



APTUA

Atlanta Professional Tennis Umpires Association



CONSTITUTION

Adopted June 1, 1995

BY-LAWS

Amended January 3, 2016

STANDING ORDERS

Amended January 3, 2016

TABLE OF CONTENTS

<u>CONSTITUTION</u>		<u>PAGE</u>
Article I:	NAME.....	1
Article II:	PURPOSE.....	1
Article III:	AFFILIATION.....	1
Article IV:	MEMBERS AND MEMBERSHIP	1
Article V:	OFFICERS AND DIRECTORS	1
Article VI:	COMMITTEES.....	1
Article VII:	MEETINGS	1
Article VIII:	AMENDMENTS	1
 <u>BY-LAWS</u>		
Article I:	OFFICE.....	2
Article II:	MEMBERS	2
	A. Eligibility	2
	B. Membership Classes	2
Article III:	VOTING RIGHTS	2
Article IV:	DUES	2
Article V:	MEETINGS	3
	A. Annual Meeting	3
	B. Special or Periodic Meetings	3
	C. Quorum	3
Article VI:	OFFICERS AND DIRECTORS	3
	A. Definition	3
	B. Nominations.....	3
	C. Election and Term.....	4
	D. Duties and Authorities	4
Article VII:	THE BOARD.....	5
Article VIII:	NOMINATING COMMITTEE.....	5
Article IX:	SUSPENSIONS AND TERMINATION OF MEMBERSHIP.....	5

Article X:	GENERAL	6
	A. Fiscal Year	6
	B. By-Law Revisions.....	6

STANDING ORDERS

Article I:	GENERAL REGULATIONS	7
Article II:	CERTIFICATION OF APTUA MEMBERS	7
Article III:	PROFESSIONAL STANDARDS GOVERNING APTUA MEMBERS	7
Article IV:	COMPLAINT PROCEDURE	8
Article V:	ADMINISTRATION OF TOURNAMENTS	8
	A. Solicitation of Umpires.....	9
	B. Staffing Guidelines	9
	C. Record Maintenance	10
Article VI:	DISTRIBUTION OF APTUA FUNDS	10
	A. Treasurer	10
	B. Record Maintenance	10
	C. Distribution of Eligibility.....	11
Article VII:	REVISIONS TO STANDING ORDERS	11

CONSTITUTION

Article I: NAME

This organization shall be known as the Atlanta Professional Tennis Umpires Association, hereinafter referred to as APTUA.

Article II: PURPOSE

APTUA is a Georgia not-for-profit association devoted (1) to the encouragement and improvement of tennis officiating; (2) to the recruitment and training of umpires to officiate fairly and impartially; (3) to the certification of professional competence of its members; and (4) to the staffing and officiating of tennis events on a fee basis.

Article III: AFFILIATION

APTUA is a non-affiliated independent organization.

Article IV: MEMBERS AND MEMBERSHIP

Acceptance of members shall be as provided in the By-Laws.

Article V: OFFICERS AND DIRECTORS

The Officers of APTUA shall be a President, a Vice President, a Secretary and a Treasurer. These Officers, plus the Director of Staffing, two (2) at-large Directors and the immediate past President of APTUA, shall constitute the Board of Directors, hereinafter referred to as “the Board”. All officers and directors, except the immediate past President, are to be elected by the membership. The duties, terms of office and manner of election of Officers and Directors shall be as provided in the By-Laws.

Article VI: COMMITTEES

The affairs of APTUA shall be managed by the Board. Standing committees may be created by a resolution of the Board. Ad Hoc Committees may be appointed by the President.

Article VII: MEETINGS

The Annual Meeting and special and periodic meetings of APTUA shall be held as provided in the By-Laws.

Article VIII: AMENDMENTS

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the voting members present and voting or represented by proxy (which may be given by mail or email to the President) at the Annual or special meeting of APTUA. At least 30 days prior to such meeting, written notice of the proposed amendment shall be mailed or emailed to each member.

BY-LAWS

As amended January __, 2016

Article I: OFFICE

The office of APTUA shall be located in such place as the Board shall designate.

Article II: MEMBERS

A. Eligibility

A person shall become eligible for membership when he or she (1) has completed a membership application, (2) has made payment of the annual membership fee, (3) is a member in good standing with the USTA and (4) is USTA or ITA certified or working toward USTA certification in the next calendar year. Those meeting the eligibility requirements shall also be required to be elected to membership by majority vote of the Board.

