



**APPENDIX I: STANDING ORDERS OF USTA/VIRGINIA TENNIS INC.**

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ARTICLE I – DECLARATION.....2  
ARTICLE II – STANDING COMMITTEES .....2  
ARTICLE III – APPOINTED COMMITTEES .....6  
ARTICLE IV – STAFF PARTICIPATION ON THE COMMITTEES.....7



## ARTICLE I – DECLARATION

An objective of USTA/VT is to support its operations through the use of communities as defined herein. All Committees shall seek diversity both within the structure of their committees and in the implementation of programs in order to foster a tennis environment that is inclusive.

## ARTICLE II – STANDING COMMITTEES

Standing Committees, as established by the Bylaws in Article VI, Section 3 are for directing and supporting the operation of Virginia Tennis. The following are the duties of the Standing Committees.

a. Budget and Finance: The Budget and Finance committee shall be composed of the Treasurer, the Executive Director and other members as the President shall appoint. The Treasurer shall be the committee chair. This committee develops the VT proposed annual budget and recommends budget, finance and accounting policy and procedures for both current and long term goals. The Chair is a member of the USTA/MAS Budget and Finance Committee.

b. Community Tennis: The Community Tennis committee shall consist of a chair and other members as the President shall appoint. This committee serves as the communications and coordination channel between VT and Community Tennis Associations. This committee works with the VT Community Tennis Representatives to increase participation through USTA programs and grants at the local level with an emphasis on “Diversity”. This committee works with a wide range of organizations, such as CTA’s, Parks and Recreation, NJTL’s, Clubs, College Clubs, and Military Bases to promote tennis participation. This committee is encouraged to participate in VT and USTA/MAS meetings, clinics, workshops and special events and assist in enlisting area organizations to host/support such activities. The Chair represents VT on the USTA/MAS Community Tennis Committee.

c. Grievance, Bylaws and Rules: The Grievance, Bylaws, and Rules Committees shall consist of a chair, the General Counsel and other members as the President may appoint. The



Committee reviews proposed changes and amendments and enforces the District Bylaws, Standing Orders, Rules and Regulations, Standards of Conduct, fair play and good sportsmanship and other governing rules and regulations. The Grievance, Bylaws and Rules Committee makes recommendations to the Board of Directors regarding necessary changes to these documents, changes are reported to the Executive Committee. Appeals from Grievance Committee decision(s) will be directed to the BOD. In addition, this committee addresses appeals from other VT Committees. The Chair serves as the VT representative on the USTA/MAS Grievance and Bylaws Committee.

d. Nominating: The Nominating Committee shall be composed of five members nominated by the President and approved by the Board of Directors.

(1) The five members shall represent the four regions, Northern, Central, South-Eastern, and South-Western, Virginia and one at large member; one of whom shall have prior Board experience. The Immediate Past President shall be excluded from serving. The Committee shall be appointed following each Virginia Tennis Annual Meeting held in even numbered years and its members shall serve for a term of two years and until their successors are appointed and qualified. No member may serve for more than two consecutive terms. No person who is a member of the Nominating Committee may become a candidate for election to the VT Board of Directors, in accordance with the MAS By-Laws.

(2) The Committee shall meet at the call of its chair and at such other times deemed necessary by the BOD or the President. By the twenty-first (21<sup>st</sup>) day of August of each even-numbered year, the Nominating Committee shall submit to the Secretary and copy the BOD the slate of names to be placed in nomination for election to the BOD at the next USTA/VT Annual Meeting. The slate shall consist of one nominee each for the positions of President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Delegate to the USTA/Mid-Atlantic Section. If at any time after the slate is submitted to the Secretary any person named on such should die, become disabled, decline or refuse to accept such nomination, such person shall be replaced on the slate by the Nominating Committee. The name of any such replacement nominee



shall be submitted to the Secretary and copied to the Board at or before the USTA/VT Annual Membership Meeting at which the election of members of the BOD is to occur.

(3) Officers will be elected by the membership for a two-year term. The election process will be conducted as follows:

(a) Two weeks following announcement of the USTA/MAS ballot of officers, the VT Nominating Committee shall begin developing a VT ballot of officers.

(b) The Nominating Committee shall propose only one nominee for each office to be listed on the ballot.

(c) By the end of the third week in August the ballot will be forwarded to the Secretary and a copy sent to the BOD. Concurrent with this notification, all applicants shall be contacted in person as to their status.

(d) Not later than 1<sup>st</sup> of September, the Secretary will mail the ballot to the voting organization membership and call for any further nominations.

(e) By the end of the third week in September, voting organization membership-proposed nominations must be received by the Secretary. The names of those persons receiving the greatest number of nominations from the voting organization membership will be added to the ballot according to the procedures below.

