

# AIKEN AREA TENNIS LEAGUE 2012 CONSTITUTION

## **ARTICLE I: Name**

The name of this league is Aiken Area Tennis League. Hereafter referred to as AATL.

## **ARTICLE II: Purpose**

This league is a non-profit organization to promote interest in tennis through sponsorship of competitive play for members within the Aiken Area boundaries, as defined by the United States Tennis Association-South Carolina (USTA-SC) District, for all USTA sanctioned Leagues. The AATL will publish and maintain specific local league rules of play and endorse high standards of sportsmanship during league play through enforcement of the latest revision of the USTA publications "Friend at Court", and "The Code".

## **ARTICLE III: Affiliation**

The AATL shall be affiliated with the United States Tennis Association (USTA), USTA-Southern Section and USTA-SC District. By these affiliations, the AATL shall abide by the rules, principles, and obligations as set out in the rules and regulations of the USTA for USA League Tennis, as amended by both USTA-Southern and USTA-SC, as applicable to AATL. USTA-National (highest precedence), USTA-Southern Sectional, USTA-SC District, and AATL-Local define the order of precedence for Rules and Regulations. If a conflict in a rule or regulation for different affiliations occurs, the highest precedence affiliation version applies.

## **ARTICLE IV: Membership**

Any Aiken area person interested in participating in the AATL is eligible for membership through play in the current local league season. USTA membership is required for all league play and open to all individuals who reach eighteen (18) years of age prior to the end of the current league year.

## **ARTICLE V: Dues**

Each member of AATL shall pay dues through the Tennislink feature of the USTA.com website as part of the registration process fee for each team joined during the league year. Dues are determined by the AATL Board prior to each season and are based on anticipated funding requirements of the local league. Dues are voted on by the AATL Board and are deemed approved by a majority vote. Dues may be refunded under special conditions as documented in the AATL Local League Rules which are approved by the USTA-SC, published separately at the beginning of each league season, and made available for the entire AATL membership via publication on the AATL website.

## **ARTICLE VI: Officers and AATL Board**

USTA-SC will appoint a Local League Coordinator (LLC) to implement and administer the USTA League Tennis Program on the local level and have the authority to interpret the AATL Local League's rules, regulations, and procedures. The AATL Officers will consist of the LLC, Assistant League Coordinator(s), Treasurer, and Past Local League Coordinator if applicable. The AATL League Board consists of the Officers, Age Division representatives, Website Coordinator, and Media/Promotions Coordinator. The LLC will have the authority to accept additional volunteer Coordinators as needed to support AATL activities. The AATL Board will also have the authority to replace any Board member who resigns prior to the end of a league year. The AATL Board shall meet at the discretion of the Local League Coordinator, or at the special request of any Board member, given minimum notice of one week to contact Board and schedule meeting. For any Board vote at a meeting, a quorum of >50% of voting Board members is required.

## **ARTICLE VII: Meetings**

Section 1. The annual AATL Captains meeting shall be held during the month of January, as determined by the Local League Board. The LLC shall designate the location for the annual meeting. Notification will be sent via email using a distribution list of captains maintained by the LLC.

Section 2. Special meetings of AATL (e.g., additional Captain's meetings) may be called by the LLC at any time as needed.

Section 3. The AATL Board will meet twice per year, at a minimum, with additional meetings held at the request of any League Officer. These Board meetings will be limited to the League Board only. The meeting minutes will be reviewed by the Board prior to publication on [aikentennis.com](http://aikentennis.com).

Section 4. League Board—All members of the League Board are responsible for attending meetings called by the Local League Coordinator or Board Officers. If a member of the League Board is unable to attend a meeting, it is the responsibility of each member to vote in absentia given adequate explanation of the issue requiring a Board vote. The LLC will coordinate and document any absentia voting per the responsibilities documented in the following article.

## **ARTICLE VIII: Responsibilities**

### **Local League Coordinator:**

- Promote and support the growth of USTA League Tennis including recruiting and training volunteers to assist with league support activities.
- Lead AATL general membership and Board meetings.
- Complete all necessary state required paperwork/activities to support league operation and AATL team advancement towards National Championships.
- Develop and distribute calendars to Board members that correspond to National, Southern and State events/deadlines.
- Administer and enforce all Rules and Regulations from USTA, USTA-Southern, USTA-SC and provide final decisions related to AATL Rules and Regulations.
- Identify and resolve any local league issues.
- Be primary point of contact for entire AATL membership with regard to league scheduling, rule/regulation interpretations, facility usage coordination, and any other issue identified by AATL members.
- Provide information, completed forms and volunteer services, as requested by USTA-SC, to conduct USTA-SC state championships for all Leagues.
- Form/Accept committees or additional volunteer Coordinators deemed necessary to run the league including Grievance and Grievance Appeal Committees.
- Train Assistant League Coordinator(s) to become competent in all LLC responsibilities
- Complete yearly revision of rules and regulations of the leagues, obtain approval by USTA-SC, and distribute to AATL prior to beginning of league play.
- Providing Board approved minutes to the Website Coordinator for publication on AATL website.
- Issue Miscellaneous mailings/communications to AATL membership as deemed necessary by the League Board.

### **Assistant League Coordinator:**

- Non-Voting Member of AATL Board
- Assisting LLC at meetings for league coordinated.
- Responsible for helping to run the league programs and organize events to help grow the league. This includes helping with scheduling, making suggestions for growth opportunities and assisting members when possible.
- Other miscellaneous activities per the LLC.
- (If in training for LLC position) All activities as part of training to become the USTA-SC approved LLC.

