

4/11/01

CALIFORNIA COMMUNITY COLLEGE TENNIS COACHES ASSOCIATION

CONSTITUTION

ARTICLE I – NAME

The name of this Association shall be the California Community College Tennis Coaches Association (CCCTCA).

ARTICLE II – PURPOSE

The purpose of this Association is 1) to maintain a membership of State-wide community college coaches whose goal is to foster and develop a competitive intercollegiate tennis program for men and women that reflects professional and quality instruction consistent with the objectives of higher education, and 2) to serve as a vehicle for transmitting input to and disseminating information from the State Commission on Athletics regarding all matters pertaining to tennis.

ARTICLE III – MEMBERSHIP

Membership is open to any person or business entity. The types of members shall include the following:

Head Coach Member. Consisting of head coaches who are actively engaged in coaching a California community college tennis team.

Assistant Coach Member. Consisting of assistant coaches who are actively engaged in helping to coach a California community college tennis team.

Collegiate Member. Consisting of all California community college players.

Collegiate Parent Member. Consisting of parents of current California community college players.

Alumni Member. Consisting of graduated students who were actively involved in California community college tennis.

Corporate Member. Consisting of businesses interested in promoting California community college tennis.

In addition, an honorary membership shall be conferred upon any individual whose contributions to the sport of tennis have been widely recognized.

Voting. All Members shall have the privilege of attending the Annual Meeting, but only Head Coach Members may vote.

ARTICLE IV – OFFICERS

The Officers of this Association shall be a President, two Vice-Presidents, one from the South and one from the North, (one of whom is the President-Elect), Secretary-Treasurer, Membership Chair, and all Conference Representatives. All officers shall serve on an Executive Council that shall include the past three presidents.

ARTICLE V – MEETINGS

Association meetings shall be held as 1) section (North and South), chaired by the President or Vice-President respectively at least once during the season and 2) a general meeting chaired by the President at the State Community College Tennis Tournament site in May, and 3) special meetings convened by the President with the approval of the Executive Council.

ARTICLE VI – AMENDMENT OF CONSTITUTION

Any article, section or provision of this Constitution or its by-laws may be altered, amended, or repealed by the affirmative vote of no fewer than the majority of the total number of association members provided that any change shall first be submitted in writing to each member of the Association.

ARTICLE VII – RATIFICATION

This Constitution and its By-laws shall become ratified by the affirmative vote of no fewer than the majority of the total number of Association members.

BY-LAWS

ARTICLE I – MEMBERSHIP

Section 1 Membership shall consist of coaches actively engaged in coaching tennis in community colleges throughout the State of California and is contingent upon payment of membership dues.

The fiscal year of the Association shall terminate thirty (30) days after the annual meeting in May. The new final year shall begin September 1. Make this date consistent with the ITA. Any balance of dues remaining after payment of any and all authorized expenditures shall be maintained in the Association treasury and be used as budgetary considerations warrant.

Section 2 Honorary membership shall be conferred upon any individual whose outstanding contributions to the sport of tennis at the community college level are widely recognized. A candidate for honorary membership shall be nominated by the Executive Council and membership conferred after an affirmative vote of majority of the Association present at the annual meeting in May.

An honorary membership shall be for the life of the individual and will carry an exemption of all fees and dues. It shall include all rights and privileges except the right to vote.

An honorary membership may be conferred on an active member; however, during the period of such dual membership, the individual shall exercise only the privileges of an active member.

Section 3 Each term of active and allied membership shall be from the date of the State Board meeting each year.

ARTICLE II – REPRESENTATIVE AND VOTING

Section 1 Each Association member in good standing shall be entitled to one vote on any and all issues pertaining to community college tennis and/or organizational business.

Section 2 The Conference representatives may represent the vote of each Association member in his/her respective Conference at an Executive, section, annual or special meeting provided that a written communiqué indicating the member's vote and his/her signature is in the possession of the Conference representative at the time of the meeting.

Section 3 A majority of the active members attending any meeting shall constitute a quorum for the transaction of business.

ARTICLE III – OFFICERS

Section 1 The President shall be the Executive Officer of the Association and shall be elected every 2 years at the State annual meeting in May.

Qualifications for this office shall include that the candidate 1) be an active member of the CCCTCA, and 2) have served the previous term of office as the President-Elect.

The duties of the President shall be to:

act as the official representative of the Association to meetings conducted by the State Commission on Athletics and/or any other meetings of athletic organizations (i.e., Conference representatives Organization) as deemed necessary in all matters pertaining to community college tennis

interpret matters of eligibility and sport season as they are revised, added, or deleted by the State Commission on Athletics

select sites for an sectional, annual or special meeting

suggest changes and modifications in the Constitution and By-laws as necessary

appoint a substitute in the absence of other officers on the Association

serve on the Board of Directors in an advisory capacity without the right to vote upon the termination of his/her term of office.

Section 2 A Vice-President (President-Elect) shall be elected every 2 years at the State meeting in May.

Qualifications for this office shall include that the candidate be 1) an active member of the CCCTCA.

The duties of the Vice-President (President-Elect) shall be to:

accompany and/or represent the President to any and all meetings of the State commission on Athletics or other athletic organizations as deemed necessary in all matters pertaining to community college tennis

select a site and chair a sectional meeting prior to the annual meeting in May

have the minutes of all meetings at which the President or Secretary-Treasurer are absent recorded and forwarded to the latter individuals

the North and South Vice Presidents will work with the Conference Reps. to establish a singles and doubles ranking within their conference.

the North and South Vice Presidents will work together to establish a State singles and doubles ranking.

the rankings will be published four times during the season.

Pre-season rankings, using the previous years information, must be submitted by November 15th.

At the end of February.

2 Wednesday s before Ojai.

2 weeks after the State Tournament.

Succeed the President.

Section 3 A Secretary-Treasurer shall be elected every two years at the State meeting in May.

Qualifications for this office shall include that the candidate 1) be an active member of the CCCTCA

The duties of the Secretary-Treasurer shall be to:

record and publish all minutes of meetings

keep records of all funds received and expenditures paid

submit a budget statement at the annual meeting in May

send out notices of membership renewals and applications, meetings, rule interpretations or any other changes in the State Athletic Code, clinics, socials, and any other pertinent information

Section 4 Conference Representatives shall be elected by their respective conferences.

Qualifications for this office shall include that each candidate 1) be an active member of the CCCTCA and 2) coach or represent the tennis coaches in his/her respective Conference.

The duties of each Conference Representative shall be to:

serve on the Executive Council

attend Executive Council, sectional, annual or special meetings or appoint a substitute to represent his/her conference

gather information and/or votes from Association members (and non-members as special circumstances warrant in his/her Conference on all issues pertaining to community college tennis

assist the Vice-President in collecting information for publication in the monthly newsletter.

assist your respective Vice President to establish a singles and doubles ranking for your conference.

Submit your rankings to your respective Vice President four times a year.

Pre-season rankings, using the previous years information, must be submitted by November 8th.

The end of the third week in February.

Three Wednesday s before Ojai.

One week after the State Tournament.

ARTICLE IV – ORDER OF BUSINESS FOR ASSOCIATION MEETINGS

Section 1 The order of business for every Association meeting with

the exception of special meetings shall consist of the following:

Call to order
approval of Minutes
report of Officers
Report of Ad hoc Committees
Unfinished business
New business
Announcements
Election and installation of officer (annual meeting only)

Section 2 The Parliamentary Authority for this Association shall be
Roberts rules of Order (revised).