

POLICIES AND PROCEDURES  
OF  
HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.'S  
TENNIS COMMITTEE

I  
PURPOSE

Section 1. Establishment. The Tennis Committee (hereafter referred to as the Committee) is an advisory body appointed by the HBTS Board of Directors (BOD) in matters related to HBTS Tennis.

Section 2. Referrals. The HBTS BOD or General Manager (GM) may refer matters to the Committee for research and/or review.

Section 3. Advise the BOD and GM in tennis issues and act as liaison between BOD and GM and tennis community at large.

II  
MISSION STATEMENT

Advise the BOD and GM on tennis issues and act as liaison between the BOD and GM and tennis community at large and provide an advisory resource for research and development of action plans to build, strengthen and grow the HBTS tennis program.

III  
COMMITTEE MEMBERS

Section 1. Membership. The Committee will consist of five or seven members. All members of the Committee will be nominated by the Tennis Club and appointed by the BOD. Nominations to the Committee should represent the demographics of the HBTS tennis community.

Section 2. Term. Committee members will serve for one year from date of appointment. Members will not serve on the Committee for more than 2 years in any 5-year period.

Section 3. Qualifications. Committee members shall be members of the HBTS Association and 18 years of age or older.

Section 4. Powers. The Committee is an advisory body which serves at the pleasure of the BOD. It has no power to commit any funds, or enforce any rule or penalty. The Committee may:

- (a) Recommend adoption of rules and regulations governing tennis programs.
- (b) Review and recommend action plans to address tennis-related issues.
- (c) Assist in the development of tennis programs in HBTS.

Section 5. Duties. It shall be the duty of the Committee to:

- (a) Keep a complete record of all its meetings.
- (b) Review the state of the tennis program and facilities and recommend improvements as needed.
- (c) If requested by the BOD or GM, provide budget recommendations to support the tennis program.

Section 6. Vacancies. The Tennis Club will nominate a candidate for appointment by the BOD.

Section 7. Quorum. A quorum at Committee meetings shall consist of a majority of the entire Committee. All matters considered by the Committee will require a majority vote of the entire Committee before recommendation may proceed to the GM or BOD.

Section 8. Adjourned Meetings. If at any meeting of the Committee, less than a quorum is present, the majority of those present may adjourn the meeting. No further notice need be given of an adjourned meeting.

Section 9. Presiding Office. The presiding office of the Committee's meetings shall be the BOD appointed Chairperson. In the absence of the Chairperson or Vice-Chairperson the members present shall designate one of their numbers to preside.

Section 10. Regular Meetings. The Tennis Committee shall meet every fourth Thursday of every month at 11:30 starting January 2012.

Section 11. Agenda. The order of business at Committee regular meetings shall be:

- a. Call of roll
- b. Proof of due notice of meeting
- c. Approval of minutes
- d. Reports
- e. Unfinished business
- g. New business
- h. Adjournment

Section 11. Removal of Committee Members. Any committee member may be removed by the Committee when, in the judgment of the Committee, the best interests of the HBTS Association will be served. Removal will require a two-thirds (2/3) vote of the entire Committee and approval of the BOD. The BOD may remove any member of the Committee at will and without notice.

### III

#### OFFICERS

Section 1. Officers. The officers of the Committee shall be a BOD appointed Chairperson and a Vice-Chairperson, and a Secretary, whom shall be elected by the Committee members.

Section 2. Chairperson. The Chairperson shall be the chief executive officer of the Committee and shall call meetings, ensure minutes are recorded and report recommendations to the GM and/or BOD, as appropriate.

Section 3. Vice-Chairperson. The Vice-Chairperson, in the absence or disability of the Chairperson, shall exercise the powers and perform the duties of the Chairperson, assist the Chairperson and perform such other duties as shall be prescribed by the Committee.

Section 4. Secretary. The Secretary shall keep the minutes of all proceedings of the Committee, post meeting notices and schedule meeting location.