

# SHREVEPORT ASSOCIATION OF LADIES TENNIS (SALT)

## BY-LAWS

(Revised September 2021)

see also Rules and Guidelines For Intracity Play

### **ARTICLE ONE: OUR PURPOSE**

The purpose of the Shreveport Association of Ladies Tennis is to promote competitive intracity tennis within a social and enjoyable atmosphere.

### **ARTICLE TWO: MEMBERSHIP**

1. Participation in SALT activities is restricted to current members only.
  - A. The membership year is divided into 2 seasons: Fall and Spring
  - B. Dues for membership will be as follows:
    - i. Doubles - \$15 per season
    - ii. Singles- \$10 per season
  - C. Players are responsible for paying dues online at the time of online registration. Sign Up Deadline will be posted on the website prior to each season.
  - D. All members must be 18 years of age or older.
  - E. All members must play out of a SALT approved facility.
    - i. A non-resident team wishing to participate in SALT is subject to Board approval and subsequent requirements.
  - F. SALT is a recreational tennis league. Current and former professional players are not permitted to play. This includes any person who has played in a Futures, Challengers, or WTA event, or any PTR or USTPA professional.
2. Clubs and associations with courts approved by USTA and SALT may field teams for SALT activities.
  - A. Clubs that have not been previously approved by SALT may submit a written application that specifies the name and location of the club, the number of courts available, and the playing surfaces involved.
  - B. The Executive Board will act as a committee, or will appoint a committee, to investigate the courts before approving the application.

### **ARTICLE THREE: THE BOARD OF DIRECTORS**

1. The Board of Directors will consist of the elected officers, the immediate past president, one representative from each club, and all standing committee chairmen.
2. The Directors will attend all SALT Board meetings or they will appoint a member to represent them in their absence.
  - A. These meetings will be held at least three weeks prior to the start of each playing season and once each month during the playing season. At the discretion of the Board, the meeting may be canceled if there is no business which needs to be addressed.
3. The Directors will vote on amendments to the By-Laws and revisions of the Rules and Guidelines, which require a two-thirds majority of votes cast.
  - A. Each area of responsibility will have one vote.
4. The Directors will approve the nominees for officers and committee chairmen that have been proposed by the Nominating Committee.
5. The Directors will use Robert's Rules of Order, Newly Revised as the authority on all questions of parliamentary procedure not covered by the By-Laws.

### **ARTICLE FOUR: THE EXECUTIVE BOARD**

1. The Executive Board will consist of the president, vice president, secretary, treasurer and the immediate past president.
2. The Board will approve all applications for new member clubs.
3. The Board will act on any situation which arises that is not covered by the By-Laws or Rules and Guidelines when it requires immediate resolution.
4. The Board will serve as the PROTEST COMMITTEE.

### **ARTICLE FIVE: ELECTION OF OFFICERS AND COMMITTEE CHAIRMEN**

1. Nominees for the Executive Board and the committee chairmen will be approved by the Board of Directors.
2. Executive Board members will serve a two-year term and may serve only two consecutive terms in that same position.
3. When a vacancy occurs between elections, the Executive Board will appoint a member to fill that vacant office until the next regular election. Should the President not be able to fulfill her term, the Vice President will assume the office.

## **ARTICLE SIX: DUTIES OF THE OFFICERS**

1. PRESIDENT:
  - A. She will convene and preside over all Board of Directors meetings, Executive Board meetings, Captains' meetings and social functions.
  - B. When necessary, she will convene a special meeting of the Board of Directors or the Executive Board.
  - C. She will appoint a committee of five (5) members from the Board of Directors who will nominate all future officers and committee chairmen of SALT.
  - D. She has the option of appointing a Parliamentarian if needed.
  - E. She will represent SALT Board meetings.
2. VICE-PRESIDENT:
  - A. She will assist the President in all matters pertaining to SALT.
  - B. She will assume all duties and preside in the President's absence.
  - C. She will keep the membership list current.
3. SECRETARY:
  - A. She will keep the minutes of all Board of Directors meetings and all Executive Board meetings.
  - B. She will be responsible for all correspondence pertaining to SALT.
4. TREASURER:
  - A. She will receive each member's dues.
    - i. She will notify the Executive Board and the newsletter chairman of any changes in address or phone numbers as they occur.
  - B. She will have charge of all funds belonging to SALT and will keep an accurate account of all receipts and disbursements.
  - C. She will render a full report of all funds at the monthly board meetings.

## **ARTICLE SEVEN: THE CLUB REPRESENTATIVES**

1. Each member club will select one (1) representative to the Board of Directors each year.
2. She will notify her club's pro staff of all SALT activities and will supply the pro with current SALT material.
3. She will notify her club's team captains of all pertinent information from the monthly board meetings.

- A. If she cannot attend a monthly meeting, she will appoint a club member to take her place.
- 4. She will assist the Play Day Chairman in organizing Play Day.

#### **ARTICLE EIGHT: THE COMMITTEE CHAIRMEN**

##### 1. DOUBLES COORDINATOR:

- A. She will appoint and coordinate the Scorekeepers for each level of Intracity doubles. The appointed scorekeeper will be an individual who is not playing at that specific level.
  - i. Doubles Scorekeeper:
    - a. She will be the point of contact for the Captains in the event a match must be postponed due to inclement weather.
    - b. She will work with Captains in coordinating the rescheduling of the postponed match.
    - c. She will keep a record of substitutions.
- B. She will schedule all matches for each level of doubles and prepare team packets for distribution at the captain's meeting.
- C. She will input all Match Schedules from each level once the Doubles Coordinator has completed each team packet.
- D. She will be responsible for working with the Captains and the Scorekeepers to teach them how to use the website. She will help teach the Captains how to manage their team and scored on the website.
- E. She will take an active part in the captains' meeting.

##### 2. SINGLES COORDINATOR:

- A. She will schedule all matches for each level of Intracity singles.
- B. She will distribute all necessary information to each singles player.
- C. She will be the point of contact for all players in the event a match must be postponed due to inclement weather.
- D. She will work with all players to coordinate the rescheduling of a postponed match.

##### 3. SOCIAL CHAIRMAN:

- A. She will plan, organize, and coordinate the social functions that are held each fall and spring.
- B. She will plan, organize and coordinate the Pro Day that is held each spring.

- C. She will publish and mail the luncheon reservation letters.
- 4. PLAY DAY CHAIRMAN:
  - A. She will plan, organize, and coordinate the play days that are held one week prior to the start of the fall season.
  - B. She will assist the Social Chairman in planning the spring Pro Day.
- 5. NEWSLETTER CHAIRMAN:
  - A. She will coordinate, publish and mail an informational newsletter to each member at least four (4) weeks prior to the sign-up deadline.

**ARTICLE NINE: AMENDMENT OF BY-LAWS AND REVISIONS OF RULES**

- 1. The By-Laws and Rules and Guidelines may be amended or revised at any regular meeting of the Board of Directors by a two-thirds majority vote, provided that the amendment or revision had been submitted in writing at the previous regular meeting.