

# OKLAHOMA TENNIS COACHES ASSOCIATION CONSTITUTION

## ARTICLE I

The name of this organization shall be the: Oklahoma Tennis Coaches Association (also known as the OTCA).

## ARTICLE II

### CREATION OF THIS ORGANIZATION

This organization was created with the consent of a representative group of tennis coaches.

## ARTICLE III

### OBJECTIVES:

The objectives of the OTCA shall be:

- a) To help maintain the highest possible standards in athletics and the coaching profession and to work together for the improvement of the conditions in Oklahoma High School Tennis.
- b) To secure a better understanding of the problems of high school coaching and to place at the disposal of coaches sources of information
- c) To endeavor to improve all phases of high school tennis by aiding the coaches in securing a more thorough understanding of the sport.
- d) To have a representative group of coaches to which may be referred athletic problems of general interest in the hope of creating better relationships between schools, players, fans, and officials.
- e) To promote a good fellowship and social contacts among coaches.

## ARTICLE IV

### MEMBERSHIP

Section I... There shall be two classes of membership in the OTCA, Active and Associate.

Section II... Active memberships shall include those actively engaged in the profession of coaching or promoting tennis in the schools in good standing with their States Activities Association.

Section III... Associate membership shall include any individual who is interested in the tennis coaching field, but who is not actively coaching at the time of enrollment.

## ARTICLE V

### CANCELLATION OF MEMBERSHIP

Section I... Membership in the OTCA shall be suspended at the end of each fiscal year. Suspension shall be lifted with the payment of annual dues.

Section II... Membership may be suspended by two-thirds vote of the Advisory Board.

Section III... Any member whose membership has been cancelled led by a vote of the Advisory Board may appeal directly to the Association for reinstatement at a regular annual meeting held during the Oklahoma Coaches Association Convention. The action of the majority of the members present shall be final.

Section IV... Members leaving their active support of coaching roles during a membership year shall automatically be associate members for the remainder of their membership year. An active member changing schools after enrollment takes that membership with them is such membership was purchased by the member. Membership purchased by the school of such a member remains with the school that purchased the membership.

## **ARTICLE VI**

### DUES

Section I... Annual membership dues of the OTCA shall be determined by the Advisory Board. OTCA needs, inflation, operating costs, and services shall guide that determination. Active and Associate memberships shall commend the same dues.

## **ARTICLE VII**

### VOTING

Section I... Only Active members shall be allowed to vote.

Section II... Voting shall be either by voice or ballot.

## **ARTICLE VIII**

### OFFICERS

Section I... A President and a President-Elect of the Executive Board shall be elected annually by members of the Association to serve one year with the President-Elect assuming the presidency at the expiration of the President's term.

Section II... In order to be eligible for the office of President or President-Elect, the candidate must have served at least one year as a member of the Advisory Board.

Section III... The Secretary/Treasurer of the Executive Board may be selected from within or without the coaching profession. The term of the Secretary/Treasurer shall be indefinite due to the continuing responsibilities and the financial responsibility of the office. Upon resignation or removal by two-thirds vote of the Advisory Board, the position will be filled by election.

Section IV... The Executive Board (President, President-Elect, Secretary/Treasurer, and Executive Director) shall have at their discretion the responsibility for creating and filling special appointive offices to meet the needs of the Association. Such offices can be eliminated by the Advisory Board.

## **ARTICLE IX**

### DUTIES OF THE OFFICERS

Section I... It shall be the duty of the President and President-Elect to perform such duties as pertain to their respective offices. These duties are described at the end of this constitution and made a part of this document.

Section II... It shall be the duty of the Secretary/Treasurer to perform such duties as pertain to their respective offices. These duties are described at the end of this constitution and made a part of this document.

Section III... It shall be the duty of the Executive Director to perform such duties as pertain to their respective offices. These duties are described at the end of this constitution and made a part of this document.

## **ARTICLE X**

### ADVISORY BOARD

Section I... The Advisory Board shall consist of an Executive Board (President, President-Elect, Secretary/Treasurer), and Class Representatives.

Section II... Class Representatives will be elected by the membership of the OTCA. Such election will be made for a two year term.

Section III... Election of the Advisory Board members shall be a function of the annual meeting at the OCA Convention. AMENDMENT I... Any Advisory Board member's duties shall cease immediately if the member or the school he/she represents changes classification prior to the end of his/her term. A nomination of a new board member and a subsequent vote of the general membership to fulfill the current term of the vacated position shall take place at the next general business meeting.

Section IV... The classification of tennis in Oklahoma is divided into three groups: Class 5A, 4A, and 3A. There shall be three board members from each class serving alternating two year terms. This gives the Advisory Board a total of nine members plus the Executive Officers. AMENDMENT II... Effective for the 08-09 school year – Classes will be 6A, 5A, and 4A.

Section V... With reclassification or addition of new classes within tennis, it will be the express responsibility of the Advisory Board to provide reorganization to the directorship

to provide equitable representation for all classes. Such equitable representation should be based on the number of teams per class as near as feasible and reasonable.

Section VI... The Advisory Board shall have complete control and management of the affairs, funds, and property of the OTCA.

Section VII... Advisory Board members are re-eligible for re-election after a two year absence from the Advisory Board and/or office. AMENDEMNT III... or a one year absence in the case of Article X, Section III, Amendment I.

Section VIII...Advisory Board membership may be suspended by two-thirds vote of the Advisory Board.

## **ARTICLE XI**

### COMMITTEES

Section I... The Executive Board shall have the power to appoint any necessary committees or make any emergency decisions concerning the OTCA.