B. Membership Classes

There shall be two (2) classes of membership in APTUA:

1. Dues-Paying Members. Each dues-paying member shall meet the prerequisites for becoming a member in Article II.A. All dues-paying members are eligible to vote.
2. Honorary Members. Honorary members may be elected by a majority vote of the Board for special service to tennis or to the Association and are not required to pay annual dues. Honorary members are elected for life membership. Honorary members are eligible to vote.

Article III: VOTING RIGHTS

Each member shall be eligible to vote on all matters upon which the membership shall be required to vote. Each member is entitled to one vote.

Article IV: DUES

Each member shall pay annual dues in an amount determined by the majority vote of the Board. If any member's dues remain unpaid on the first day of January, his or her membership shall be terminated as of that date.

Article V: MEETINGS

A. Annual Meeting

An annual meeting of APTUA shall be held between December 1st and March 31st on such date and at such place as determined by the Board. At least 14 days written notice (which notice shall be deemed given when mailed or emailed) of the date, time and place of the meeting, together with the agenda, any proposed By-Law changes and report of the Nominating Committee shall be included with said notice. Members may be represented by proxy at the annual meeting. The business of the meeting shall include:

1. Verification of those present and entitled to vote including proxies, by one teller appointed by the President, or other presiding Officer, at the outset of the meeting.
2. Reading of minutes of the preceding meeting and action thereon.
3. Reports of Officers.
4. Reports of Committees.
5. Unfinished Business.
6. Election of Officers and Directors.
7. New Business.

B. Special or Periodic Meetings

Special or periodic meetings of the membership may be called at any time by the President or by any four members of the Board. At least 14 days written notice similar in content to that of the annual meeting will be sent by mail or email to every member.

C. Quorum

For an annual meeting, the required quorum shall be twenty percent (20%) of the membership, either present and voting or represented by proxy. For special or periodic meetings, the required quorum shall be forty percent (40%) of the members present and voting or represented by proxy.

Article VI: OFFICERS AND DIRECTORS

A. Definition

The Officers and Directors of APTUA shall be a President, a Vice-President, a Secretary, a Treasurer, a Director of Staffing, two (2) at-large Directors and the immediate past President. Except for the immediate past President, all positions to be elected by the members.

B. Nominations

Candidates for election as Officers and Directors shall be members and shall be nominated, with the consent of the nominee, by a Nominating Committee, or may be

nominated, with the consent of the nominee, from the floor by a member at the Annual Meeting. Elections shall be held at the Annual meeting for those Officers and Directors whose term has expired.

C. Election and Term

Officers and directors, with the exception of the immediate past President, shall be elected by a majority vote of members present and voting in person or by proxy. All Officers and Directors shall hold office for a term of two (2) years or until their successors are elected. The President, Vice President, Director of Staffing and one (1) at-large Director shall be elected in the same year. The Secretary, Treasurer and one (1) at-large Director shall be elected in the same year but on the alternate year to the election of the President. No Officer or Director shall serve more than two consecutive terms in the same office. The immediate Past President shall not be elected but shall serve as an ex-officio member of the Board.

D. Duties and Authorities

1. The President shall be the chief governing officer of APTUA. Duties shall include, but shall not be limited to, negotiating and signing all binding contracts for professional services of APTUA; final approval on Chairman of Marketing and Chairman of Constitution and Rules Committee; appointment of the chairman of committees and otherwise act on those matters of APTUA appropriate to the President.
2. The Vice-President shall have such powers and duties as may be assigned by the President or by the Board and shall exercise the powers of the President during that officer's absence or inability to act.
3. The Secretary shall keep the minutes of all meetings of the Board and of the APTUA membership; shall attend to the giving and serving of all notices; serve as Chairman of Membership Committee; handle all general correspondence of the Association; and other duties appropriate to the Secretary.
4. The Treasurer shall have custody of all the funds of APTUA. The Treasurer shall act on financial transactions and maintain proper books and accounts; serve as the Chairman of the Finance Committee; collect income and pay officials; submit such financial statements from time to time, as required by the Board, and shall submit to the entire Association a yearly financial report and budget at the Annual meeting.
5. The Director of Staffing shall coordinate contracts with tournaments and collegiate events (collectively, "tournaments" herein), request officials to work assignments, make assignments and report any problems which occur with the tournaments or our Officials.

6. The Directors (2) shall serve on committees; provide assistance with training clinics and the Annual Meeting.

Article VII: THE BOARD

The affairs of APTUA shall be managed by the Board. The Board shall be the Officers, Directors and immediate past President. If a Board member is unable to complete the two (2) year term of office, the remaining Board members may appoint, by a majority of vote, a member of APTUA to complete the term. A member so appointed shall be eligible for re-election to that same office for an additional term.

