

**Double Faults Tennis and Social Club By-Laws**  
**Ratified by General Membership 1/24/07**

**Article I. NAME**

This club, sponsored by the Jefferson Parish Department of Parks and Recreation (hereinafter, "JPRD"), shall be known as the **Double Faults Tennis and Social Club (DFTC)**.

**Article II. OBJECTIVES AND POLICIES**

**A. OBJECTIVES OF THE CLUB**

1. To provide a medium for the sport of tennis for Jefferson Parish residents.
2. To provide fellowship and a social atmosphere through the sport of tennis in Jefferson Parish.

**B. POLICIES**

1. In cooperation with JPRD, to promote tennis, DFTC will encourage participation in the sport of tennis as a means for recreation, wellness, health and physical fitness.
2. To encourage club members to participate in tennis activities, thus providing opportunities to develop and foster amity and sportsmanship.

**Article III. MEMBERSHIP**

**A. ELIGIBILITY FOR MEMBERSHIP**

1. This club shall comprise adult men and women who are residents of Jefferson Parish.
2. Membership is limited to sixty (60) members. After the club reaches this capacity, a waiting list shall be maintained. (See Standing Rules, attached.)

**C. REQUIREMENTS TO MAINTAIN MEMBERSHIP**

Members are expected to participate in any of the following in Club activities: social, tennis or business. A member cannot miss more than five (5) consecutive nights of tennis play without notifying his coordinator or an officer of his absence. If a player does not notify his coordinator or an officer, he will automatically be placed on the waiting list (details are provided in the "Standing Rules".)

**D. ACCEPTABLE DEPORTMENT TO MAINTAIN MEMBERSHIP**

Each member is expected to demonstrate good citizenship and good sportsmanship while engaged in Club activities and/or interacting with other Club members or the general public. If a player's behavior is deemed by the Executive Board to warrant such action, he may be asked to resign from the Club. At a minimum the offending player will be placed on the waiting list.

**Article IV. MEMBERSHIP DUES**

- A.** Annual Membership Dues are as noted on the Membership Application. New members, and established members who opt to pay dues for the upcoming year prior to December 31, will benefit from a discount as described on the Membership Application.

Persons who join the Club between July 1 and December 31 will pay membership dues as described on the Membership Application relative to partial year dues payment.

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- B. Jefferson Parish liability Insurance must be collected at the same time that yearly dues are collected. Any change in the annual insurance premium payable to Jefferson Parish, shall be pro-rated and included into the following year's insurance charge.

**Article V. OFFICERS**

**A. OFFICERS AND EXECUTIVE BOARD**

1. President
2. 1<sup>st</sup> Vice President
3. 2<sup>nd</sup> Vice President
4. 3<sup>rd</sup> Vice President
5. Secretary
6. Treasurer
7. Membership Chairman
8. The Executive Board, comprising the current officers and the immediate past president, shall serve a one-year term and shall be the Governing Body of the club.
9. All officers shall know the purpose and understand the functioning of the club. (See Standing Rules, attached.)

**B. NOMINATION OF OFFICERS**

1. The Executive Board shall appoint a three-member nominating committee to select a slate of suitable candidates for nomination to office.
2. The Nominating Committee shall present a slate of officers to the Executive Board for dissemination to the membership by mail or e-mail or via web site. Additional nominations for office may be made from the floor provided nominee is present or has given written consent to the Executive Board.
3. Only members who have been nominated by the Nominating Committee or who have previously notified the Executive Board of their interest to an office and have been recognized by the Committee are eligible for election to office.

**C. ELECTION OF OFFICERS**

1. The annual election of officers shall be held at the 3rd Quarterly Membership Meeting with installation of officers at the subsequent 4th Quarterly Membership Meeting.
2. Officers must receive a majority of votes cast.
3. Election may be by ballot (show of hands at a meeting) if more than one member is nominated for an office OR if there are no other nominations from the floor, "by acclamation."
4. Each member shall have one (1) vote. A vote by proxy will be accepted in the absence of a member providing the member is in good standing and has submitted the vote in writing and has signed his/her name.
5. Prior to the Election, the duties of each office shall be read to the membership, to be sure that each candidate for office shall know what will be expected of them.

