

HOUSTON TENNIS UMPIRES ASSOCIATION

CONSTITUTION

ARTICLE I. Name

This organization shall be known as the Houston Tennis Umpires Association Incorporated, hereinafter referred to as HTUA.

ARTICLE II. Purpose

The HTUA is devoted to the proper officiating of tennis tournaments, thereby helping to develop high standards of fair play and sportsmanship in the game of tennis. The HTUA undertakes to train members as qualified tennis officials.

ARTICLE III. Affiliation

The HTUA is an independent organization of USTA (United States Tennis Association) certified tennis officials whose services are available to any bona fide tennis event.

The HTUA acknowledges with gratitude the good offices of the Houston Tennis Association in originally organizing the HTUA.

ARTICLE IV. Membership

All members of this organization shall be classified in accordance with the United States Tennis Association classification for umpires and officials, and shall be members of the USTA

The Membership year shall begin on January 1 and shall end December 31. Membership may be renewed from year to year in a manner prescribed by policy

Membership in this Association shall be based on qualifications previously stated herein and in no way shall factors of race, creed, color, national origin, or sex be considered in such qualifications.

Member Assigned by Availability. Each member shall accept game assignment(s) from the Operating Committee, in accordance with the member's availability and classification. A member may decide to accept or reject game assignments.

This Association shall have no employees. The Officers and Directors shall serve in their respective functions on a voluntary basis without monetary remuneration. All officials working in officiating assignments received through this Association shall work as independent contractors in their officiating capacities and not employees of the Association and as such, no deduction of any taxes will be taken out of any payment to them.

All members of the Association recognize this status and understand that the Association, nor its officers are employers, and therefore, the members may not be able to collect worker's compensation from the Association or any other person or entity for injuries sustained while performing or traveling to and from officiating, assigning or officiating-related or assigning-related work. **Each member is encouraged to obtain and maintain disability insurance for injuries arising out of the member's work.**

As independent contractors, they shall be free to work as they choose for other officiating organizations in tennis or any other sport.

ARTICLE V. General Regulations

SECTION 1: All members of this association shall be governed by the *Official's Code of Conduct* of the USTA and shall be members of the USTA.

SECTION 2: Participation in officiating any match or tournament by membership of this association shall, with the exceptions noted below, be compensated by a fee or fees to be paid by the tournament organizers. Acceptable fees are proposed and approved by the board of directors. However, fees for officiating may be waived in tournaments (1) for youth tennis programs, (2) for promoting tennis among beginners, (3) for which no entry fees are collected, or (4) in other circumstances deemed appropriate by the Executive Committee of the HTUA.

SECTION 3: For the sole purpose of administrative convenience all fees paid by tournament organizers for officiating services shall be paid into the Association's treasury, from which such fees shall be distributed to the individual officials who performed the service. This in no way implies an employer-employee relationship between this Association and the individual officials, who are working as independent contractors. As an independent contractor, each individual official shall be responsible for the reporting and payment of all federal, state, and local income taxes and self-employment taxes as required by law on all funds received for officiating services. This Association shall assemble information on the amount of funds distributed to each individual official and shall provide documentation of this information to the appropriate taxing authorities as required by law. Copies of such documentation shall also be supplied to the individual officials to assist them in filing complete and accurate tax returns.

SECTION 4: This Association shall not provide any uniforms or other gear to individual officials. The individual officials will be expected to purchase their uniforms and other gear from a national mail order house or from local stores.

ARTICLE VI. Amendments

Amendments to the Constitution may be made at any Annual Meeting, or at any special meeting, by a majority of all votes cast, provided that a notice of the proposed amendment be sent to each member of the HTUA by the Secretary in the notice of the meeting, and further provided that a quorum be present.

HOUSTON TENNIS UMPIRES ASSOCIATION

BY-LAWS

ARTICLE I. Order of Business

SECTION 1: The Order of Business at any meeting of this Association shall be as follows:

1. Call to Order
2. Establish a quorum is present
3. Reading and Approval of Previous Minutes
4. Treasurer's Report
5. Report of Committees
6. Elections (If Any)
7. Miscellaneous Old and New Business
8. Adjournment

SECTION 2: Authority for all parliamentary rules shall be "Roberts Rules of Order".