Article VIII: NOMINATING COMMITTEE

There shall be a Nominating Committee of three members which shall consist of the APTUA immediate Past President, and two members selected at the Annual Meeting by a majority vote of the members present and voting or represented by proxy. The Nominating Committee, pursuant to Article VI.C. of the By-laws, shall by majority vote select the candidates for Officers and Directors. The Committee shall also select by majority vote, the candidates for the three (3) non-Board members of the next Nominating Committee.

The non-Board members of the Nominating Committee shall serve a term of one (1) year, and if a Committee member is unable to complete this term, the Board may appoint, by a majority vote, a member of APTUA to complete the term. This Committee shall not nominate any of its own members to any of the elected offices of the APTUA Board described in Article VI.C.

Article IX: SUSPENSIONS AND TERMINATION OF MEMBERSHIP

The Board shall serve as the Disciplinary Committee and have the power (by majority vote) to suspend or terminate the membership, or require additional training of any member for incompetence, unreliability, or behavior which the Board decides is not in the interest of APTUA.

Board members may be removed by a three-fourths (3/4) vote of the Board for incompetence, unreliability, or behavior which the Board decides is not in the best interest of APTUA.

Article X: GENERAL

A. Fiscal Year

The fiscal year of APTUA shall be January 1 to December 31.

B. By-Law Revisions

These By-Laws may be altered, amended, or repealed by the affirmative vote of two-thirds (2/3) of the members present and voting in person or represented by proxy (which may be given by mail or email to the President) at any annual or special meeting. At least 30 days prior to the meeting, written notice (which notice shall be deemed given when mailed or emailed) shall be given before the date, time and place of the meeting.

STANDING ORDERS

As amended January 3, 2016

Article I: GENERAL REGULATIONS

To the extent permissible regarding independent contractors, all members, eligible as prescribed in Article II.A. of the By-Laws, are considered to be under the jurisdiction of APTUA from acceptance of an assignment by a member through the end of that assignment.

All members shall be governed by the rules and laws of the game of tennis as accepted or contracted by APTUA while officiating matches or while in uniform.

All tournaments, matches or exhibitions played for prize money conducted by clubs, organizations, associations, promoters or sponsors to be officiated by APTUA under contract shall be paid by rules mutually agreed to as specified on such aforesaid contract or contracts.

Article II: CERTIFICATION OF APTUA MEMBERS

APTUA shall recognize and accept current USTA and ITA Officials' certifications for the purpose of offering assignment to officials at APTUA designated events.

Article III: PROFESSIONAL STANDARDS GOVERNING APTUA MEMBERS

All members are expected to maintain high professional standards and must adhere to "OFFICIALS CODE OF CONDUCT" as shown in the most current issue of the "USTA - Friend at Court," as well as APTUA Consistency Standards. Members are under an obligation to officiate consistently and to avoid acts which may be considered detrimental to the game of tennis, or to the organization and integrity of APTUA

A. Conflict of Interest

Members shall be subject to having membership revoked, if they wittingly (or unwittingly and do not cease and desist their actions upon notification from APTUA) interfere with APTUA, contracts and agreements (even if verbal and no specific term limits) without first notifying the APTUA Board and receiving permission to do so.

B. Assignments

Assignments are given to members based on reliability, ranking, and distance. Reliability is the first area that the staffing director considers when assigning matches to members. Each member is required to honor his/her commitment when accepting an assignment. Excessive turn backs, (turning down an assignment after being accepted) will affect the amount of assignments that a member receives in the future.

Article IV: COMPLAINT PROCEDURE

It is incumbent upon the referee, tournament director and umpire to discuss any alleged inconsistencies, or inappropriate officiating, or conduct to clarify what occurred. If there had been any inconsistencies, or inappropriate officiating, or conduct, every effort should be made to reach an agreement as to what would have been the correct or preferred way of addressing the situation.

1. APTUA Board receives a written complaint from a Tournament Director, Referee or Official or college coach.
2. The Board reviews the complaint and makes a determination of whether it is for (a) the record or (b) for Board action. If for the record, it goes in the complaint record only file. If Board action is deemed necessary, continue to step 3.
3. The Board sends a copy of the written complaint to the official and invites a written reply on or before a specified date. Failure to provide a written reply will be deemed as agreeing with the complaint.
4. The Board receives the written reply and decides if additional written information or a hearing is necessary.
5. If necessary, the Board requests that additional written information be submitted or that the offending party meet with the Board.
6. The Board convenes to review all information and/or meet with the official, deliberate and, by majority vote, reach a decision and determine a course of action. The Board's decision shall be final.
7. The Board shall notify all parties, in writing, of its decision and prescribed action, if any. For APTUA members, the prescribed action will include any probationary period (including length and type of restriction), required remedial training, mentoring, supervision, evaluation, and/or permanent restriction or termination.
8. If the official is an APTUA member, the Board will ensure that the prescribed course of action is completed. If the official is an APTUA client, the Board will recommend compliance.
9. Failure of an APTUA member to complete the prescribed course of action will be grounds for suspension or termination of APTUA membership. Failure of an APTUA client to follow the Board's recommendations may result in termination of APTUA/client relationship.
10. Upon completion of the prescribed course of action (if applicable), the APTUA member will be returned to an unrestricted status.

