



By – Laws

I. Operation

The **Greater Houston Pocket Billiard League** will operate under rules sanctioned by the Billiard Congress of America. *(rev. 10/08/95)* In the absence of clearly defined guidelines in either these By-Laws and/or Policies and Procedures, the Board of Trustees shall rely on **Robert's Rules of Order** in determining the proper procedure(s) to follow regarding parliamentary issues or member grievances.

II. Membership

A member in good-standing is one who is a sanctioned, dues-paying member, willing to abide by the rules of the League, and shows good sportsmanship and conduct during play. Any grievance against a League member shall be presented as a written formal complaint to the Board of Trustees. *(rev. 9/13/92)* Any member not in good-standing as determined by the Board of Trustees and the Board of Directors shall not participate in any official League function, i.e., tournaments, parties, etc., and shall not be eligible for any League awards. Any member not in good-standing must petition the Board of Trustees for reinstatement into the League. *(rev. 9/13/92)*

III. Management

Management of the League will be vested in the Board of Trustees, consisting of all elected League officers, and in the Board of Directors, consisting of all team captains, and any other position appointed by the President and deemed part of the Board of Directors by the President.

IV. Elections

The Board of Trustees shall be elected by the general membership of the League during the last scheduled monthly meeting of the winter season each year. The new trustees will take office at the end of the winter season's award banquet. *(rev. 10/08/95)* All elections of officers shall be by confidential written ballot.

V. Nominations

Nominations of elected officers can be made by any member in good-standing. Nominations may be accepted from the floor by any member in good-standing. All nominations must be

accepted by the nominated candidate before the nomination is considered valid. The names of all nominated candidates shall be made available, upon request, to any member in good-standing. *(rev. 9/13/92)*

VI. Vacancies

If a vacancy occurs in an elected office, the President shall appoint an individual to serve until the next scheduled general membership meeting. The nominations will be made at the general membership meeting following the announced vacancy *(rev. 10/08/95)* and the election shall take place following nomination. If no candidates are nominated for the vacant office, the President may appoint someone to serve the remainder of the term.

VII. Team Captains

The Team Captain shall be elected by the members of the team and the Board of Trustees is to be notified of the person serving as team captain no later than the beginning of the second week of League play. If a vacancy occurs, the remaining team members shall elect a new team captain to serve the remainder of the term within one (1) week of the vacancy. If the team does not elect a team captain, the President may appoint an individual to serve the remainder of the season.

VIII. Appointments

The President can appoint all non-elected positions serving on the Board of Directors and can make other appointments in non-Board of Directors capacity as the need arises.

IX. Quorum

The presence of a majority of the Board of Directors is necessary at a meeting in order to form a quorum. Majority of the quorum voting shall rule; proxies are not allowed. *(rev. 10/13/93)*

X. Fees

Pre-determined dues will be charged as set in the Policies and Procedures of the League. If a member is past due in payment of dues for two (2) weeks, the team will forfeit all games until the past due amount is paid in full. A person in default can be suspended until all past dues have been paid in full. A person can lose their membership in good-standing if decided by a majority of the Board of Directors.

XI. Amendments

A by-law amendment, alteration or repeal must be presented to the Board of Directors in writing at least seven (7) days prior to a vote except during the Rules and Regulations meeting. A simple majority vote is required for a By-Law change. *(rev. 10/27/97)*

XII. Meetings

Meetings of the Board of Directors shall be held at least three times per season:

- 1) the Organizational Meeting;
- 2) the first monthly meeting (collect ½ dues);
- 3) the final meeting (collect 2nd ½ of dues and vote on party bids). *(rev. 10/12/97)*

Meetings will be held on Wednesday nights in lieu of regular play, at 8:00 pm at locations specified in Dates to Remember. *(rev. 9/21/03)* Any other meeting deemed necessary by the Board must be announced at least 48 hrs prior to the meeting. *(rev. 10/12/97)*

XIII. Policies and Procedures

The Policies and Procedures manual is established for the routine business of League operations, tournament, awards and specific details regarding the execution of League business. The Policies and Procedures manual may be amended at any time by the Board of Directors. A change in the Policies and Procedures manual must be submitted to the Board of Directors in writing.

XIV. Duties

The duties of the Board of Trustees shall be maintained in the Policies and Procedures manual and shall be in accordance with rules and regulations set up by the **Billiard Congress of America** and the **Greater Houston Pocket Billiard League** and **Robert's Rules of Order**.

XV. Moneys

All moneys and funds of the League shall be handled through a bank account drawn on a Harris County, Texas bank. This account shall be used for all receipts and payments of expenses. Proper documentation of debit and credit records must be kept. Only one signature required on each check written, and that signature is limited to only the three (3) members of the current Board of Trustees authorized on the bank account to sign checks. *(rev. 9/21/03)*

XVI. Removal

Any elected officer may be removed from office by petitioning the Board of Directors with

signatures of no less than two-thirds (2/3) of all league members in good-standing, or by the action of a quorum of the Board of Directors at a special meeting recognized by the Board of Trustees (and announced for such purpose), requiring passage by a two-third (2/3) majority of those present.

XVII. Special Meetings

A special meeting of the Board of Directors may be called by the President for the handling of special important matters; this may be done by notifying each member of the Board of Directors no less than forty-eight (48) hours prior to the meeting. Notification may be verbal or written. At a special meeting called by board, all members of the League shall be capable of voting. *(rev. 10/08/95)*

XVIII. Compensation

Members of the Board of Directors may not receive compensation for services.

XIX. Appointment of Vacancies

If an appointed position becomes vacant, the position can be filled for the remainder of the unexpired term by appointment from the President.

XX. Resignation

Any resignations by a member shall be made upon verbal notification to the team captain and (s)he shall act accordingly to notify those in record keeping positions. If a team captain resigns, a written resignation must be submitted to the Secretary.

XXI. Books and Records

The League shall keep accurate books and records, minutes of all meetings are to be kept all information may be inspected at any time provided the request is made by the member for and within a reasonable period.

XXII. Voting

Voting for officers shall be by the members in good-standing for the current season. *(rev. 10/08/95)*

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