

The By-laws of The Genesee Valley Table Tennis Club

The Genesee Valley Table Tennis Club shall be referred to hereinafter as "Club".

Section 1 – Membership

- 1.1 Club membership runs from September 1st through August 31st. Fees for Club memberships will be determined by the EC.
- 1.2 Any person who meets the requirements set forth in Article 3 of the Club Constitution may become a member of the Club upon completion of the proper application and submission of the proper fee for his/her category of membership as set forth in Section 1.3.
- 1.3 The categories of members in the Club are as follows:
 - a. Adult - Adults are defined as those individuals who are 18 years of age or older as of the last July 1st.
 - b. Student - Students are grade school, high school, or college students, carrying 12 credit hours minimum.
 - c. Family - Family members include significant other, students, and junior children of an adult member.
 - d. Practice/Substitute - Membership for open, non-league play and/or non-club members participating as a substitute in league play.
- 1.4 The privileges of membership will be as follows:
 - a. Adult members Plan A - Participation in one league and privileges associated with the Practice/Substitute membership. This membership has voting privileges.
 - b. Adult members Plan B - Participation in two leagues, and privileges associated with the Practice/Substitute membership. This membership has voting privileges.
 - c. Student - Participation in one or two leagues, and privileges associated with the Practice/Substitute membership. This membership has voting privileges.
 - d. Family - Participation in one or two leagues, and privileges associated with the Practice/Substitute membership. This membership has voting privileges.
 - e. Practice/Substitute - Open practice (non-league play) and substitution for league play if qualified, without additional nightly fees. This membership has no voting privileges.

- 1.5 A "member in good standing" is defined as any member whose membership dues are paid in full for the current "membership year", and who is not in violation of good standing for any of the reasons described in Section 1.7 of these By-laws.
- 1.6 Members who fail to pay their dues by November 1st, may be dropped from membership. Dues paid after October 1st will be charged a \$10 late fee. Should a member need special dispensation to establish a payment schedule, it will be the members responsibility to arrange said dispensation with the Club Treasurer to maintain membership privileges.
- 1.7 Any membership may be terminated, either voluntarily by the member for any reason, upon resignation tendered to a member of the EC, or for cause by a majority vote of the EC, for any of the following reasons:
 - a. Violation or disregard of Club or USATT rules and regulations.
 - b. Delinquency in payment of fees and assessments, including payment with NSF checks.
 - c. Conduct failing to conform with Club or USATT standards of sportsmanship or which tends to bring disrepute upon the Club, the USATT, or the sport of table tennis.
 - d. Any membership dues refunds resulting from termination of membership will be at the discretion of the EC.
- 1.8 A member who resigned while in good standing may be reinstated upon application to the Club following the same procedures as a first-time new member. A membership that had been terminated for cause by a majority vote of the EC will require an EC majority vote to be reinstated.
- 1.9 A member may be suspended from league play at the discretion of the league director.

Section 2 - Executive Committee

- 2.1 The Executive Committee (EC) shall consist of a President, Vice-President, Secretary, Treasurer, League Directors, Committee Chairmen, and appointed members at large.
- 2.2 The offices of President, Vice-President, Secretary, and Treasurer shall be elected at the annual meeting. League Directors, Committee Chairmen, and members at large shall be appointed by the office of the President.
- 2.3 The term of office for all elected officers shall be 2 years.
- 2.3 A majority of the members of the EC shall constitute a quorum for the transaction of business.

- 2.4 Whenever a vacancy occurs on the EC, the EC may hold a special election to fill the office. A majority vote of the EC is required for approval. The person elected shall serve the balance of the vacated term.
- 2.5 Any one or more of the EC may be removed for cause at any time by a vote of two-thirds of the EC, at a special meeting called for that purpose.
- 2.6 The EC shall act as a nominating committee. A candidate for office must be an active club member in good standing.
- 2.7 The responsibilities of the offices shall be as follows:
- a. The **P**resident shall superintend business of the Club generally, preside at all meetings of the Club, appoint such League Directors, Committee Chairmen, and Members at Large as required, and perform any other duties delegated by the EC. The President shall also be responsible for training of the Vice-President in the duties of the office of President in whatever manner shall be deemed most effective.
Expectations during term:
 - Review & Understand GVTTC articles of incorporation and by-laws
 - Financial & Legal Review & Direction
 - Strategic Planning for growth
 - Spokesperson to the larger community
 - b. The **V**ice-**P**resident shall carry out the duties of the President in his/her absence or disability. The Vice-President shall make every effort to familiarize himself/herself with the duties and responsibilities of the office of the President as described above. The Vice-President shall superintend the Club's tournament scheduling, ensuring that the proper forms are submitted to the USATT. The Vice-President shall coordinate the Club's annual awards banquet.
Expectations during term:
 - Develops and enforces policy and objectives to maintain club values and goals
 - Oversee and plan new outreach opportunities
 - Under guidance of the President and board, VP manages day to day activity
 - USATT Tournaments
 - Annual Awards Banquet
 - c. The **S**ecretary shall be responsible for recording the minutes of all Club meetings. The Secretary shall be responsible for maintaining the Club mailing list. He/she shall also be responsible for the regular correspondence of the Club, including communications with members regarding meetings, tournaments, etc. He/she shall provide reports of Club activities to the USATT office as required, except for reports related to tournaments.
Expectations during term:
 - An active conduit for communication by giving proper notice of any meetings
 - Timely distribution of materials such as minutes and agenda

