple majority of Board members. For example, with 12 Board members seven will constitute a quorum.

Section 5. Voting. The affirmative vote of the majority of Directors present at any meeting at which a quorum is present shall decide any question brought before the meeting except as specified in Section 7 below and in Article 10. Using the example in Section 4 above this number would be four.

Section 6. Vacancies. The Board shall fill vacancies among its membership. New officers or directors may begin immediately. Their normal two year term starts at the beginning of the next year.

Section 7. Removal. The Board may remove any officer or director at any time for cause. A majority of the Board members must agree upon this severe action.

Section 8. Ex-Officio Board Members. The Board may appoint, from time to time, non voting ex-officio members to address specific issues or opportunities. Community leaders, recreational directors, professional support and past presidents are such examples.

Section 9. Spending Authority. On rare occasions there may be a need for funds to be authorized prior to a Board. In those cases the funding approval limits below shall apply. The authorizing officer shall explain all such authorizations at the next Board or Budget meeting.

- | | |
|--------------------------------|-------|
| a. President or Vice President | \$300 |
| b. Secretary or Treasurer | \$250 |

Article VI. Committees.

1. Special Committees. The Board may establish Special Committees to address ad hoc issues. The proposed tenure for these committees shall be set by the Board. The committee chairperson shall be a current Board member.
2. Nominating Committee. Chaired by the Vice President and shall include at least two other Board members.
3. Other committees may be established as needed by the Board members.

Article VII. Officers.

LOTA officers are the President, Vice President, Secretary and the Treasurer. These officers are selected by and serve at the pleasure of the Board, normally for a two year term. Vacancies may be filled at any time. Normally, the term of office starts in January. Complete job descriptions for each position are included in Appendix A, "LOTA Board Job Descriptions", which is incorporated herein by reference, and may be amended from time to time as deemed necessary by the Board.

Section 1. President. The President is responsible to the Board and the membership for the overall functioning of LOTA. The President shall conduct all Board meetings and is an ex-officio member of all committees. The President may delegate his or her authority as appropriate but he or she remains responsible for those functions or actions. In the absence of the President any officer may perform the functions of the President but normally the Vice President shall perform those duties according to Section 2 below.

Section 2. Vice President. The Vice President shall perform all the duties of the President in the President's absence with full authority of that office. The Vice President also chairs the Nominating Committee.

Section 3. Treasurer. The Treasurer is responsible for all LOTA funds and ensures that all funds are accountable, fully open to examination and used for the purposes detailed in Article 3. The Treasurer shall ensure that LOTA retains its status as a 501 C, not for profit, organization and that all tax matters are performed in a timely and correct fashion, especially the filing of the annual tax return

Section 4. Secretary. The Secretary shall keep all relevant documents for LOTA, including copies of Budget documents supplied by the Treasurer. The Secretary shall assist the President in the conduct of the Board meeting to include ensuring that the meeting place is available and accessible, the minutes are taken and distributed after the Board meeting and that the calendar of events is published and is up to date.

Article VIII. Directors.

The Directors are key to the success of LOTA, they are the ones that deal directly with the members, provide services and provide, from their budgets, support for LOTA activities. The Board may establish a directorate as needed and may select a Director or assign this function to a current Board member. Directors shall provide a status of their Directorate, to include all expenditures, at the Board meetings. The following is a list of examples of Directorates that may serve LOTA well:

1. Ladies Director
2. Men's Director
3. Mixed Doubles Director
4. Special Events Director
5. Membership Director
6. Public Relations Director
7. Sponsor Relations Director
8. Web Site Director
9. Youth Development Director
10. USTA Director
11. Professional Support

Article IX. Legal.

LOTA is a volunteer organization and the Board members may not be held liable for loss or breakage that may occur while in the normal conduct of business according to the guidelines of these By-Laws and according to the 'Prudent Person' principal. LOTA members assume their own risk while playing tennis or performing other LOTA functions. LOTA members shall use their judgment and take responsibility in accepting any task that may be risky for them.

