

BY LAWS
MIDDLE STATES ASSOCIATION OF TENNIS OFFICIALS

I. NAME

This organization shall be known as Middle States Association of Tennis Officials (MSATO), a part of United States Tennis Association Middle States Section (USTA MS).

II. NATURE OF MSATO; RELATION TO USTA MS

MSATO is an administrative unit of the USTA MS. It is not a separate legal entity and is subject to the Bylaws, rules, regulations and standing orders of the USTA MS, which shall prevail in the event of a conflict.

III. PURPOSE

The purpose of MSATO is to promote the sport of tennis by recruiting, training, developing, and supporting tennis officials; and to provide professional, competent tennis officiating within USTA MS.

IV. JURISDICTION

MSATO shall have jurisdiction over the territory designated from time to time by the USTA as USTA Middle States Section.

V. MEMBERSHIP

- a. Full membership shall be open to persons who:
 1. maintain certification and meet professional standards as USTA tennis officials; and
 2. pay such annual dues as may be set by MSATO Council; and
 3. reside within the geographic boundaries of USTA MS section or establish intent to be a member of MSATO by submitting work records to the USTA MS Sectional Chairman by the required annual deadline.
- b. Associate memberships shall be open to persons who:
 1. maintain certification and meet professional standards as USTA tennis officials; and
 2. reside outside the geographic boundaries of USTA MS; and
 3. pay such annual dues as may be set by MSATO Council.
- c. Council, in its discretion, may award Honorary and Special memberships with consent of the person upon whom such membership is bestowed.
- d. Associate, Honorary and Special members shall not: hold office; serve on Council; chair committees; or vote in General Elections or in General Meetings.
- e. Council shall establish annual dues for MSATO members and may exempt Honorary or Special members from payment of dues.

VI. ORGANIZATION

a. MSATO Council

1. Council shall be the governing committee of MSATO with full supervisory and administrative authority over its entire business and financial affairs, subject to the directions of the members expressed in resolutions duly passed at General Meetings. Annually or when deemed appropriate, Council shall be responsible for the selection and approval of those MSATO members qualified to be recipients of various sectional or national level Achievement/Service Awards.
2. Council shall consist of the following persons, who may not hold more than one seat except for the President who may also serve as MS Sectional Chair and/or USTA MS Board Liaison.
 - i. USTA MS Sectional Chair of Officials
 - ii. President
 - iii. Vice President
 - iv. Secretary/Treasurer
 - v. Chair of Officials from each USTA MS six (6) districts or designated district liaison and shall not be the sitting MS district president. District Chairmen shall be nominated by the district president and must be approved by majority vote of the officers of MSATO.
 - vi. Immediate Past President of MSATO Council
 - vii. Four (4) Members at Large
 - viii. Up to two (2) Presidential Appointees appointed by Council President and confirmed by a majority vote of Council Membership.
3. Notice of a Council meeting shall be given to Council members in writing at least fifteen (15) days prior to the meeting. Seven (7) Council members, one of whom shall be the President or Vice President, shall constitute a quorum for the conduct of business.
4. Council may by the affirmative vote of two-thirds of its members remove any member/officer for cause or suspend any member/officer pending a final determination that cause exists for removal.
5. Council shall hear:
 - i. an appeal from a determination by the MSATO Grievance Committee; and
 - ii. an appeal or grievance of a member, submitted in writing, not related to tennis officiating including, but not limited to, procedural matters, financial questions or matters of governance. An appeal or grievance shall be decided in accordance with procedures set by Council which, in the discretion of Council, may include submission for final decision to the members at a General Meeting.

6. Council shall submit its recommendation for USTA MS Sectional Chair of Officials to the USTA MS President prior to the USTA MS Annual Meeting or at such time as is appropriate.
7. Meeting Procedures
 - i. One or more Council members may participate in a meeting of the Council or of a committee of the Council by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and all Council members so participating shall be deemed present at the meeting.
 - ii. At all meetings of the Council or General meetings, the procedures outlined in Robert's Rules of Order shall be followed.
 - iii. If at least 80 percent of the Council consents, an issue, with the exception of Bylaw changes, may be decided by an email vote.
- b. Officers– The following shall be officers of MSATO Council performing the duties customarily attributed to the office held:
 1. President – The President shall be elected by the Council at the last Council meeting in even number years for a two (2) year term not to exceed two (2) consecutive terms. The President shall preside over Council and General Meetings. In addition, the President shall have general supervisory authority over the affairs of MSATO, subject to the authority of the Council and shall see that all orders and resolutions of the Council are carried into effect.
 2. Vice President– The Vice President is elected by the MSATO membership for a two (2) year term not to exceed two (2) consecutive terms at the commencement of the term of the President. The Vice President shall assist the President in the performance of duties and shall exercise all powers of the President in the event of the President's absence, resignation, incapacity, or death.
 3. Secretary/Treasurer – The Secretary/Treasurer is elected by the MSATO membership for a term of two (2) years at the commencement of the term of the President and is eligible for renewal to a second term not to exceed two (2) consecutive terms. The Secretary/Treasurer shall submit regular financial reports to Council, prepare and present an annual budget and oversee MSATO expenses. In addition, the Secretary/Treasurer shall record and keep minutes of all Council meetings and MSATO Annual meetings or designate the authority to another to do so.
 4. In the event any of the foregoing Officers shall resign or otherwise be unable to serve, Council shall appoint an Acting Officer until the position is filled.
- c. Non-Officers -

1. A District Chairman's term on Council is not subject to term limitations and may be renewed every two (2) years as long as mutually agreeable. Members At Large and Presidential Appointees, may serve three (3) consecutive or nonconsecutive two (2) year terms for a total of six (6) years unless they have moved they have moved into an officer position at which point those term limits apply. Once a Council member has fulfilled the term limits as either a non-officer or officer, the individual will not be eligible to serve on Council again until four (4) consecutive years have passed.

