

**Northern Indiana Tennis Association, Inc.**  
**Northern Indiana District**

**By-Laws**

Article I Name and Territory

Section 1. Name

The name of this organization is the Northern Indiana Tennis Association, Inc. (NIN), a non-profit organization, a District of the USTA/Midwest, Inc., a Section of the United States Tennis Association. The Northern Indiana District will be subordinate to and subject to the authority of the USTA/Midwest, and of the USTA.

Section 2. Territory

The Territory of the Association consists of the following counties in the state(s) of Northern Indiana: Adams, Allen, Benton, Blackford, Carroll, Cass, DeKalb, Elkhart, Fulton, Grant, Howard, Huntington, Jasper, Jay, Kosciusko, LaPorte, LaGrange, Lake, Marshall, Miami, Newton, Noble, Porter, Pulaski, Saint Joseph, Starke, Steuben, Wabash, Wells, White and Whitley and Niles, Michigan, Zip Code 49120.

Section 3. Location

The Association shall maintain its principle office and staff in or near Northern Indiana, or as may be designated by the Board of Directors.

Article II Purpose

To carry out the objectives of the USTA and the USTA/Midwest Section, in accordance with the principles, policies, standards and procedures adopted by the USTA and the USTA/Midwest.

Article III Members

Section 1. Members

The NIN has two forms of membership, individual and organizational.

Section 2. Expulsion

A member (organization) may be expelled from the NIN as a result of expulsion from the USTA or the USTA/Midwest, or by action with cause by a majority of the total Board of Directors of this organization held at any meeting after notice of two (2) weeks of said meeting. Notice will be given to the subject member (organization) setting forth the reasons for expulsion, and to the members of the Board of Directors.

### Section 3. Requirements

By accepting USTA Membership, all organizations, clubs and individuals agree to follow the USTA, USTA/Midwest, and the NIN Constitution Bylaws, Standing Orders and Regulations and Rules, and to exhaust all administrative remedies provided therein in each controversy and complaint involving participation in USTA, USTA/Midwest and the NIN activities.

### Section 4. Dues

Dues of the Members shall be as prescribed in the Bylaws of the USTA.

### Section 5. Vote Entitlement and Voting Rights

At each meeting of members (organizations) each member shall be entitled to one (1) vote made by such delegate as it elects to send to the meeting, which delegate must be a current member of the USTA. A delegate may represent only one member. A member may vote by proxy or any type of absentee ballot. There may be no transfer of rights (voting or otherwise) or membership of any member without approval of the Board of Directors.

## Article IV Officers and Executive Director

### Section 1. Duties

- a. The Officers of the Association shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Budget Advisor and Secretary.
- b. The President shall be the Chief Executive Officer. His/her duties will include, but not be limited to, presiding at all Membership meetings and all meetings of the Board of Directors. He/she, with the approval of the Board of Directors, shall appoint all committee chairs and their members.
- c. The 1<sup>st</sup> Vice President and the Vice Presidents shall assist the President in such manner as may be requested by the President or the Board of Directors. In the absence of the President, the 1<sup>st</sup> Vice President shall serve in his/her place.
- d. The Secretary shall, with the assistance of the Executive Director and staff, be responsible for the keeping of accurate membership records, certifying voting power, giving notice of and keeping the minutes of the meetings of the meetings of the Membership, and of the Board of Directors. He/she shall perform such other duties as may be assigned to him/her by the President. The Secretary shall also, with the assistance of the Executive Director, be responsible for sending copies of any meeting call to appropriate persons.
- e. The Budget Advisor and 3<sup>rd</sup> Vice President shall, with the assistance of the Executive Director and staff, be responsible for the financial management of the Association. Under the 3<sup>rd</sup> Vice President's direction, budgets shall be prepared and proper budgetary processes followed. He/she shall perform such other duties as may be assigned to him/her by the President.