Section 1. Contracts, etc. Except as otherwise provided by law or the By-Laws, such officer or officers, director or directors of LOTA as shall be specified by the Board shall sign, in the name and on behalf of LOTA, all deeds, bonds, contracts, leases and other instruments or documents, the execution of which shall be authorized by the Board and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc. All checks, drafts, notes, bonds bills of exchange or other orders, instruments or obligations for the payment of money shall be signed by at least one member of the Board of Directors. The members authorized to sign checks are limited to the President and Treasurer.

Section 3. Fiscal Year. The fiscal year of LOTA shall end on the last day of December.

Section 4. Notices and Waivers. Whenever any notice is required by the By-Laws such notice, except as otherwise provided by law, may be given personally or by telegram, cable, radiogram or fax, addressed to such director or officer at his or her place of business, if any, or at P. O. Box 58, Greensboro, GA 30642; or the notice may be given in writing by mail, in a sealed wrapper, postage prepaid, addressed to such director or officer at either of the above addresses. Any notice given by telegram, cable, radiogram, or fax shall be deemed to have been given when it shall have been delivered for transmission and any notice given by mail shall be deemed to have been given when it shall have been deposited in a post office, in a regularly maintained letter box or with a postal carrier. A waiver of any such notice in writing, signed by the person entitled to such notice, whether before or after the time of the action for which such notice is required, shall be deemed the equivalent thereof; and the presence without objection at any meeting of any person entitled to notice thereof shall be deemed a waiver of such notice as to such person.

Section 5. Interested Directors. In the absence of fraud, no contract or transaction between LOTA and its director or any other entity in which such director is a director or officer, or is financially interested, shall be void or voidable for this reason alone or by reason that the director was present at a meeting of the board, or of a committee thereof, which approved such contract or transaction, provided that the fact of such common directorship, officership or financial or other interest is disclosed or known to the Board or committee, and that the Board or committee approves such transaction or contract by a vote sufficient for such purpose without the vote of such interested director. Such director may, however, be counted in determining the presence of a quorum at such meeting. No such contract or transaction shall be void or voidable if the fact of such common directorship, officership or financial interest is known to the directors entitled to vote and the contract or transaction is approved by vote of the Board of Directors.

Section 6. Limitation of Liability and Indemnity

a. Liability. No person shall be liable to LOTA for any loss or damage suffered by it on account of any action taken or omitted to be taken by him as an officer or director of LOTA if such person (a) exercised and used the same degree of care and skill as a prudent person would have exercised and used under the circumstances and in the conduct of his own affairs, or (b) took or omitted to take such action in reliance upon advice of counsel for LOTA or upon statements made or confirmation furnished by officers or directors of LOTA which he had reasonable grounds to believe. The foregoing shall not be exclusive of other rights and defenses to which he may be entitled as a matter of law.

b. Indemnity. Each officer and director, whether or not then in office, shall be held harmless and indemnified by LOTA against all claims and liabilities and all expenses reasonably incurred or imposed upon him or her in connection with or resulting from any action, suit or proceeding, civil or criminal, or the settlement or compromise thereof, to which he may be made party by reason of any action taken or omitted to be taken by him as a director of LOTA, in good faith, if such person, in the opinion of a court or of the Board (a) exercised and used the same degree of care and skill as a prudent person would have exercised and used under the circumstances and in the conduct of his own affairs or (b) took or omitted to take such action in reliance upon advice of counsel for LOTA or upon statements made or information furnished by officers or directors of LOTA which he had reasonable grounds to believe.

7. Books and Records. LOTA shall keep correct and complete books and records on account and shall also keep minutes of the proceedings of its Board and shall keep at the principal office or home of the Secretary a record giving the names and addresses of the directors entitled to vote.

Article X Amendments.

The Board shall have the authority to make, alter, amend, or repeal the By-Laws at any Board meeting by the affirmative vote of a majority of Directors.

Lake Oconee Tennis Association By-Laws

Appendix A

Volunteer Job Descriptions Volunteer Position Description

Position Title President

Goal of Position Ensures an efficient and effective accomplishment of the goals and objectives of LOTA consistent with the By Laws.