(f) In the instance of a voting organization membership proposed nomination, the Secretary will send ballots or proxies to the voting organization membership, by the first week in October to be returned no later than the third week in October.

(g) At least 25% of the eligible voting strength must be received in returned ballots to conduct a valid election.

(h) Procedure for Adding Persons to the Ballot:

1) The Secretary will add only one voting organization membership proposed nominee per office to the ballot who receives at least 20 voting organization member nominations with a total voting strength of 1000. The BOD will determine nominee to be added to the ballot in case of a tie.

2) Ballots shall be counted by the Secretary and confirmed by the General Counsel, prior to the election at the annual meeting. Officers



named on the ballot will be notified in sufficient time to assure their attendance at the meeting.

- 3) Nominations may not be made by voting members from the floor at the annual meeting and only candidates nominated as provided above shall be eligible for election.

e. Officials: The Officials Committee shall consist of a Chair, appointed by the President, Vice Chair, appointed by the President upon recommendation from the Committee, and one representative from each of the four regional officials associations (Northern-NOVATOA, Central-GRTUA, Southeastern-SVTUA, Western-WVTOA), appointed by the officials in that region. The Vice Chair shall be one of the regional representatives. All voting members of the Committee must be USTA certified officials. Other members of the Committee are the board and staff liaisons. The Committee assists USTA-VA, member organizations and tournament directors, including recommending and/or obtaining referees and officials. The Committee recommends referees for the District and Sectional league events to USTA-VA and USTA-MAS. The Committee determines the District's officiating needs and communicates those needs to the USTA-MAS Chair of Officials. The Committee will assist in the coordination and organization of training/certification programs and clinics for officials. The Committee shall be informed of concerns received by or about an official regarding officiating activities including complaints/grievances.



### ARTICLE III – APPOINTED COMMITTEES

In accordance with Article VI, Section 5 of the USTA/VT Bylaws, appointed committees shall be established by the President to assist in coordination and implementation of policies, programs and special events or activities. All committees are approved by the BOD. Committee missions are to promote the growth of tennis. VT chairpersons are normally members of their corresponding USTA/MAS committees. However, the President may determine that any committee is not necessary to the accomplishment of VT goals and may modify committee missions, eliminating or substituting, as he/she desires. The following appointed committees are currently being established by the USTA/VT:

a. USTA Leagues: The USTA Leagues Committee works with the VT League Administrator to oversee USA Tennis Leagues which includes; Adult, Mixed, Senior, Senior Mixed, Super Senior, Super Duper Senior, Commonwealth and Combo Leagues. The committee shall seek to increase participation and providing opportunities for participants to submit their concern and work cooperatively to improve the administration of the program. The committee shall also serve as the District League Grievance Committee. This Chairperson represents VT on the USTA/MAS Leagues Committee.

b. Leagues Review: The League Review Committee shall review proposals deny/approve new leagues; review yearly ALC agreements/contracts with corresponding recommendations to the Board of Directors. This committee shall also hear grievances pertaining to Area League Coordinators.

c. Adult Tournament Committee: the Adult Tournament Committee shall work with the VT Tournament Administrator to determine schedule conflicts for tournaments, ranking requirements, ranking and qualification systems, and resolve issues. This committee shall also have a Wheelchair Tennis Subcommittee to help form and aid Wheelchair Tennis programs in Virginia. This Committee shall appoint a VT representative to the USTA/MAS Adult Tournament Committees.



d. Junior Tournament Committee: the Junior Tournament Committee works with the VT Tournament Administrator to determine schedule conflicts for tournaments, ranking requirements, ranking systems, and resolve issues. This committee shall appoint a VT Representative to the USTA/MAS Junior Tournament Committees.

e. Junior Team Tennis: the Junior Team Tennis Committee shall work with the District Office to oversee Junior Team Tennis Leagues both advancing and non-advancing, 10 & under, 12 & under, 14 & under and 18 & under Divisions, intermediate and advanced divisions). The committee seeks to provide opportunities to increase participation through program development. The committee will make recommendations for the JTT Rules Addendum, address grievance issues and discuss playoff system.

f. Long Range Planning: The Long Range Planning committee shall consist of a chair and other members as the President shall appoint. It shall be responsible for the creation, implementation and evaluation of a 3-5 year strategic plan. The purpose of this committee is to develop long range goals relative to District, Section, and National objectives and priorities.

#### **ARTICLE IV – STAFF PARTICIPATION ON THE COMMITTEES**

At least one staff member shall be assigned to each committee to serve as a non-voting member. They will participate in all discussions and offer opinions to assist the committee in the performance of its duties. The Executive Director shall serve as the staff representative on the Nominating Committee and the Long Range Planning Committee and shall assign staff members to other committees as deemed appropriate.

--NOTHING FOLLOWS--