

# **BYLAWS OF CHINESE AMERICAN TENNIS SOCIETY OF NEW YORK, INC.**

## **(CATSNY)**

### **I. NAME**

The organization shall be known as the Chinese American Tennis Society of New York Inc. (hereafter "CATSNY" or "organization").

### **II. PURPOSES AND GOALS**

- A. To develop tennis as a part of a healthy lifestyle, including recreation, competition, and physical fitness.
- B. To offer training and clinics for various levels of tennis skills.
- C. To promote fair play and sportsmanship.
- D. To organize social and community events.
- E. To promote exchanges with other organizations with similar interests.

### **III. POLICY AND PROCEDURES**

#### **A. Fiscal Period**

The fiscal year shall be from the first of March to the last day of February of the following year, subject to change by the Board.

#### **B. Publications and News Releases**

CATSNY shall provide a website <http://catsny.org>, and provide news releases to Tri-state area media.

#### **C. Amendments**

The Board may amend this by-laws as appropriate. However, at least two thirds of the Board of Directors must vote to approve any amendments.

#### **D. No Compensation**

No Board of Directors, Officers, or any staff is entitled to any compensation, all personal efforts and contributions are considered voluntary, and are not subject to any compensation.

### **IV. OBJECTIVES AND ORGANIZATIONAL STRUCTURE**

#### **Overview**

CATSNY is an independent, non-profit Chinese American community organization incorporated under the not-for-profit corporation law of the State of New York.

CATSNY is a membership organization with a Board of Directors, officers, and various operational committees.

## **1. Membership**

1.1 Membership is open to all Chinese Americans and their families who are tennis enthusiasts, and reside in the tri-state area of NY, NJ and CT.

1.2 All members shall pay annual dues. The amount of dues shall be set by the Board of Directors annually. Dues shall be paid by the first of April annually.

1.3 Each active member is eligible to hold elected or appointed position in CATSNY.

## **2. Advisory Group**

2.1 Advisory Group Members shall be nominated by Board of Directors and approved with the approval of at least one half of the Board.

2.2 The size of Advisory Group is set by the Board annually.

2.3 Members can attend any Board meeting; at which time they may offer suggestions and advice.

2.4 Members cannot make approvals, decisions, nor can they vote on any matters pertaining to CASTNY.

## **3. Board of Directors**

### **3.1 Board Size**

Board of Directors shall consist of not less than eight individuals, to be determined by the board annually, by a majority vote. A director candidate is recommended by members of CATSNY. Candidate has to contribute USD 1,000 to CATSNY and subject to the approval of existing Board of Directors for the appointment.

### **3.2 New Board of Directors**

May be recommended by at least two Board of Directors and must be approved by a majority of board, whenever a vacancy appears as result of resignation, removal or expiration of directors' term.

### **3.3 Term**

Board of Directors shall serve a two year term and may serve another consecutive two years if re-approved.

### **3.4 Board of Directors Removal**

A Board of Directors can be removed by at least two thirds vote of the board, at any time, with cause.

### **3.5 The Board shall be the executive body, and shall:**

1. Once becoming a Director of CATSNY, the individual will become a candidate for the presidency position.

2. All Directors have the right to vote for the election of the new President.
3. Determine organizational, administrative policies and set direction for all activities of CATSNY. Such functions shall include but are not limited to:
  - Elect, remove and replace President and Officers of organization.
  - Approve yearly calendar of events and allocate budget.
  - Monitor activities and events carried out by officers and committees.
  - Review and approve audits.
  - Perform other duties as required.

### **3.6. Board Meetings**

Shall be held as necessary, called by President or by any board member, as long as all board members are notified.

## **4. Officers**

### **4.1 Officers Election**

Each officer shall be elected by majority of the board of directors and shall serve a two year term and may serve a consecutive term, if re-elected.

Termination of an officer requires a majority vote by the Board, at any time, with cause.

**4.2 President**, is the chief operating officer – COO:

New President is voted by the Board of Directors and is not open to all CATSNY members. This is to ensure that CATSNY is run and managed by a person who holds interest in managing and running CATSNY for the welfare of all members.

1. Together with other officers and committee directors, plan and carry out all organization activities.
2. Recruits, recommends and manages committee directors.
3. Reports to board on overall plan, budget and results.
4. Presides over board meetings.

**4.3 Two Vice Presidents**, are deputy COO's:

1. Assist president and share in responsibilities above, step in as co-COO in absence of, or in case of inability by President to perform.

**4.4 Treasurer**, is the Chief Financial Officer:

1. Responsible for budgeting, AR, AP, book keeping and financial reporting of all activities
2. Responsible for tax filings and bank accounts.
3. Reports to board on organization's finances and works with any audit.

**4.5 Secretary**, is the Chief Administrative Officer:

1. Responsible for record of meetings and resolutions
2. Responsible for any filings and record keepings
3. Responsible for correspondence with other organizations

## **5. Committees**

Are the operational groups that are responsible for detailed planning, preparation, promotion and

carrying out the activities.

### **5.1 Committee Directors**

Are appointed by the Board upon recommendation by the President, sometimes co-directors are appointed, and are responsible for all activities within the committee, and report to President and Vice Presidents.

Each director may be invited to attend board meetings, and may recruit one or more staff members to assist them.

### **5.2 Committee Plan and report**

To be considered for approval and to be included in the organization's calendar of events, each director shall submit an activity plan, detailing:

1. description of proposed activity
2. target audience or participants
3. benefits and justification
4. budget with itemized costs
5. date, time and place
6. resources required, in terms of facilities, man-hours, equipments etc.
7. promotional strategy

After each activity, the director shall submit a report detailing the results as compared to the plan, including all financial transactions.

Committees consist of following, additions and removals can be recommended by President or committee director:

### **5.3 Tournaments**

Organize various competitions, by level, gender, age group, singles or doubles etc, for members as well as open to Chinese American Community, and in conjunction with other organizations.

### **5.4 Teams**

Organize tennis teams representing organization in team competition in USTA/USA League, as well as in team meets with other organizations, from other regions.

### **5.5 Social**

Organize less competitive, more social functions such as tennis parties, picnics, golf outings, ski trips.

### **5.6 Training**

Organize tennis lessons, practice sessions in various levels, fitness and health seminars as well as tennis camps.

### **5.7 Rating**

Organize ratings sessions and help Tournament and Teams committees in establishing players' NTRP ratings, resolving disputes in ratings.

### **5.8 Public Relations**

Organize fund raising events, recruit sponsors, contributors and benefactors for every event or activity, to supplement revenue shortfalls, and to raise funds for future activities.

Market and promote healthy image of organization to media and community. Sell advertising on Newsletters, members directory and website. Participate in promotions of all activities.

### **5.9 Newsletter**

Write and edit articles on all activities, publish newsletter on a periodic basis, not less than quarterly, and be the main contributor to website content. Prepare news releases. Participate in promotions of all activities.

### **5.10 Webmaster**

Set up and maintain website, including uploading contents, e-mail management, online registrations and correspondences. Manage hosting, security, performance and availability of website as the primary communications venue for the organization.

### **5.11 Membership**

1. Promote membership and screen applications.
2. Maintain Members Directory.
3. Assist in distribution of e-mail and paper mail correspondence to members.
4. Conduct period member surveys as to their socio-economic-demographic conditions, as well as preference in activities, suggestions and complaints.