Responsibilities of Position

1. Presides over monthly Board of Directors meeting
2. Plan, organize and direct the activities of LOTA.
3. Provide orientation to new LOTA Board members
4. Coordinate, facilitate and staff all functions and activities to accomplish the goals and objectives of LOTA.
5. Coordinate with and support local, community activities and organizations that complement or contribute to the LOTA mission.
6. Support and nurture a tennis environment that grows the tennis community in numbers and quality.
7. Execute legal instruments, checks, deeds, and other official documents as authorized by the Board of Directors

Training Provided - Training is informally provided by the previous president and other experienced officers. Previous comparable and related experience is required.

Timeframe

Length of commitment - normally two years
Estimated hours per week/month - 5 - 7 hours per week.

Qualifications

1. Tennis player and enthusiast with relevant executive experience
2. Member of LOTA community with good working and social relationships.
3. Computer skills highly desirable.
4. Time and commitment to do the job.

Benefits

1. Satisfaction of contributing to a sport and a community that one appreciates and enjoys.
2. Comrade and fellowship of working and playing with other people who are improving our tennis community through their personal efforts.

All Board Members serve as Staff Contacts, advisors and confidants to the president. The LOTA membership effectively serves as the president's supervisor through their participation and satisfaction. The president is responsible to the LOTA membership through the Board members and, sometimes, directly.

Volunteer Position Description

Position Title Vice President

Goal of Position The Vice President provides leadership to the LOTA Board of Directors in the absence of the President. The Vice President is also responsible for leading strategic planning activities and other special projects.

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Perform all the duties of the President in the President's absence with full authority of that office
3. Chairs the Nominating Committee
4. Responsible for developing and maintaining CTA (Community Tennis Association) strategy
5. Coordinates with individual Directors and the Board as a group to develop annual goals for LOTA
6. Provides leadership/incubator for new LOTA functions, services, and programs i.e. Youth Program during such program's initial implementation
7. Evaluates the success of new programs and provides recommendation to board for further roll out.
8. Assists other directors as required

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Organizational skills
3. Leadership skills
4. Written and verbal communication skills

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in strategy development
3. Leadership experience

Volunteer Position Description

Position Title Treasurer

Goal of Position The Treasurer insures that all funds/assets of LOTA are properly handled, accounted for and disbursed in a manner that is to the best interest of LOTA and its membership.

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Custodian of all LOTA funds and assets
3. Makes deposits of all funds
4. Provides copies of the record of the Budget Committee meetings to the Secretary.
5. The Treasurer works with the Directors to establish their budgets.
6. Keeps and maintains adequate and correct records of LOTA's business transactions including accounting of assets, liabilities, receipts, disbursements, gains and losses
7. The Treasurer shall ensure that LOTA retains its status as a 501 C, not for profit, organization and that all tax matters are performed in a timely and correct fashion, especially the filing of the any required tax returns or other documentation requested by the IRS,
8. Disburses funds in accordance with the approved budget or as directed by the Board of Directors, keeping proper receipts for disbursements
9. Produces financial records on request by the Board of Directors
10. Provides monthly report of financial status and tracking to budget to Board of Directors
11. Prepares any financial statements to be included in any report, grant application, grant accountability reports etc.
12. Collaborates with the other Directors, to develop annual budget
13. Maintains Corporation Registration with Secretary of State's office
14. Manages bank account to insures that LOTA records and bank records are in agreement
15. File tax reports for state/federal returns, if necessary

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Bookkeeping or accounting skills

3. Computer skills
4. Organizational skills

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in developing and managing a budget

Volunteer Position Description

Position Title LOTA Board Secretary

Goal of Position Maintain the non-financial records of the organization, to include minutes, grant applications and grant accountability reports

Responsibilities of Position

1. Send out monthly Board Meeting notices and secure meeting room (may require obtaining key).
2. Compose and distribute Board Meeting minutes and any special meeting minutes
3. Keep file of minutes for historical reference.
4. Maintain and track action item list
5. Maintain and publish LOTA calendar of events.
6. Maintain By Laws
7. Complete grant applications and grant accountability forms with input from other board members
8. Exhibit records on request

Training Provided: Orientation from Board President and past Secretary, local USTA conferences and when available and economically feasible, grant writing seminars

Timeframe

Length of commitment minimum 1 year
Estimated hours per week/month 4-6

Qualifications

1. Computer skilled
2. Writing skills
3. Responsible person, keeps track of actions and follows up
4. Member of LOTA
5. Grant writing experience is helpful, but not required.