SECTION 3: (Appointment of Committees)

From time to time as deemed necessary, the President may appoint committees and their Chairs for the purpose of performing and administering delegated functions. In particular the President shall periodically appoint an ad hoc Committee to review the financial affairs of the Association and audit the records of the Treasurer. The Executive Committee shall make these appointments if the President fails to do so within a reasonable length of time.

ARTICLE II. Dues and Voting Power

SECTION 1: Dues

All members of HTUA shall be members of the USTA and will pay membership dues as required by the USTA. Dues to the HTUA shall be per the following categories as approved by the Board.

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| 1. Annual membership | \$20.00 |
| 2. Full time Student Membership | \$10.00 |
| 3. Lifetime Membership | \$150.00 |

SECTION 2: Vote

All members in good standing, as certified by the Executive Committee, may vote.

ARTICLE III. Officers, Directors and Duties

SECTION 1: Officers and Executive Committee

- A. The HTUA shall have as officers a President, a Vice-President, a Secretary, and a Treasurer. They shall all serve for a term of 24 months. No individual shall be eligible to serve as President of this organization for more than two consecutive terms.
- B. The nominees for the directors shall be presented to the membership at the Annual Meeting by the Nominating Committee as stipulated in Article IV, Section Seven of these by-laws. Nominations from the floor will be added to the slate provided the nominee has expressed willingness to serve. Elections shall be by majority vote, and term shall begin on January 1.
- C. There shall be seven (7) Directors of HTUA. The Directors shall be elected at the annual meeting. Based on acceptance of Item A above, seven (7) Directors shall be elected the first year and every second year following. In the interim year voting shall take place for the replacement of the three (3) directors not in the executive committee.
- D. The affairs of HTUA shall be conducted by an Executive Committee, consisting of the President, Vice-President, Secretary, Treasurer, and three (3) Directors, all of whom shall have one vote each, and Immediate Past President in a non-voting status for a period of one year following departure from office.
- E. At the first Executive Meeting of the year, the Executive Committee shall elect its own officers for the next two (2) year term.
- F. The 3 Directors, not in the executive committee, shall serve for a term of 12 months.

SECTION 2: Duties of the President

It shall be the duty of the President to preside at all meetings of the Executive Committee and of the HTUA, to preserve order, to appoint Committees, and to see that the Officers and Committees perform their respective duties. The President shall negotiate, accept, or reject HTUA's participation in any tournament, except that acceptance of any sanctioned and/or prize-money tournament, acceptance of all agreements for officiating fees, and rejection of any tournament shall be ratified by the Executive Committee prior to being final.

Individual members acting as independent contractors may continue to work such tournaments.

The President may, with the approval of two (2) other members of the Executive Committee, delegate to any member of HTUA his powers to negotiate participation in a tournament.

SECTION 3: Duties of the Vice-President

The Vice-President shall assist the President in the performance of his duties and shall exercise all power of the President in his absence or in case of his death or resignation.

SECTION 4: Duties of the Secretary

The Secretary shall keep an up-to-date roll of all the members. He shall give notice of all meetings of the Executive Committee. He shall assist the Executive Committee with all correspondence. He shall keep the minutes of the proceedings of the HTUA and Executive Committee, and a record of such matters of interest as may occur. He shall present the minutes of previous meetings for approval at subsequent meetings.

SECTION 5: Duties of the Treasurer

The Treasurer shall keep proper accountable records of all funds and financial transactions of the association. He shall pay all properly authorized bills against the HTUA, and shall report in writing the state of the finances at all meetings of the Executive Committee. At the Annual Meeting he shall present a written report showing the receipts and expenditures during the past year. He shall send notices that dues are payable by January 1 of the ensuing year. He shall submit all reports and documents to the United States Internal Revenue Service and other appropriate taxing authorities, as required by law. The report shall be developed using "Quickbooks" software. Monthly backup reports shall be provided to the President and Vice President. An annual audit is required. .