**D. TERM OF OFFICE**

1. Term of office shall be for ONE (1) year.

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2. An Officer must attend all meetings of the Executive Board and General Membership meetings unless excused by the President and/or if an emergency.
3. An Officer missing more than one Executive Board meeting shall be dismissed from office as determined by the Executive Board.

**E. VACANCIES IN OFFICE**

A vacancy shall be filled by recommendations of the Executive Board, subject to ratification by the club. In the event of a vacancy in the office of President, the 1st Vice President shall fill the office temporarily until the Executive Board selects a permanent replacement by consensus.

**F. DUTIES OF OFFICERS**

1. The President shall:
  - a. Preside at all club and Executive Board meetings
  - b. Prepare an agenda, subject to approval of the Executive Board
  - c. Be responsible for stabilization of club membership
  - d. Be a member ex-officio of all committees, excluding the nominating committee
2. The 1<sup>st</sup> Vice President shall:
  - a. Preside at all meetings in the absence of the President
  - b. Enforce rules as outlined in the standard rules (attached)
3. The 2<sup>nd</sup> Vice President shall:
  - a. Act as chairman of the social committee
  - b. Be responsible for sending appropriate cards or flowers to members who have taken ill of when death has taken a member of their immediate family.
4. The 3<sup>rd</sup> Vice President shall:
  - a. Be in charge of all tournament play
  - b. Appoint members to act as committee chairmen
  - c. Appoint members to secure prizes for a particular tournament.
5. The Treasurer shall:
  - a. Collect club membership dues
  - b. Be custodian of club funds
  - c. Pay club expenses upon presentation of itemized bills
  - d. Keep record of funds
  - e. Prepare a written report for each club meeting
6. The Secretary shall:
  - a. Keep the minutes of all club meetings
  - b. Maintain a file of essential club correspondence
7. The Membership Chairman shall:
  - a. Maintain an up-to-date list of paid members

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- b. Send notices to people who have not fulfilled their obligations of membership
  - c. Keep a waiting list
  - d. Keep a current roster
  - e. Notify other officers of dropped members and new members.
8. Each officer shall maintain files and records and deliver them to their successor at the 1st Quarterly (installation of Officers) meeting.

**Article VI. MEETINGS AND QUORUMS**

**A. MEETINGS**

- 1. Four club general membership meetings will be held each year (1st, 2nd, 3rd and 4th Quarterly meetings).
- 2. The President or the Executive Board may call special meetings.

**B. QUORUMS**

A quorum of the club shall consist of 20 percent of the Club members who actively participate in tennis, OR, as stated in Roberts Rules of Order (See Standard Procedures, attached.)

**Article VII. AMENDMENTS**

Amendments to these By-Laws must be presented in writing to the officers at least thirty (30) days prior to the Fourth Quarter club meeting. Amendments shall be an Agenda item for that meeting, and shall be voted upon by the membership as a separate Election item. The amendment will then be given to the Jefferson Parish Department of Parks and Recreation supervisor for approval, to take effect immediately upon approval.

**Article VIII. BY-LAWS APPROVAL**

Amendments to these By-Laws must be prepared, vetted, and presented the Club's Executive Board and President. If acceptable, the AMENDED BY-LAWS will be signed and dated by the Club President and the Chairman of the By-Laws Committee before submitting the By-Laws to the JPRD Supervisor for approval signature.

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By-Laws Committee	Date	Double Faults President	Date	JPRD Supervisor	Date
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**RECORD OF AMENDMENTS**  
**Double Faults Tennis Club By-Laws**  
**1/24/07**

**RECORD OF AMENDMENTS**

#	Applicability	Date	Description
1	Article III. MEMBERSHIP	Unknown	Moved from "AMMENDMENTS "C," " A member cannot miss three (3) consecutive nights of tennis play without notifying his coordinator or an officer of his absence. If a player does not notify his coordinator or an officer, he will automatically be place on the waiting list.
2	Title	1/17/07	Modified to include Club Name.
3	Heading	1/17/07	Added Date to the Heading
4	Article I	1/17/07	Modified for clarity.
5	ENTIRE DOCUMENT	1/17/07	General revision for clarity.
6	AMENDMENTS	Unknown	Deleted stray wording: <i>"New members have one (1) month."</i>