## **ARTICLE XII**

### ELECTION OF OFFICERS

Section I... Nominations shall be made by the Advisory Board and/or from the floor in an open meeting.

Section II... The election shall be under the direction of the highest officer not in contention.

Section III... The candidate for each office who receives the majority of votes cast for that office shall be elected.

## **ARTICLE XIII**

### MEETINGS

Section I... The regular meetings of the OCTA shall be held at the annual OCA Convention and the OTCA Winter Clinic.

Section II... The quorum shall consist of the active members present.

Section III Advisory Board meetings will be called at least every season to nine weeks of the school year. These meetings will take place in November, February (the Winter Clinic), April (assignment of teams to a regional), May (for the selection of the All State players), and in July (the OCA summer clinic).

## **ARTICLE XIV**

## ORDER OF BUSINESS

Section I... The usual order of business shall be as follows:

- Call to order by the President
- Reading of the minutes of the previous meeting
- Financial report
- Report of the Advisory Board
- Committee reports
- Old Business
- New Business
- Adjournment

## **ARTICLE XV**

### AMENDMENTS

Section I... Any proposed amendment shall be submitted in writing to a member of the Advisory Board.

Section II... The proposed amendment(s), together with the opinion of the Advisory Board, shall be read at the general meetings in February and July.

## **ARTICLE XVI**

### ALL STATE GAMES AND TEAM SELECTIONS

Section I... The OTCA and OCA will sponsor an annual All State Tennis Match to be held in July in conjunction with the OCA Convention. The Advisory Board will have the sole authority to choose, with the approval of the OCA, the site of the annual All State matches.

Section II... Rules, regulations, and standards governing the selection procedures for the All Staters shall be established by the OTCA Advisory Board, with the approval of the OCA.

## **ARTICLE XVII**

### DUTIES OF THE ADVISORY BOARD

Section I... The duties of each Advisory Board member shall consist of:

1. Attend all meetings of the Advisory Board
2. Serve as an advisor to the Executive Officers
3. See that the nominations for All Staters are completed at the Regional Tournament sites.
4. Meet and select the All Staters at both the Girls and Boys State Tournaments.
5. Cooperate with the Executive Director of the OSSAA in the seeding of the State Tournaments.

6. The Executive Committee will notify the Advisory Board and the Executive Officers of the time and place of the meeting for selecting the All State players. The OCA will select the two coaches.
7. The All State teams and coaches will be announced by the OCA.
8. The All Staters will be seniors only. Eight girls and eight boys plus one coach will be selected from the West schools, and eight girls and eight boys plus one coach will be selected from the East schools. The East All Staters will come from Regions 2, 3, 6, and 7. The West All Staters will come from Regions 1, 4, 5, and 8.
9. The OCA Board shall select one All State Coach for the West All State Team and one All State Coach for the East All State Team. Membership in the OCA is required for All State players and coaches.
10. Sites for the All State match and annual Winter Clinic will be determined by the Advisory Board.
11. Speakers for the OTCA at the Winter Clinic and the OCA Convention are to be submitted to the Advisory Board.
12. Membership in the OTCA is required for All Star selections.

## **ARTICLE XVIII**

### FISCAL YEAR

Section I... The fiscal year of the OTCA will be from August 1 to July 31.

AMENDMENT 4... The fiscal year of the OTCA will be from July 1 to June 30.

OTCA Advisory Board  
Job Descriptions

I. PRESIDENT

- A. Schedule all meetings for the OTCA
  - 1. Schedule date, time, and location
  - 2. Locate and confirm speakers for Winter and Summer Clinics
  - 3. Print agendas
  - 4. Chair all meetings
  - 5. Approve all expenditures

II. PRESIDENT-ELECT

- A. Assist President with all business for the following year's presidency
- B. Assist with Clinics in whatever position necessary

III. SECRETARY / TREASURER

- A. Supervise correspondence for the OTCA
- B. Maintain rosters of OTCA members
- C. Maintain the OTCA website
- D. Send out notices of meetings to all members
- E. Minutes
  - 1. Take minutes of all meetings
  - 2. Read minutes of last meeting
- F. Assist with registration
- G. Write letters and thank you notes for the OTCA
- H. Consult with Executive Director
- I. Print All-State and All-Star rosters
- J. Maintain all OTCA accounts
- K. Compile and present financial reports as needed
- L. Complete and file all necessary paperwork for
  - 1. Tax purposes

2. Grants from the ODTA
  3. Donations to the OTCA
- M. Coordinate with Tournament Director of all OTCA sponsored tournaments
- N. Handle all dues and fees at Winter and Summer Clinic and All-State Matches
- O. Issue receipts for dues and fees
- P. Get approval of expenditures from Executive Director and/or President

#### IV. EXECUTIVE DIRECTOR

- A. Order all plaques
1. Outgoing President
  2. Coaches of the Year
  3. Players of the Year

#### V. ADVISORY BOARD MEMBERS

- A. Attend all meetings of the OTCA
1. Summer Clinic
  2. OCA All-State Games
  3. Fall Meeting (November)
  4. Winter Clinic (February)
  5. Regional Assignment Meeting (April)
  6. All-State Selection Meeting (May)
- B. Make decisions concerning OTCA
- C. Make regional assignments for each class
- D. Supervise state seeding meetings for each class
- E. Serve on All-State Selection Committee
- F. Assist Officers at the All-State Games
- G. Resolve conflicts between Coaches and/or Schools