### Section 2. Executive Director

The Association shall have an Executive Director who shall be the Chief Operating Officer. The Executive Director, subject to the direction and evaluation of the Board of Directors and fully accountable to it, shall manage the day-to-day operational programs, policies and procedures and shall be responsible for the functioning of the office of the Association. The Executive Director shall be appointed by, shall serve at the pleasure of, and shall be compensated at a rate fixed by the Board of Directors. The Executive Director shall be an advisory member of all committees, except the nominating committee. The Executive Director shall be directly responsible for executing all Board of Directors decisions, and performing such additional duties as may be requested by the Board of Directors.

### Section 3. District Delegate

The District Delegate shall be the President and shall represent the District as provided in the Midwest Bylaws. An alternate Delegate will be selected by the Board of Directors if the President is unable to attend the Midwest meetings. The Delegate shall be empowered to act on behalf of the District.

### Section 4. Terms of Office

A term for each Officer of the Association shall be two (2) years. The maximum number of consecutive terms an Officer may serve in a particular office shall be three (3) except for Vice Presidents who may serve for a maximum of two (2) consecutive terms. An Officer may be elected to any other office, during or at the completion of a term (except for President, which is filled by the 1<sup>st</sup> Vice President (or other title)).

### Section 5. Vacancies

In the event of the resignation, incapacity or death of the President, the Board of Directors shall, if appropriate, conduct a special election to fill the vacancy for the balance of the term. In the event a vacancy occurs on the Board of Directors or an officer position, excluding President, the Board of Directors shall have the discretion to determine whether such vacancy shall be filled. If the Board of Directors determines such vacancy shall be filled, then that Committee shall be empowered to fill such vacancy by appointment of a suitable replacement, determined by a majority vote of the committee members, to serve until the next annual Membership Meeting.

### Section 6. Residency

All Officers and Directors must be residents of the District.

### Section 7. Compensation

All officers, and the Board of Directors shall serve without compensation.

### Section 8. Eligibility

No person who is a paid employee of the District in any capacity shall be permitted to assume any elected office of the association without first resigning such employment. An officer of the Association who is reimbursed for expenses incurred on behalf of the District shall not be considered for that reason alone to be a paid employee.

## Article V Board of Directors and other Committees

### Section 1. Board of Directors

The policies of the NIN shall be established by a Board of Directors. The affairs of the USTA/Midwest Section/Northern Indiana District shall be managed by a Board of Directors composed of elected officers of Northern Indiana District (NIN) and the immediate Past President. The Board of Directors will consist of six (6) members, including officers, and shall be elected at the annual Membership Meeting. Past Presidents will be voting ex-officio members of the Board. The powers of the Board shall include, but not be limited to, approval of the annual budget.

Powers of the Board can be defined at the discretion of the District and could include language such as “reviewing, altering, amending, nullifying and otherwise changing any actions of said Board. The powers much be defined, however.

### Section 2 Permanent/Standing Committees

The organization shall have the following permanent/standing committees: Board of Directors Committee, Nominating Committee, Grievance Committee, and any designate Committee(s). See NIN current book. (Additional permanent Committees are at the discretion of the District.) The President will be a non-voting ex-officio member of all committees, with the exception of the Nominating Committee and the Grievance Committee. Except as otherwise provided, the President with the approval of the Board of Directors, will appoint the chair and the members of each committee, and they shall serve at his/her pleasure.

### Section 3. Nominating Committee

- a. The Nominating Committee shall consist of two (2) members, none of whom shall be officers, and who shall be NIN members.  
The Nominating Committee, including Past President, will serve until the next annual Membership Meeting. No member of the Nominating Committee may serve more than two (2) consecutive one-year terms. The members of the Nominating committee shall, by majority vote, nominate the Officers, the Board of Directors and the Nominating Committee for the next year. A quorum shall consist of two (2) members.
- b. The Nominating Committee shall serve the Notice of Nominations to the Board of Directors not less than forty-five (45) days before the annual Membership Meeting. There shall be at least thirty (30) days notice prior to the annual Membership Meeting to all members (organizations) and the Board of Directors, identifying the slate of nominations. Other nominations may be made

by any voting member (organization) and/or the Board of Directors as long as the nominations are made fifteen (15) days prior to the annual Membership Meeting. Only candidates nominated as provided in this Section shall be eligible for election.