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in writing grant proposals.

Volunteer Position Description

Position Title Public Relations Director

Goal of Position To develop and implement activities which increase community awareness of LOTA, its mission and its events and programs

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Develops a plan to create and maintain an image locally and beyond of LOTA that is consistent with our vision – that LOTA is THE organization for tennis in the Lake Oconee area.
3. Produces publicity kits, materials and press releases for LOTA programs and events
4. Maintains and develops mutually beneficial relationships with the following organizations that help promote grow tennis, LOTA's visibility and our image and reputation:
 - a. Newspapers in the multi county area that LOTA serves
 - b. Neighborhoods, schools and clubs where we play or may play
 - c. Lifestyle magazines of the area
 - d. Local radio and TV (cable) stations
 - e. ALTA, GTA, USTA and other CTA's as appropriate
5. Attend and participate in events that have a public interest component, take photographs, write articles and submit press releases for LOTA solely or in conjunction with the organizations above:
 - a. About league signups
 - b. About LOTA achievements
 - c. About LOTA lifestyle
 - d. Other articles as requested by various board members, including the website and the newsletter directors
6. Coordinates promotions and events (in conjunction with special events director)
 - a. That draws new players to tennis (i.e. Welcome Back to Tennis event, informal mixed doubles events, etc.)
 - b. Recognize our players
 - c. Provides brand recognition for LOTA
7. Develops, with the Treasurer the PR budget and manages programs within that budget
8. Provides progress reports and evaluations of PR activities
9. Develops a message that answers the following:
 - a. Do people see a benefit to playing LOTA?
 - b. Why is LOTA good for the tennis community
 - c. What does LOTA do for me?

- d. Need the elevator speech
- e. Where does the \$15 go and what does it do for me?
- 10. Produces the LOTA quarterly newsletter to include information on
 - a. Membership renewal
 - b. League signups
 - c. Upcoming LOTA special/social events
 - d. Upcoming tennis events sponsored by others that would be of interest to our membership
 - e. Web tools
 - f. etc.

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Previous PR experience is desired
3. Excellent written and verbal communications skills
4. Organizational skills
5. Relationship management skills

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in public relations

Volunteer Position Description

Position Title Membership Director

Goal of Position Responsible for growing LOTA membership and maintaining accurate records of active and inactive members.

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Maintain member database
3. Keep current records of members, exhibit as requested
4. Collect membership forms/checks from mail, website
5. Deliver membership checks to Treasurer

6. Provide monthly reports of membership status
7. Inform delinquent members of status
8. Inform League Directors of member status
9. Develop and implement plans to meet LOTA membership goals
10. Plan and manage annual Membership Renewal drive
11. Develop/Implement New Member Recruitment processes and distribute New Member info. packages
12. Submit budget for membership mailings/materials, and manage to amount approved for the year
13. Collaborate with other Directors, as appropriate, to develop and implement membership programs

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Computer skills
3. Organizational skills

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.

Volunteer Position Description

Position Title Sponsorship Director

Goal of Position The Sponsorship Director develops and maintains an ongoing sponsor base to support LOTA programs and activities.

Responsibilities of Position

1. Attends monthly LOTA Board of Directors meeting
2. Develops and maintains a sponsorship plan in conjunction with LOTA plans to include
 - a. # of desired sponsors
 - b. Sponsorship levels
 - c. Sponsor benefits
3. Finds and develops sponsor leads for current and future years

4. Negotiates sponsorship agreement, obtaining signatures and payment; delivering payment to Treasurer for deposit.
5. Acts as LOTA's liaison to sponsors, maintaining a positive relationship
6. Manages and leads all aspects of LOTA's relationship with sponsors to insure sponsors obtain all benefits
7. Obtains sponsor information needed for newsletter, website and other promotional material.