### **Past Local League Coordinator:**

- Assist LLC as requested.

### **Treasurer:**

- Handling cash disbursements and deposits.
- Maintaining all accounts relative to AATL, including ordering checks, reconciling to bank statements and writing checks.
- Upon request, providing financial reports for review by the League Board.
- Coordinating and supporting 3-year financial review.

**Website Coordinator:**

- Non-Voting Member of AATL Board
- Maintaining all portions of the AATL website as current.
- Publication of League Scheduling, Standings, Rules & Regulations, Facilities, AATL Board Information, and other information used to promote the AATL on the website.
- Maintaining an AATL Board page that includes the current Constitution, Meeting minutes, and Board/Committee/Coordinator Contact information.
- Submit estimated annual expenses for website maintenance to Treasurer.

**Media/Promotions Coordinator:**

- Non-Voting Member of AATL Board
- Advertisement (e.g., banners, newspaper ads, mass email and mailings) of AATL and AATL Activities all over the CSRA, and at all championships to which AATL teams advance.
- Liaison between AATL, AATA, and other tennis bodies within boundaries of Aiken Area (as defined by USTA-SC).
- Attend Aiken Community Tennis Association meetings.
- Provide input to USTA-SC Western Area Director in regard to all league related information.

**Age Division Representative (1 year term for Adult, Senior, Super Senior):**

- Interface with Age-Division captains to notify LLC of any desired Policy/Rules changes.
- Interface with Age-Division captains to notify LLC of any desired league scheduling changes.
- Assist with Funfreeze tournament.
- Attend AATL Board meetings, and serve as voting representative for Age group.

**ARTICLE IX**

**Committees**

- The Local League Board – The AATL Board consists of members filling the positions listed in Article VIII.
- Local League Grievance Committee – volunteers identified by LLC at the beginning of each year for 1-year term, and defined in AATL Rules, published separately, for the various leagues throughout the year.
- Local League Grievance Appeals Committee - volunteers identified by LLC at the beginning of each year for 1-year term, and defined in AATL Rules, published separately, for the various leagues throughout the year.

**ARTICLE X**

**Financial**

- Dues will be used for operation of the AATL. Any disbursement outside of what is considered normal operating expenses must be approved by the League Board. Examples of normal operating expenses include, but are not limited to, state fees incurred for teams progressing to the State Championships, registering captains, eligible player refunds, postage for mailings, supplies to support AATL publications, USTA-SC form completion, website maintenance, and Board meeting expenses.
- LLC and Assistant LC (if necessary) travel expenses, not covered by the USTA-SC, shall be paid to attend USTA South Carolina meetings and Local League Coordinator meetings.
- AATL Board Members may be requested to attend State Championships for the purpose of serving as staff, committee member, or other support person representing the AATL. If such requests are made but not paid for by the USTA-SC, reasonable expenses for participants will be paid as the AATL Budget allows.

- Each Board Officer will maintain a record of spending activities and will present such record to the Treasurer. Expenditures paid through the AATL account will be monitored by the LLC and the Treasurer. Records kept by the LLC and the Treasurer will be compared and reconciled semi-annually, and a financial report with all account activity will be prepared for review by the Board Officers.
- Every three years, since 2009 (next due in CY2012), AATL financial records will be examined by an independent financial reviewer every three years, and a summary document generated that includes all findings and observations. AATL funds will be used to pay the reviewer for generation of this document if compensation is required.

**ARTICLE XI: Amendments**

This Constitution will be reviewed, revised if necessary, and approved (majority vote) by the AATL Board annually. The yearly Constitution update will be made available to the AATL membership through publication on Aikentennis.com.

The AATL rules will be revised annually by the LLC, and prior to each league season (e.g., Spring Adult/Senior, Mixed, Combo, Singles, Super Senior) with approval by the USTA-SC. AATL Board approval (majority vote) is required for new AATL specific rules added to an annual rules revision. USTA-SC requests for modification/revision of AATL Board approved local rules shall be performed by the LLC without approval by the AATL Board. The final version of league rules will be distributed to the AATL Board after USTA/SC approval.

**ARTICLE XII: Disclaimer**

Any situation not covered by the AATL Local League Rules and Regulations will be decided using applicable USTA USA League Tennis Rules and Regulations, USTA-Southern Rules and Regulations and USTA-SC Rules and Regulations.

**ARTICLE XIII: Diversity Statement**

The Aiken Area Tennis League welcomes all people who play, watch, support or enjoy the game of tennis in our facilities, events, tournaments, programs, membership and leadership and will not discriminate against any person on the basis of age, sex, race, ethnicity, creed, sexual orientation, physical condition or national origin. We recognize diversity is essential to achieve the mission of the USTA "To Promote and Develop the Growth of Tennis."

**2012 AATL BOARD MEMBERS**

Local League Coordinator	Eddie Estochen
Assistant League Coordinator (Mixed)	Debbie Lindburg (Non-Voting)
Assistant League Coordinator (Singles)	Jeff Gross (Non-Voting)
Past Local League Coordinator	Royce Borden
Treasurer	Michael Griffin
Website Coordinator	David Hoel (Non-Voting)
Media/Promotions	Robbie Wilson (Non-Voting)
Adult Division Representative	Lisa Adams
Senior Division Representative	Mo Garcia
Super Division Representative	Mary Abele