#### Section 4. Grievance Committee

- a. The Committee shall be composed of three (3) members named by the President with the approval of the Board of Directors and it shall be responsible for enforcing the Bylaws, and the rules and regulations of the USTA which are adopted by the NIN as a district member of the USTA, and the standards of conduct, fair play and good sportsmanship. The Grievance committee shall operate under the following rules and regulations:
- b. Any written complaint must be filed within thirty (30) days following the date on which the alleged violation occurred, except that if the alleged violation is based on a falsification of age, or a falsification of any other information, such written complaint must be filed within thirty (30) days after discovery of such falsification. Whenever a written complaint is filed with the Chair of the Grievance Committee, charging that any person has violated any of the stipulations and standards specified in Article V, Section 4a, the Chair shall cause a copy of the written complaint to be mailed by certified mail, return receipt requested, to the last known address of such person, along with notice that it has been received by the Chair and requesting an explanation within ten (10) days after the mailing thereof by the Chair. Thereafter, upon a finding by the chair that such person violated one or more of the stipulations and standards specified in Article V, Section 4a, then the Chair shall have the power to suspend such person for such period as the Chair in his/her absolute discretion deems appropriate. Prior to taking such action, the Chair shall not be required to hold any further hearing, and such action may be taken by him/her without further investigation. The Chair shall promptly notify in writing the person so charged of his/her decision. A Vice Chair shall have all powers of the Chair and shall act when the Chair is unable to do so.
- c. Within thirty (30) days after receipt of a written notice of the decision by the Chair or Vice Chair of the Grievance Committee, the person penalized may appeal the decision by addressing a written request to the Chair for a hearing before the entire committee. Upon receipt of such a request, the Chair of the Grievance Committee shall promptly fix a time and place for a hearing and shall give the penalized person not less than eight (8) days prior notice thereof. At any such hearing, the penalized person shall have the right to appear personally with not more than one representative or attorney, to present evidence and cross-examine witnesses. The Grievance Committee shall have the power to affirm, modify, or reject the prior decision or to impose any additional penalties as it may deem appropriate. A majority vote of the Grievance Committee shall be sufficient to render a decision. The Grievance Committee shall promptly notify the person penalized of its decision.

- d. Instead of following the procedures discussed in paragraph (b) above, the Chair may convene the Grievance Committee to render a decision relative to a written complain. In that event, all procedures discussed in paragraph (c) above shall be followed including the imposition of all penalties indicated therein.
- e. Any appeal from a decision of the Grievance Committee shall be made to the Board of Directors within thirty (30) days after receipt of the written notice of the decision of the Grievance Committee. Such notice must be addressed to the President of the NIN requesting review by the Board of Directors. The Board of Directors shall promptly review the findings of the Grievance Committee, but is not required to hold a hearing unless in its absolute discretion it deems it necessary. The Board of Directors shall have the power to affirm, modify or reject the decision of the Grievance Committee, but may not impose harsher penalties. A majority vote is necessary for the Board of Directors to reach a decision, and the decision shall be binding and final. The Board of Directors shall promptly notify in writing the penalized person of its decision.
- f. Any person who has been suspended or expelled pursuant to the provisions contained herein may be reinstated at any time by the Board of Directors on evidence satisfactory to it that reinstatement is merited. Prior to taking any such action, the Board of Directors shall obtain the recommendation of the Grievance Committee.

## Article VI Meetings

### Section 1. Procedure

Robert's Rules of Order shall be the authority for all rules of order and all parliamentary rules not herein mentioned.

### Section 2. Membership Meetings

- a. The annual Meeting of the Membership shall be held each year prior to the annual Membership Meeting of the Midwest Tennis Association. The time and place shall be as designated by the President. Notice of such meeting shall be given no less than fourteen (14) days prior to the meeting.
- b. A quorum will be considered present when 50% are represented and present. Any such meetings may be adjourned by majority vote of the members present.