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Sales skills and experience desired
3. Relationship management experience

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in managing finances

Volunteer Position Description

Position Title Special Events Director

Goal of Position To create and implement fun tennis and non-tennis related activities for LOTA members, and to implement the activities already in place.

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Plan at least 3 special events per year
3. Identify target audiences for each event
4. Develop budget with the Treasurer for each event and annual event program
5. Manage expenditures of events to stay within budget
6. Form and lead committees for each event
7. Communicate to membership about each event
8. Prepare event follow up report, evaluation and recommendations for future events

9. Current events and tasks include:

Summer Picnic

- Secure location through Reynolds's concierge
- Communication with members about picnic and what to bring
- Purchase food and soft drinks
- Form committee for set-up and clean-up

Fall-Tennis-Getaway

- Decide location
- Make accommodation arrangements
- Make clinic arrangements
- Communicate with members about getaway
- Work in partnership with treasurer regarding the best way to handle monies

Christmas Party

- Decide on and secure location
- Communicate with LOTA members about party and what to bring
- Decide on menu and execute
- Form committee for set-up and clean-up

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Planning skills
3. Creativity

Volunteer Position Description

Position Title Website Director

Goal of Position To develop and maintain a website that promotes LOTA and its activities and provides a tool for two way communication with LOTA membership.

Responsibilities of Position

1. Attend Monthly LOTA Board meetings and other special meetings as necessary
2. Maintain Website (www.LOTAtennis.com)
 - create new links as necessary
 - Update/add/delete LOTA status reports, tennis league info, committee activities, etc.
 - update/add/delete sponsor information
 - update member statistics twice a year
 - add/delete photos
 - update board member page
 - add latest newsletter
 - update/add/delete informal groups page
 - maintain league signups, yearly renewals, and information update pages
3. Develop new ways for LOTA to use its website as a tool to meet its goals

Training Provided:

Timeframe

Length of commitment 2 year minimum
Estimated hours per week/month

Qualifications

1. Web development capabilities
2. Member of LOTA

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Web development experience

Volunteer Position Description

Position Title Youth and Beginner Development Director

Goal of Position To provide opportunities for organized tennis for youth and for adults new to tennis. To encourage these groups to participate and grow their skills and involvement.

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Design and coordinate a program targeted at the 1.0-3.0 tennis players
3. Conduct Tennis Programs in conjunction with USTA, etc and apply for grants where appropriate
4. Develop, with Treasurer, budget for tennis programs, and manage to amount approved for the year
5. Liaison with Community Recreation Directors and local schools
6. Organize and lead committees to implement programs for youth and adult beginners

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Ability to work with a variety of members of the public
3. Energy

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in

Volunteer Position Description

Position Title League Director (Men's, Women's, Mixed, Combo)

Goal of Position The League Director is the champion and leader for all tennis activities, as appropriate, for designated league.

Responsibilities of Position

1. Attend monthly LOTA Board of Directors meeting
2. Develop schedule for competitive tennis activities in specified league
3. Secure courts for tennis activities
4. Recruit teams/players/captains for league
5. Lead process for registering and assigning players to teams, conjunction with team captains as feasible
6. Coordinate league specific special events
7. Champions/coordinators, as appropriate, LOTA sponsored tournaments, round robins, challenge ladders etc.
8. Acts as a clearinghouse, as desired, for informal tennis activities for appropriate groups
9. Submit information about league as requested for newsletter and other communication/promotional vehicles

Training Provided:

Timeframe

Length of commitment minimum 2 years
Estimated hours per week/month 4-6

Qualifications

1. Member of LOTA
2. Organizational skills
3. Communication – verbal & written skills

Benefits

1. Ability to participate in and influence the direction of a community oriented, volunteer organization.
2. Experience in project management