

## **CONSTITUTION OF THE TENNIS CLUB/PICKLEBALL CLUB**

### **ARTICLE I - NAME**

This organization will be known as the ERC Tennis Club/Pickleball Club, hereinafter referred to as the "Club".

### **ARTICLE II - PURPOSE**

The purpose for which the Club is organized is to encourage and develop interest in amateur tennis/pickleball and to improve the skill of Club members. This shall be done by:

1. Encouragement of active participation for all ages.
2. Providing educational instructions
3. Promoting tournaments.

All activities of the Club and of members using the Club's facilities shall be strictly noncommercial in character.

### **ARTICLE III - OFFICERS AND EXECUTIVE BOARD**

The Executive Board will consist of three Tennis/Pickleball Club members who are elected by the Club membership. Every two years the two officers will be elected for two-year terms. The elected officers will consist of a President and a Tennis Vice-President, and a Pickleball Vice-President.. The third member of the Executive Board will be a Recreation Representative appointed by the management of ERC. The Recreation Representative will serve as the Secretary-Treasurer.

### **ARTICLE IV - MEMBERSHIP**

Section 1 - Club membership shall be limited to employees of Eastman Chemical Company, approved Eastman Contractors and Retiree's of Eastman Chemical Company/Kodak and Holston Defense Corporation.

Section 2 - No person other than specified in Section 1 can participate as a member of the club with the exception of dependents who will participate as "associate members". The "associate member" cannot vote or hold an elected office in the Club. Membership in ERC is a prerequisite to membership in the Club. Grandchildren are not eligible for membership.

Section 3 - Termination of employment (Eastman Chemical Company retirees excluded) in any of the companies shall act as termination of membership in the Club and shall operate as a release of all rights, title, and interest in the property, effects and assets of the Club.

### **ARTICLE V - MEMBERSHIP PRIVILEGES**

Section 1 – The privileges of active membership shall include the right to vote, to hold office, to participate in all club activities, and to use club facilities in accordance with established rules and regulations.

Section 2 – The privileges of associate members is to use Club facilities in accordance with established rules and regulations.

### **ARTICLE VI - DUES**

Annual dues shall be \$5.00 for employee members and associate members.

### **ARTICLE VII - MANAGEMENT**

The management shall be vested in the Executive Board as defined in Article III. The Executive Board shall have control of the Club affairs with full power to act for it in all business matters. The management of ERC reserves the right to overrule the Executive Board on any mater.

### **ARTICLE VIII - QUORUM**

A quorum of the Executive Board shall consist of all four members.

### **ARTICLE IX - CONTEST AND ENTERTAINMENT**

All activities of the Club shall be conducted under the direction and with the permission of the Facilities Representative, Recreation.

## **ARTICLE X - RESIGNATIONS**

Resignations of officers remaining in the employ of the Company shall be tendered in writing or via e-mail to the Recreation Representative. Termination of employment (except for retirement) in the Company shall be considered sufficient notice of resignation.

## **ARTICLE XI - REMOVAL OF OFFICERS AND MEMBERS**

Any officer or member may be removed by a two-thirds vote of the Executive Board excluding the person in question. The officer or member being removed must be notified prior to the Executive Board meeting.

# **BY-LAWS OF THE ERC TENNIS/PICKLEBALL CLUB**

## **ARTICLE I - DUTIES AND POWERS OF CHIEF EXECUTIVE OFFICER**

President: The President shall preside at all meetings of the Executive Board. He/she shall appoint all committee chairmen, subject to the approval of the Board. He/she shall assume active leadership in the Club at all times. He/she shall be an ex-officio nonvoting member of all Club committees; however, he/she may share this responsibility with the Vice-President.

## **ARTICLE II - DUTIES AND POWERS OF OTHER OFFICERS**

Section 1 – Vice-Presidents: The Tennis Vice President in the absence or disability of the President, shall take over his/her official duties. He/she shall, at the President's direction and in his/her place, be an ex-officio, nonvoting member of any Club committee. The Tennis Vice-President will lead and direct club activities, Club Meetings, and other business that needs to be addressed for the club.

Section 2 - Secretary-Treasurer: The Secretary-Treasurer shall collect and keep a record of all Club dues and money, make and record all disbursements, and make an annual report of the conditions of the treasury. He/she shall arrange to have minutes taken at all meetings of the Club and Executive Board; be jointly responsible for the establishment of rules and regulations governing the use of the tennis courts; prepare financial budget of activities at the beginning of each fiscal year for approval of the Executive Board and control expenditures to limits stipulated in the budget insofar as possible; originate all orders for supplies and equipment; be authorized to sign all official documents in the name of the club; submit to the President, subject to approval of the Board, for authorization any expenditure in excess of \$50 not covered by the budget; be responsible for membership; establish and maintain adequate Club records. He/she shall certify the accuracy of all bills and vouchers.

## **ARTICLE III - DUTIES AND POWERS OF EXECUTIVE COMMITTEE**

Section 1 - There shall be an Executive Board that shall consist of the elected officers and the Secretary-Treasurer. The Board shall be the Governing Body of the Club and shall make any and all decisions. The Executive Board abides by all decisions of the Facilities Representative, Recreation and/or ERC Staff Team.