SECTION 6: Succession and Replacement

In the event that the President becomes unable to serve because of death, disability, resignation, or any other reason the Vice President will succeed the President for the remainder of the current term. The Executive Committee will then appoint a member to fill the vacant Vice President office for the remainder of the current term. In the event that any other Officer becomes unable to serve because of death, disability, resignation, or any other reason the Executive Committee will appoint a member to fill the vacant office for the remainder of the current term. If any Director becomes unable to serve because of death, disability, resignation, or any other reason the Executive Committee will appoint a member to fill the vacancy for the remainder of the current term.

ARTICLE IV. Standing Committees

SECTION 1: The HTUA will have the following standing Committees:
Rules Committee, Membership Committee, Operations Committee,
Training Committee, and Nominating Committee.

SECTION 2: Rules Committee

The Rules Committee shall study and propose to the Executive Committee any modifications to the Constitution and to the by-laws of the HTUA. All proposals will be submitted to the Executive Committee no later than thirty (30) days prior to the date of the Annual Meeting, or thirty (30) days prior to any special meeting at which such modifications are to be considered.

SECTION 3: Membership Committee

The Membership Committee, the Chair of which shall be other than the Secretary, shall:

- (1) Recruit for membership individuals interested in officiating in matches and tournaments in the immediate vicinity of Houston, Texas.
- (2) Process all applications for membership and recommend consideration or non-consideration of the application to the Executive Committee.
- (3) Maintain on an annual basis the certification records of all member officials.

SECTION 4: Operations Committee

The Operations Committee shall:

- (1) Select and appoint the roster of officials who will officiate in any tournament in which HTUA will participate.
- (2) Manage, supervise, and evaluate through the Referee and tournament directors, the actions of working officials during tournaments.
- (3) Shall maintain on an annual basis the officiating records of all individuals for the tournament in which HTUA participates.

SECTION 5: Training Committee

The Training Committee shall periodically conduct training sessions to develop and improve the officiating skills of the Membership, with regard to Chair, Line and ITA officiating with clinics & training assistance for new officials.

SECTION 6: Nominating Committee

The Nominating Committee shall make nominations for the seven (7) Directors in the last quarter of the first and every second year following and secure the approval of such nominees. The Nominating Committee shall make nominations for the three (3) Directors, not in the executive committee in the last quarter of the interim year and secure the approval of such nominees. It shall file such nominations with the Secretary prior to the mailing, or electronic transmittal of the notice of the Annual Meeting.

ARTICLE V. Meetings

SECTION 1: Meetings of the HTUA

- A. There shall be an Annual Meeting of the HTUA, held on a date during the last quarter of each year selected by the President at a place designated by the President. At least two (2) weeks and not more than four (4) weeks before the meeting a notice thereof, shall be provided to each member of the HTUA, either written or by electronic means (email, etc) by the Secretary.
- B. A special meeting of the HTUA may be called at any time by the President or Executive Committee, or by the Secretary upon written request of ten (10) or more members. At least ten (10) days before the meeting, a notice thereof, shall be provided to each member of the HTUA, either written or by electronic means (email, etc) by the Secretary stating the time, place and object of the meeting.
- C. At all meetings of the HTUA, 20% of the Voting Membership present either in person or by proxy, shall constitute a quorum.
- D. At all meetings of the Executive Committee of the HTUA, Four Officers present either in person or by proxy, shall constitute a quorum.
- E. Each member voting as a proxy must present to the Secretary at the meeting the written credentials from the member he represents.

SECTION 2: Executive Committee Meetings

The Executive Committee shall meet at the call of the President or any member of the Executive Committee.

ARTICLE VI. Gender

Whenever used herein the masculine gender shall be construed to include the feminine gender.

ARTICLE VII. Amendments

Amendments to the by-laws may be made at any Annual Meeting or at any special meeting by a majority of all the votes cast, provided that a notice of the proposed amendment to be sent to each member of the HTUA by the Secretary in the notice of the meeting, and further provided that a quorum be present.

As Approved December 4, 1987

As Amended February 25, 1989

As Amended December 6, 1991

As Amended January 8, 1993

As Amended November 13, 1994

As Amended December 1, 1995

As Amended December 6, 1996

As Amended August 9, 1998

As Proposed August 7th 2008

As Approved October 26th 2008