

SUNLAND SPRINGS VILLAGE PICKLEBALL CLUB

Amended Bylaws

March 13, 2017 (Supersedes Bylaws dated March 10, 2014)

Mission Statement: To promote a fun activity for members and the residents of Sunland Springs Village (SSV). In addition, activities will enhance social interaction and physical wellness.

Purpose: The purpose of the SSV Pickleball Club (the Club) is to foster the opportunity for SSV residents to learn, play and enjoy the game of Pickleball.

ARTICLE 1: Membership

1.1 Membership: Membership is open to SSV permanent and temporary residents. Members pay dues annually to join or maintain membership in the Club. Members have the right to attend all meetings, to vote on matters brought forward at meetings, to hold office and to participate in all Club activities. The Board may revoke a member's membership.

1.2 Member Obligation: Members shall conduct themselves in a manner consistent with respecting opinions and rights of other members and general good sportsmanlike conduct of play. Conduct should not reflect negatively on the Club. Misconduct may be addressed by the Board.

1.3 Members' Board: A Board of elected members shall oversee the annual operations and activities of the Club. Article 4 expands on the Board's role.

ARTICLE 2: Dues and Fees

2.1 Dues: The Board shall determine the annual membership dues. The membership year runs from October 1 to September 30. Dues are payable annually for the membership year and any dues paid during the membership year shall be for the full annual amount. Dues are to be paid prior to participation in a Club activity. Dues are paid to the SSV Pickleball Club. Members may also purchase a Lifetime Membership, which have been offered on a temporary basis and may be discontinued at the discretion of the Board.

2.2 Fees: The Club may charge fees for participation in tournaments, clinics and other Club activities.

ARTICLE 3: Club Meetings

3.1 Annual General Meeting: The Club will hold an Annual General Meeting (AGM) for members where the Board shall present the Club's finances and hold elections to elect new members to serve on the Board for the next year. The AGM shall be held in March at a time and place determined by the Board. The Board shall provide at least ten (10) days written notice of the AGM to the membership. Notice may be posted on the pickleball bulletin boards or distributed via email to members.

3.2 Other Meetings: The Club will hold at least one monthly General Meeting for members in the months of November, January and February. Other meetings of the membership may be held upon the call of the President. Members may request the Board convene a Members' meeting either by a majority show of hands of members at a monthly General Meeting or by submitting a petition signed by at least ten members to the Board. Such requests for a meeting should specify a date and time for the meeting. The Board shall endeavor to schedule the meeting as requested or within three weeks of the requested date and time.

- 3.3 Notice of Meetings:** Monthly General Meetings and other meetings called by the Board shall include reasonable notice to members, generally at least one week prior to the meeting.
- 3.4 Quorum:** The presence of 15 percent (15%) of the membership at a Members' meeting called by the Board shall constitute a quorum. A quorum is required to conduct official business of the Club. A Board meeting requires a majority of the Board members be present for a quorum.
- 3.5 Conduct of Meeting:** For scheduled meetings, the Board shall provide an Agenda to members via email or posting the Agenda on the Club bulletin boards. The most recently revised edition of *Robert's Rules of Order* shall govern the proceedings of the Club in cases not provided by the Bylaws.
- 3.5 Voting:** Voting generally shall be by a show of hands of members present at the meeting. At the discretion of the Board or by request of the majority of members present at a meeting, voting may be by a secret ballot. A simple majority of fifty-one percent (51%) or greater will decide the outcome of a vote taken.

ARTICLE 4: The Board

- 4.1 Board:** A Board made up of at least four and no more than eight elected members, plus the most recent past-president, shall govern the annual operations and activities of the Club. The Board has discretion over how it organizes positions on the Board but must include the positions of President, Vice-President, Secretary and Treasurer. Remaining positions shall vary according to the annual needs of the operation of the Club. More than one member may jointly hold a Board position, in such case the position has one vote.
- 4.2 Board Members:** Members of the Board shall be elected for one-year terms, with the exception of the Vice-President position, which is generally a two-year term position wherein the second year the Vice-President assumes the position of President. Board members are elected in March for the term of April 1 to March 31. The Board members may be re-elected for subsequent terms. Board Members shall receive no remuneration for their service.
- 4.3 Board Responsibilities:**
- i. President:** The President shall run Board meetings, the Members' meetings and the AGM. The President usually shall not vote on Board matters unless the votes are even and a deciding vote is required. The President shall serve as the official spokesperson of the Club, prepare an agenda for each Board and General Members' meetings, arrange for the annual review of the Club's financial records and perform other duties customary for the office of the President. The President serves as a non-elected, ex-officio member of the Board for one term in the year following.
 - ii. Vice President:** The Vice President shall assist the President and perform the duties of the President in absence of the President.
 - iii. Secretary:** The Secretary shall keep minutes of all meetings including Board meetings, the General Members' meetings, and the AGM. The Secretary shall retain copies of minutes and other administrative matters and pass on such records to the subsequent year's Board.
 - iv. Treasurer:** The Treasurer shall maintain the Club financial records in accordance with normal accounting procedures and pass on such records to the subsequent year's Board. Duties shall include recording expenses and revenues and monies received and paid by

the Club, making authorized expenditures on behalf of the Club and proposing an annual budget to the Board. The Treasurer shall be the holder of the Club's accounts and generally has signing authority for those accounts. The Treasurer shall prepare the annual financial records for audit purposes.

v. **Other Board Member** responsibilities as determined on an annual basis and generally shall include positions for: assistant treasurer, managing membership records, coordinating court activities and operations and communications.

vi. **Past-President:** Works with the Board in an advisory capacity and may assume specific duties as requested by the Board. The Past-President does not vote on Board matters.

4.4 Election of Board: The President shall call for nominations for members to serve on the Board, for the subsequent term of operation, at the February General Members' meeting. At the AGM in March, the President shall present the slate of nominees for prospective Board Members. The President shall call for nominations from the floor should the slate of nominees be insufficient to elect the maximum number of Board Members. Once the slate is final all members present at the AGM meeting will vote to elect the new members of the Board. Voting will be by written ballot when multiple members are nominated for a specific Board position.

4.5 Vacant Board Positions: Board positions not filled through elections or positions vacant due to resignations may be filled for the remaining term by an appointment by the existing Board.

4.6 Recall of Board Members: Members may vote to remove a member of the Board via a majority vote at a General Members' meeting provided the motion to remove a Board Member is duly noted on the notification announcement for the meeting at which the vote is to be held. A Board Member so removed cannot participate on the Board for the rest of the term.

ARTICLE 5: Club Funds and Monies

5.1 Club Funds: Monies, with the exception of a petty cash fund, shall be kept in the Club's bank account. Deposits will be made in a timely fashion after funds are received.

5.2 Withdrawal Authority: Annually the Board will authorize the Treasurer and additional Board Members as appropriate to have signing authority to withdraw funds from the Club's account.

5.3 Petty Cash: The purpose of the petty cash fund is to pay minor expenses of the Club when a check is not practical. All petty cash transactions shall be recorded and supported by accurate record keeping.

5.4 Expenditure Limits of the Board: The Board has the authorization to disburse funds based on the preapproval of an annual budget and expenditure forecast presented and approved at a General Members' meeting.

5.5 Review of Financial Records: The Club's financial records will be reviewed annually by two members at large.

ARTICLE 6: Amendments to the Bylaws

6.1 Amendments: These Bylaws may be amended by a two-thirds (2/3) majority vote at a duly called meeting with a quorum present. A proposed amendment must be made at least one business meeting prior to the meeting at which it will be voted upon.