- Custodian of clubs records and materials
 - Maintaining accurate documentation and meeting legal requirements (filing deadlines)
- d. The **Treasurer** shall be responsible for the financial operations of the Club. He/she shall receive all invoices and receipts for Club expenses and shall pay all bills as required. He/she shall also reimburse Club members for expenses, pre-authorized by the President, incurred in the pursuit of official Club business. He/she shall open and maintain Club bank accounts. In no case shall the Treasurer deposit funds into an institution of which he/she is an employee or stockholder without prior approval by a three-fourth majority of the EC. The Treasurer shall report on the financial condition and transactions of the Club at all EC and regular meetings and shall be responsible for the preparation of such annual or other reports as may be required for tax and/or audit purposes.

Expectations during term:

- Bank Account Maintenance
- Financial Transaction oversight – Manage access and outstanding bills or debts owed
- Budgets – Developing annual budget as well as comparing actual revenues and expenses against the budget
- Financial Policies – Overseeing the development and observation of the organizations financial policies.
- Reports – Keeping board regularly informed of key financial events, trends, concerns, and assessment of fiscal health.

- d. The **League Directors** shall be responsible for the day-to-day business of conducting a league, subject to the Constitution and By-laws of the Club. The League Directors are

to

review the plan for league format with the President prior to implementation of said format.

Expectations or director during term:

- Organization of season schedule
- Appoint league statistician
- Create and update all league rules with board approval
- Coordinate coaching sessions in appropriate leagues with coaches
- Try-out schedules for appropriate leagues

- e. The **Committee Chairman** shall be responsible to run the specific committee as asked by the President and report committee activities back to the President or EC.
- f. The **Web Master Team** will consist of a team director who appoints a group of qualified individuals to share in the club's web presence and other online necessities. Although

the roles will be done by a group, the Director of the Web Master Team will be responsible for making sure the group runs efficiently.

Expectations of director during term:

- Reach out and appointment of Web Master Team with final approval by the President.
- Appoints the Web Master Team to perform all necessary functions
- Monthly update to the board as to projects and progress
- Ensure that the website is kept up to all latest standards
- Website upkeep including the following capability
 - League
 - Registration & Payment
 - League Stats
 -
 - Tournaments
 - Registration & Payment
 - Registration List

Section 3 - Annual Meeting

- 3.1** The Annual Meeting of the Club will be held at a time the EC shall designate. Members shall be notified not less than 2 weeks prior to said meeting.
- 3.2** 15% of active members shall constitute a quorum. If a quorum is not present within 30 minutes of the scheduled start, the presiding officer shall adjourn the meeting to a day and hour fixed by him.
- 3.3** All present voting members shall have one vote at any general Club meeting.
- 3.3** Proposed changes to the Constitution and/or By-laws shall be voted on based on the following guidelines:
- a. Any proposed change must be submitted to the EC seven days in advance of the annual meeting, along with a supporting petition signed by five Club members.
 - b. The Constitution and/or By-laws shall be amended by two-thirds vote of the members present.
- 3.5** The election of officers will take place based on the following guidelines:
- a. Any nominee's name should be submitted to the EC seven days in advance of the annual meeting, along with a supporting document signed by the nominee verifying approval of said nomination. Nominations from the floor will also be accepted with the verbal approval of a nominee that is present.

b. The Officers shall be elected by majority vote of the members present.

Section 4 – Ratification

4.1 These By-laws shall become effective immediately upon approval by two-thirds majority vote of all current members of the Club present at the "Constitution and Bylaw Ratification" meeting provided that a quorum is obtained as described in the By-laws (Section 3.2).

GVTTC By-laws Ratified Aug. 7, 1996