

## ARTICLE I – GENERAL

**Section A.** Name of organization: Sun City Tennis Association (SCTA)

**Section B.** Purpose of organization: SCTA is made up of resident recreational and league tennis players of all levels of expertise who share common interests in the game.

**Section C.** These by-laws will fully comply with the Community Association's (Association) governing documents and chartered SCTA rules and procedures. In the event of a conflict between these by-laws and the documents and/or rules, the documents and/or rules shall prevail.

**Section D.** SCTA shall be operated as a non-profit association in accordance with applicable statutes and the Association's documents.

**Section E.** Sub-groups, i.e., special interest groups, interest groups, chapters may be formed as needed. See Chartered Club Rules and Procedures (CCRP), Operations 3.3.

## ARTICLE II - MEMBERSHIP

**Section A.** Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage. Members shall be required to present their CAM card or member number when joining SCTA.

**Section B.** There shall be no precondition for membership, other than every member must submit a valid CAM number. If a particular skill is required, SCTA must provide instructions to prospective members. Members shall not be required to join any national, state, or regionally affiliated organization.

**Section C.** Guests may be either non-member residents or non-resident guests. Guests may attend a maximum of three meetings as a non-member. Thereafter, a resident shall be required to become a paying member of SCTA and pay dues. Guests and non-members may be required to pay a fee for certain other sponsored events, as determined by the SCTA Executive Board.

**Section D.** Dues/renewal dues shall be paid annually for the calendar year, January 1 through December 31 and are determined by the executive board. Any increase in dues shall be approved by the general membership. SCTA membership is required to be renewed annually.

## ARTICLE III – OFFICERS

**Section A.** The executive board is the governing body of SCTA. At minimum, it shall consist of a president, vice-president, secretary, treasurer and four (4) directors at large. Any one member may not hold more than one position on the executive board. No two members of the same household can serve on the same executive board.

**Section B.** The executive board members shall be elected by a vote of the general membership, shall serve without compensation, and shall be considered the governing body of SCTA. The newly elected officers (or appointed officers, in case of a vacancy), shall attest within 14 days, that they have read and understand and will abide by SCTA's by-laws, the Association's CCRPs, and the Schedule of Fees and Community Rules. They do this by signing the new Clubs officer's form CC 50 and forwarding it to the Lifestyle Services by December 1 of election year.

**Section C. Terms of Office and Responsibilities**

Each officer shall serve a term of 2 year(s), except that the president and the vice president of the executive board are limited to a one-year term, in these positions. The understanding is that the Vice President is expected to move into the role of President after one year as Vice President. Other officers may serve two or more terms, unless otherwise limited by these by-laws.

**Responsibilities.** The president shall preside at all meetings; consult with other officers of the organization and/or the membership on all matters of concern to the organization.

The vice-president shall preside at meetings in the absence of the president, assist whenever necessary, and prepare to move into the Presidency the following year.

The secretary shall record minutes of all executive board meetings and formal meetings of SCTA's general membership. Post meeting minutes within one (1) week.

The treasurer shall keep all records of financial transactions and assets, collect dues, maintain SCTA's checking account, and in collaboration with the Membership Director, keep an up-to-date membership list to include the CAM numbers.

The immediate past president shall be an honorary position on the executive board without voting rights but to advise and bring continuity to the board.

Directors and past president shall serve at the direction of the President and assume duties as appointed.

The officers shall each have such powers and duties as generally pertain to their respective offices.

**Section D. Nomination and election procedures.** All members of the executive board will be elected by SCTA's general membership via voting forms determined by the Board.

**(a)** A nominating committee consisting of no less than five (5) SCTA members shall be appointed by the president or executive board by the September meeting each year.

The nominating committee shall present the proposed slate of officers and directors at large to SCTA's executive board by October 1<sup>st</sup> of each year.

The Executive Board shall notify the membership of the nominating committee's report at least thirty (30) days prior to the year-end SCTA general membership meeting. Then,

**(a)** Nominations may be made from the membership following the announcement of the proposed slate of officers from the nominating committee. Persons not nominated may circulate petitions to have their name placed on the ballot. Such petitions shall have a minimum of 25 signatures of current members to be placed on the ballot and must be received by the president no later than 15 days after the nominating committee report has been distributed to the membership.

**(b)** Officers shall be elected by a majority vote of the membership. Voting forms will be determined by the board.

**(c)** The board shall appoint two (2) members as election auditors.

**(d)** Once the voting starts, current board members and all candidates are to cease any election-based

communication with residents and current SCTA members.

(e) The administrator for the voting process may not share any information with board members or SCTA members.

(f) Upon closing of voting process, the administrator is to meet with the board appointed election auditors to certify the election process. In the event more than one candidate is running for a position and there is a tie vote, the voting process must continue until there is a clear winner. After certifying the election, auditors are to supply results to the current president of SCTA. Results to be announced at the year-end SCTA general membership meeting.

**Section E.** Executive Board Meeting Quorum Procedures. The executive board shall hold regular meetings. A quorum shall consist of 51% of the executive board members including directors.