### Section 3. Board of Director Meetings

- a. All Board Meetings shall be open meetings unless there is a majority vote to conduct a closed meeting for good cause.
- b. A quorum will be considered present when 50% of the members of the Board are present. Past presidents shall be included in calculating a quorum. Any such meeting may be adjourned by majority vote of the Directors present.

- c. It is the policy of this organization that members/officers attend at least 50% of the Board of Directors meetings. Any member/officer not meeting these requirements may be suspended or removed. Such action may be initiated by a Board member subject to the approval of the Board of Directors. If suspension or removal action is initiated, such person shall be notified in writing. In addition, the Nominating Committee should take into consideration in the selection of nominees for election, the past attendance record of each officer/member.

## Article VII General Counsel

The President shall appoint a General Counsel who shall be a member of the Bar in good standing and shall serve in an advisory capacity to the Board of Directors. He/she shall serve without compensation except by special authorization of the Board of Directors.

## Article VIII Amendments

These Bylaws may be amended only at a meeting of the members, whether annual or special, by the affirmative vote of two-thirds of the votes present, provided that a copy of the proposed amendment has been sent with the notice of the meeting.

A proposed new Bylaw or amendment may be submitted only by a member of the Board of Directors, or by a Committee chairperson. The chairperson may only submit a proposed change or addition to the Bylaws if authorized by a majority vote of his/her committee.

All proposals shall be submitted in writing to the Executive Director of the NIN at least forty-five (45) days prior to the meeting at which they are to be considered. However, if notice is provided at least fifteen (15) days prior to that meeting, any proposal concerning a matter of extreme urgency which could not have been foreseen forty-five (45) days prior to the meeting may be considered provided such proposal be determined to be of extreme urgency by a majority vote of the members present and voting.

## Article IX Policies

Any and all policies approved by the Board of Directors shall be incorporated by reference and be binding upon all members. Said policies shall be available to all members.

Rotation of the NIN Qualifier: A three-year rotation beginning in June 2004 will be used for hosting the NIN Qualifier. Ft. Wayne area will host in 2004, followed by the South Bend area for the next three years, and then the Northwest Indiana area for another three years. If no bids are submitted from a particular area, the rotation would then be offered to the area next in line. Solicitation of Qualifier bids will be made available to tournament directors as handled through the executive director's office along with the normal sanction process.

Member organizations seeking to host the event will fill out the sanction form in a timely fashion and provide information and plans for the site to be used with compliance to the established requirements. If more than one member organization within the same area is requesting to host

the tournament, it is suggested that they may pool resources to host the event together. If more than one member organization submits a bid, the respective applications will be evaluated and voted on by the NIN Board of Directors.

Article X      Dissolution



## **Northern Indiana Tennis Association, Inc.**

1. Mission Statement
2. Constitution
3. Bylaws
4. Job Descriptions
5. President
6. 1<sup>st</sup> Vice President
7. 2<sup>nd</sup> Vice President
8. 3<sup>rd</sup> Vice President
9. Past President
10. Executive Director
11. Adult Recreation
12. District League Committee Chairperson
13. Adult/Senior Competition
14. Area Training Center Administrator
15. Awards
16. Budget and Finance
17. Constitution and Rules
18. District Endorsers
19. District League Coordinator
20. Grievance
21. Individual Membership
22. Junior Recreation
23. Junior Davis Cup/Wightman Cup
24. Junior Competition
25. Junior Team Tennis
26. Marketing/Communications
27. Membership Task Force
28. Minority Participation
29. Officials
30. Organizational Membership
31. USA 1-2-3
32. Player Development
33. Ranking
34. Recreational Tennis
35. Sanction and Schedule
36. School's Program
37. Sr. Team Championships
38. Yearbook
39. Collegiate Tennis
40. Wheelchair Tennis
41. Chief Verifier
42. Community Tennis Association