Section 2 – The Executive Board shall be jointly responsible to establish, conduct, and provide suitable continuity of the Club's program. The Board shall approve the financial budget prepared by the Secretary-Treasurer at the beginning of the fiscal year, shall approve expenditures not covered by the budget in excess of \$50, shall approve the appointment of instructors for the educational courses, shall approve chairpersons of committees, and shall appoint nominating committees.

Section 3 – The Executive Board shall be the Nominating Committee. This committee shall provide at least four nominees to fill the two vacancies every other year. This list of nominees shall be given to the President and Secretary-Treasurer prior to December 1 of an even-numbered year. It shall also be the duty of this committee to obtain the consent of the proposed nominees before entering their names on the ballot.

Section 4 – The President shall, subject to Executive Board approval, appoint suitable committee chairpersons to adequately carry out the activities of the Club. The President may appoint special committees. The President and Secretary-Treasurer of the Club shall be nonvoting ex-officio members of all committees.

Section 5 – Committee chairpersons may be appointed for periods up to one year but not beyond the President's term of office. The chairperson shall select members of each committee and the names reported to the President within one month after appointment of the chairperson. Each committee should remain in office until their successors are named. Their duties and responsibilities shall be outlined or directed by the Executive Board.

#### **ARTICLE IV - MEETINGS**

Section 1 – Meetings will be held, upon call by the President, Vice-President, or Secretary-Treasurer, to transact in the name of the Club any business that may come before it.

Section 2 – Meetings shall be held throughout the year as arranged for by the Executive Board in accord with the policies and purposes of the Club.

Section 3 – A meeting shall be held in even numbered years to install newly elected officers. It shall normally be held in January.

#### **ARTICLE V - VACANCIES OF OFFICERS**

Section 1 - Whenever any vacancy shall occur among the officers or the Executive Board, the vacancy shall be filled by the Board at the next meeting. Vacancies on the Executive Board shall be filled from members of the Club and the members so designated shall hold office until the next regular election.

Section 2 - Absence from two consecutive meetings, stated or called, of the Executive Board without satisfactory excuse shall be deemed sufficient cause for declaring a vacancy.

Section 3 – If the conduct of any officer is such as to warrant his/her removal from office, his/her office may be declared vacant by an unanimous vote of the other members of the Board; such action to be taken only after a thorough investigation has been made and the officer given an opportunity to defend his/her actions.

#### **ARTICLE VI - ELECTION OF OFFICERS**

Section 1 – The election of Tennis/Pickleball club officers shall be held in December of even numbered years. The new officers will hold office for a period of two years.

Section 2 – The Secretary-Treasurer shall coordinate all arrangements for the election. Election shall be by e-mail at least seven days prior to the close of the election. Space shall be provided on the ballot for additional names to be written, if desired. The ballots shall be counted by the Recreation Representative. The two persons receiving the largest number of votes shall be declared elected.

Section 3 – Officers shall take office at the first meeting of the even numbered years. If the office of President becomes vacant, this office will be taken over then the Tennis Vice-President, in which case the Executive Board will initiate the election process to fill the office of Tennis Vice-President.

#### **ARTICLE VII - AMENDMENTS TO CONSTITUTION AND BY-LAWS**

Section 1 – Any proposed amendment to this constitution must be subscribed to by 10 Club members and presented, in writing, to the President, who shall bring it before the Executive Board. If passed by a unanimous vote of the entire board, it must be published or otherwise made known to the active membership. If not more than 10% of this membership expresses disapproval in writing to the secretary within a period of two weeks following the publication, the amendment will become effective. If more than 10% express disapproval, the amendment shall be submitted by ballot to the entire membership and will be voted on for adoption or rejection.

Section 2 – Any revision or change in the Constitution initiated by the President or Secretary-Treasurer shall be approved by a unanimous voted of the entire Board and made known to active membership as above in Section 1.

Section 3 – The Director of Human Resources may direct changes in this Constitution as indicated by Company policy.

Section 4 – All amendments and changes to this Constitution must be made known to Club membership by publication or other suitable means within a period of three weeks after enactment.

**ARTICLE VIII - LIABILITY**

Eastman Chemical Company or the Eastman Recreation Club is not liable for any accidents that might occur in any of the Club activities.

**ARTICLE IX - PROPERTY RESPONSIBILITY**

Damage to the property of the Club, other than ordinary wear and tear, shall be paid for by the member or members causing it. If and when the Club ceases to function, all property becomes the property of the Eastman Recreation Club.

**ARTICLE X - EXPENDITURES**

At least two officers of the Club must authorize any expenditure before forwarding to the Recreation Representative for approval. If any officer of the Club has questions about the expenditure, he should contact the Recreation Representative. Expenditures of Club funds are not to be committed prior to approval.

**ARTICLE XI - DISSOLUTION**

Upon the dissolution of the Club and the discharge of its debts and the settlement of its affairs, any funds and properties of the Club remaining thereafter shall become the property of the Eastman Recreation Club.