**Section F.** Executive Board Meeting Voting Procedures. Voting shall be by majority agreement.

**Section G.** Vacancies of Board Members. Interim appointments shall be made by SCTA President and Executive Board to fill unexpired terms of office when an office becomes vacant.

**Section H.** Officers (Recall). Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An officer shall be removed from office with at least 25% of the total membership voting with majority vote determining the outcome. The vote shall be by secret ballot via electronic form. Voting results will be verified by one board member and one SCTA member.

**Section I.** All executive board members, upon retiring from office, shall deliver all records, historical information and other property belonging to the SCTA to their successor.

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

**Section A.** Types and Frequencies of Meetings. Executive Board meeting will be held monthly with a minimum of eight. A notice for each Executive Board meeting will be distributed to the membership two weeks prior to the meeting and the agenda will be distributed to the membership one week prior to each of these meetings.

General membership meetings shall be held twice a year. General membership meetings require either written or electronic notice to *all* members at least two weeks prior to the meeting. An agenda is required to be sent at least one week before the meeting.

Special meetings may be called by the executive board as deemed necessary.

**Section B.** Procedures not covered by these by-laws shall be governed by Robert's Rules of Order. See Appendix C in the CCR&Ps, Parliamentary Procedures.

**Section C.** Quorum. A quorum at a general membership meeting shall consist of a minimum of 10% of the SCTA's members at that time.

**Section D.** Voting procedures unless otherwise stated in these by-laws shall be considered the will of the SCTA. Voting forms will be determined by the board, and the majority vote will be the final determination.

**Section E. Intervention Procedure**

If the executive board cannot resolve problems within the board members of the SCTA, then a CC 130 shall be sent to Lifestyle Services via email. If an issue arises with the SCTA membership, the SCTA member should bring the issue to the SCTA's Executive Board. If the problem arises with a member in a sub-group, it should be resolved within the subgroup. If the problem cannot be resolved within the subgroup, it shall come to SCTA's executive board.

**ARTICLE V – FINANCIAL**

**Section A.** Financial records shall be maintained for a period of seven (7) years. These records shall remain with the current treasurer.

**Section B.** Dual signatures are required on all checks over \$500. Electronic payments require two signatures on invoices. All expenditures shall be paid from SCTA's checking account, regardless of the amount. The purchasing of all equipment and furniture over five-hundred dollars (\$500.00) which is intended to become a permanent asset of the Community Association, must be reviewed and approved by Lifestyles.

**Budgeted Expenditures:** All activities that involve financial transactions shall operate within the budget which shall be approved annually by the general membership. Expenditures over \$2,000 shall be approved by the treasurer provided they fall within the approved budget submitted and approved by the general membership.

**Non-budgeted Expenditures:** Non-budgeted expenditures up to \$500 are approved and signed by the Treasurer while over \$500 and up to \$2,000.00 per transaction, require the approval of two (2) officers. Any excess amount over the approved budget will require a general membership vote.

**Section C.** If any financial transactions take place within SCTA, the records must be certified on an annual basis by an individual(s) other than those elected to the executive board or their immediate family. The results of the certification (i.e., Form CC 90) shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented. If there are special interest groups, their CC90 must be consolidated into the CC90 of SCTA.

**Section D.** Responsibility for cash and inventory control shall be designated to the Treasurer by the executive board. The financial records shall include:

- A record of all moneys collected and dispersed into the SCTA's checking account
- An annual membership list (Form CC 20)
- An annual inventory of all equipment and furniture (Form CC 95).
- An annual financial report based on a calendar year (Form CC 90). This report shall be submitted to the Lifestyle Services and made available to the general membership.

**Section E.** SCTA dues may only be used for SCTA expenses and tennis related projects and events.

**ARTICLE VI – COMMITTEES**

**Section A.** Standing committees and ad hoc committees shall be created as the executive board deems necessary to promote the objectives of the SCTA.

**Section B.** Committee chairpersons may be appointed by the president or executive board.

**ARTICLE VII – BY-LAW REVISIONS**

**Section A.** Notice requirement and procedure. Proposed by-laws changes shall be approved by the executive board and submitted to the Lifestyle Services for preliminary approval prior to their submission to the general membership for its approval. SCTA members shall be notified in writing of any meeting to amend the by-laws; such notice shall be a minimum of two weeks prior to that meeting.

**Section B.** To revise the by-laws of SCTA. The revised by-laws will be submitted to the entire membership. A minimum 10% vote of the total membership will be required with majority vote determining outcome. Voting forms will be determined by the board. The revised copy will be forwarded to the Lifestyle Director for final approval.

**ARTICLE VIII – DISSOLUTION**

Prior to SCTA dissolution, and after all debts are satisfied, all property and assets under the SCTA control shall be documented and physically relinquished to the Community Association through the Lifestyle Services.

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**Name/Signature**  
**PRESIDENT FOR SCTA**

\_\_\_\_\_  
**Name/Signature**  
**FOR THE COMMUNITY ASSOCIATION**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**