VII. GENERAL MEETINGS

- a. General Meetings, open to all members, shall consist of Annual Meetings and Special Meetings.
- b. An Annual Meeting shall be held each year at such other time as Council shall determine. Notice of an Annual Meeting shall be given to members in writing by Council at least thirty (30) days prior to the meeting.
- c. A Special Meeting may be called:
 1. At any time by three (3) members of Council, one of whom shall be the President or Vice President; or
 2. Upon written petition to Council by fifteen (15) percent of the members, provided that the necessary petition signatures are obtained within sixty (60) days of the first petition signature. Notice of a Special Meeting shall be given in the same manner as notice of an Annual Meeting.
- d. A quorum at any General Meeting shall consist of those members in attendance, but not less than ten (10) percent of the MSATO membership. Failure to obtain a quorum shall not necessitate a rescheduling of an Annual Meeting prior to the following year's Annual Meeting. A Special Meeting at which there is a failure to obtain a quorum may be rescheduled in the manner set forth in paragraph C above.

VIII. STANDING COMMITTEES

The President shall appoint Council members to Chair and/or serve on standing committees and such other committees as determined by Council, for two (2) year terms, except for the Nominating Committee, which shall be appointed by the Council for the duration of an election year. The President may appoint non-council members to serve on committees as deemed necessary.

The standing committees shall be:

- a. **Training & Evaluation** – The committee shall consist of a member of Council, as Chair and all designated Sectional Trainer/Evaluators. The committee shall:
 1. With the approval of Council, develop and implement MSATO

standards and qualifications in addition to USTA certification for all Middle States tennis officials.

2. Schedule and organize annual USTA Certification schools to be held in MS section in addition to providing professional training opportunities for members seeking advanced USTA certifications, standards and qualifications.
 3. Organize formal performance evaluations of tennis officials at tournaments held in USTA MS whenever possible.
 4. Perform other training or evaluating duties as may be assigned by Council.
- b. **Grievance** – The committee shall consist of a minimum of three (3) members, two (2) of which must be members of Council appointed by the Council President. Geographic representation should be considered when appointing committee members.
1. The Committee shall hear and adjudicate, in accordance with procedures determined by the committee, any grievance received in writing by a member regarding membership, certification, qualification, evaluation or conduct as a tennis official.
 2. Appeals to the MSATO Grievance Committee’s decision must be made in writing within ten (10) days of the decision to the Chair of the MSATO Grievance Committee. Appeals to the MSATO Grievance Committee’s decision will be heard and decided by the MSATO Council. Any Council members involved in the Grievance or MSATO Grievance Committee members will recuse themselves from the proceedings.
- c. **Nominating and General Election** – The committee shall consist of three (3) members (two council and one non-council) to be appointed by the council at its spring meeting in the (even numbered) year of a general election. The committee shall develop and submit a slate of candidates for approval by Council at its fall meeting.
1. A written notice of a call for nominations shall be sent to all MSATO members no later than June 1st of an election year. MSATO members may nominate themselves or other MSATO members. A completed nomination form must be submitted by each nominee.
 2. A general election slate shall consist of nominee(s) for four (4) Member-at-Large seats, nominee(s) for Vice President and nominee(s) for Secretary/Treasurer.
 3. The slate shall be published to the general membership within 7 days of council’s approval.
 4. The committee shall develop an official general election ballot and voting instructions to be mailed to all voting members on or before November 1st of an election year. Election ballots must be returned by December 20th of an election year by means specified in the Nominating Committees policies and procedures document as

- approved by Council.
5. Council President will only vote in an election in the event of a tie to cast the deciding vote.
 6. Election results will be announced at the Annual Meeting and by email to the entire MSATO membership by the Council President.
- d. **Collegiate Scheduling** - The committee shall consist of a minimum of three (3) members appointed by the President for a two year term; a Chair who shall be a member of Council, a Co-Chair, who may or may not be a member of Council, and a third member who may be considered to have apprentice status. Any additional member(s) may or may not be a member of council but must be MSATO members.
1. The committee shall be responsible for the equitable assigning of MS ITA certified officials to participating Division I, II, and III colleges/universities in MS using an approved electronic or manual system for scheduling.
 2. Team scheduling fee increases shall be proposed to Council for approval as determined necessary by the committee to cover administrative costs for each participating school.
 3. Officiating fees for all Division I, II, III dual matches and tournaments shall be proposed annually by the Committee to Council for approval.
 - i. Approved fees are firm and non-negotiable.
 - ii. Officiating fee schedule shall be published and made public to all participating schools and officials through an approved electronic method or manually.

IX. **AMENDMENTS**

- a. Amendments to the Bylaws may be proposed by:
 1. Council: or
 2. Twenty (20) percent of the MSATO membership by petition to Council, provided that the necessary petition signatures are obtained within twelve (12) months of the first petition signature.
- b. Bylaw amendments shall be approved by majority vote of Council at any council meeting.
- c. Bylaw amendments shall be presented to members at the next General Meeting and included in the notice of the meeting. Approval of Bylaw amendments may be accomplished at a General Meeting, after obtaining a quorum by a two-third (2/3) vote of the members present.