Article V: ADMINISTRATION OF TOURNAMENTS

A. Assignment of Umpires

The APTUA Director of Staffing shall request officials for tournaments and colleges at least six weeks prior to a commitment, or as soon as possible after notification of APTUA's commitment and/or contract with a tournament director. Such request shall be made using online scheduling software, whereby APTUA members will post their availability for specific dates.

C. Staffing Guidelines

1. Assignments will be offered to APTUA members rather than non-members.
2. When assignments are made with non-members, APTUA dues will be deducted from their first paycheck.
3. Members are responsible for keeping their certifications current and will not be assigned if their certifications lapse. New officials must provide proof of certification before being assigned.
4. Assignments will be offered to members as evenly as possible considering days requested, flexibility, dependability, experience level, and requests by tournament directors/coaches.
5. Tournament Directors/Referees may make staffing suggestions to the Staffing Director for his/her specific tournaments/dual meets.
6. Provisional umpires will be offered assignments after they have completed the appropriate portion of the Mentor Program.
7. Officials assigned to a tournament may not be moved to another tournament without the agreement of the official.
8. Officials who cancel out of an assignment **must work with the Staffing Director** in finding a replacement.
9. Assignments will be made regardless of the location of the tournament and official. Every effort will be made to assign officials based on proximity, but keeping in mind an even distribution for all officials after taking into account the requirements under Section 4 above of these Staffing Guidelines.
10. Board members are not given priority on initial assignments for an event.
11. All assignments will be made by the Staffing Director (following APTUA Staffing Guidelines, as set forth in the Standing Orders). The Board shall have the right, but not the obligation, to review assignments and, upon request of a majority of the Board, may require changes thereto.
12. Subject to Board approval, the Staffing Director shall have the option to accept or refuse a tournament based on certain criteria, such as understaffing number of officials, too many courts for too few officials, and not meeting the terms and conditions of APTUA.

D. Record Maintenance

The Chief of Officials or Referee, as applicable, as assigned by APTUA for a tournament must maintain adequate records of days and hours worked by each official during that

tournament and, upon its completion, must forward these records to the Treasurer within twenty four (24) hours of completing the assignment via email if possible.

Article VI: DISTRIBUTION OF APTUA FUNDS

A. Treasurer

The Treasurer will keep official's assignment records for all tournaments and events staffed and for which payment is distributed through APTUA, along with applicable assignment pay rates, as negotiated by APTUA. At the conclusion of each tournament, the Treasurer will distribute the amount earned to the individual working officials. The amount earned is the individual's official daily or session pay rate multiplied times the number of days or sessions worked by the official, including any overtime and any other permissible expenses as appropriate.

All working officials are independent sub-contractors, and are not APTUA employees. As such, each may accept or decline an assignment offer. If accepted, the official accepts the USTA, APTUA and event rules, restrictions and guidelines for that event.

Provisional officials are not paid during on-site mentoring.

APTUA reserves the right to charge the tournament staffing or administrative fees in addition to the individual official pay rate. These staffing or administrative fees will be placed in the general treasury and are used for operating purposes.

B. Record Maintenance

The Treasurer shall maintain records of assignments worked by each APTUA assigned official for all tournaments and events staffed and for which payment is distributed through APTUA, retaining sufficient data to support the records for a period of at least seven years or as required by law. The Treasurer will also prepare, or have prepared by an appropriate outside party, in a timely manner, any required state and/or Federal income tax reports as required by law.

C. Distribution Eligibility

From time to time, as determined by the APTUA Board of Directors, excess funds may be distributed to APTUA members in good standing. This distribution may be in the form of a cash payment or other material item, such as, but not limited to, equipment or supplies related to tennis officiating activities. The amount distributed will be determined by the APTUA Board after evaluating current operating balances, projected incomes and expenses, and any reserves maintained for unforeseen contingencies.

Article VII: REVISIONS TO STANDING ORDERS

Standing Orders may be adopted, amended or repealed by a majority vote of the Board.