

SUN CITY TEXAS PICKLEBALL CLUB (SCTPC) CHARTERED CLUB BYLAWS

ARTICLE I - GENERAL

- Section A. Name of Organization: Sun City Texas Pickleball Club (SCTPC)
- Section B. Purpose of Organization: To promote the sport of pickleball, provide opportunities for organized play, tournaments, and socials, provide for administration, scheduling and usage of the pickleball court complex in Sun City Texas.
- Section C. These bylaws will comply with the Association's Governing Documents (Documents) and the Policy for Chartered Clubs (Policy). In the event of a conflict between these bylaws and the Documents or Policy, the Documents or Policy will prevail.
- Section D. This organization shall be operated as non-profit Club in accordance with applicable statutes and the Association's Documents.
- Section E. SCTPC shall operate on a calendar year basis; January 1 thru December 31.

ARTICLE II –MEMBERSHIP

- Section A. Membership shall be open to any Association member in good standing without discrimination as to race, religion, color or national heritage.
- Section B. There shall be no precondition for membership, nor will members be required to join affiliated national, state or regional organizations.
- Section C. While CA facilities and programs are available to CA members, use and participation in SCTPC programs is contingent upon membership in the pickleball club.
- Section D. Guests' Policy
1. Resident Guest – All CA members are qualified to join SCTPC. Until they choose to do so, they are considered resident guests.
 2. Non-Resident Guest – Non-residents accompanied by a CA member are considered non-resident guests. This group does not qualify for SCTPC membership.
 3. Developer Guest – During the period of community development, and as long as the developer has the capability to annex land into the community, “Vacation

Getaway” visitors and prospective home buyers, may be permitted to participate in the SCTPC programs. It is incumbent upon sales associates to inquire into SCTPC policies and rules before advising developer guests that they may use SCTPC courts/facilities. Sales associates may only use SCTPC administered courts/facilities when accompanying a prospective homebuyer.

4. Rules for Guest Pickleball Court Usage – Will be posted at the pickleball courts bulletin board and/or on the SCTPC Website. Any use of the pickleball courts/facilities and SCTPC related equipment by guests shall conform to the Court Rules and Regulations established by SCTPC. Guests are not eligible for tournament play or other functions produced by SCTPC.

Section E. Dues – Members shall pay full annual dues established yearly at the annual meeting. Residents new to SCTPC during that year may pay one half of the full amount if joining after June 30.

ARTICLE III -OFFICERS

Section A. Executive Board Members – There shall be an Executive Board of SCTPC consisting of the President, Vice President, Secretary, Treasurer, Communications Director, and Player Development Director.

Section B. All officers shall be elected by a vote of the general membership and shall serve without compensation.

Section C. Terms of Office and Responsibilities – The term of office shall be for one year, but not to exceed three consecutive years in either the same or a different position.

The responsibilities of the Executive Board shall be as follows;

1. President – shall preside over all SCTPC meetings and be responsible for the administration of all SCTPC business; shall act as the principal liaison between SCTPC and the CA; shall appoint committees as deemed necessary; and shall ensure the financial and administrative integrity of SCTPC.

2. Vice President – shall perform the duties of the President in the latter’s absence, shall act as the membership chairperson, and shall perform such other duties as may be assigned by the President.

3. Secretary – shall keep records, issue notices and maintain minutes of all SCTPC meetings; furnish reports as required by the CA and the SCTPC Board; ensure that the Secretary’s records are retained for three (3) years and, upon leaving office, will pass the records to his/her successor.

4. Treasurer – shall receive and deposit all dues-and other funds paid directly to SCTPC. Dues and other funds may be deposited to the SCTPC account through the on-line system provided by the CA. The treasurer shall disburse SCTPC funds in timely payment of all bills owed by the SCTPC; maintain appropriate accounting records reflecting the financial transactions of the SCTPC and its current financial condition; furnish the CA with reports as may be called for; report to the membership on the financial condition of the SCTPC at the Annual Business Meeting and at other times as the President may direct and be the custodian of the financial records.

5. The Executive Board – shall appoint staff members for SCTPC administered courts/facilities; establish Rules and Regulations for operation of the SCTPC; review and approve annual budgets and all changes thereto, including purchases of goods and services not anticipated for the annual budget, set fees for SCTPC activities, services and supplies, subject to membership approval; recommend annual membership dues for approval by the membership; review and approve financial status reports from the Treasurer at least quarterly; carry out other duties and exercise other powers as are proscribed for the Board of Directors of a nonprofit organization not specifically restricted or preempted by other articles of these bylaws or by the Rules of the CA.

6. Communications Director – shall update SCTPC articles in the Community Association Sun Rays or other publications as desired and provide notifications to membership as required.

7. Player Development Director – shall coordinate training, player development and club leagues.

Section D. Nomination and Election Procedures

1. The Executive Board shall be elected by (1) written ballot at the Club’s Fall Business Meeting in November, or by (2) electronic voting (either email or website ballot).

2. Forty-five (45) days prior to the scheduled Fall Annual Business Meeting, the Board shall appoint a Nominating Committee of at least three club members. Any club member in good standing is eligible to serve on the committee, however, no member shall serve on the committee for two consecutive years. The Nominating Committee will develop a proposed slate of at least one nominee for each board office and submit it to the sitting Board. A club member in good standing can only be nominated for one Executive Board position.

3. Thirty (30) days prior to the scheduled Fall Annual Business Meeting, the Board shall place the list of nominees on the Club Bulletin Board and website,

and shall advise the membership by email. Any additional nominations from members will be added to the slate of nominees.

4. Ten (10 days) prior to the scheduled Fall Annual Business Meeting, nominations will be closed. The Board shall compose the slate of candidates and post it on the Club Bulletin Board and website. At that time the Board will announce whether the election will be by written ballot at the meeting or by electronic voting. A combination of written ballot and electronic voting may be utilized so that members who are unable to attend the meeting are allowed to vote absentee. Write in votes will be allowed regardless of the voting method that is chosen.

5. If the Board chooses to hold the vote at the Fall Annual Business Meeting, the ballots will be prepared and distributed at the meeting for voting.

6. If the Board chooses to handle the voting via email, the ballots will then be distributed to all members and must be returned to appropriate parties as instructed in the email two (2) days prior to the Fall Annual Business Meeting.

7. If the Board chooses to handle the voting via the web, the slate of candidates will be put on the SCTCA web portal within two (2) days after nominations close. The closing date for voting on the web will be two (2) days prior to the Fall Annual Business Meeting.

8. The Board shall certify the voting results, notify winning nominees and the membership at the Fall Annual Business Meeting. The nominee receiving the most votes for an office shall be the winner. If there is a tie vote for any office, a coin toss at the Fall Annual Business Meeting will determine the winner.

Section E. Vacancies and Recall of Officers

1. Should the office of the President become vacant, the Vice President shall succeed to that position. The Executive Board shall fill any vacancies occurring during the year by a majority vote of those present and voting. Any Executive Board member may be replaced by a majority vote of the Executive Board members whenever, in its judgment, the best interest of SCTPC will be serviced.

ARTICLE IV - MEETINGS

Section A. Types, Frequencies and Voting Procedures

1. The Executive Board will meet, at a minimum, twice a year. The president or a minimum of three Executive Board members may call special meetings of the Executive Board.

2. Executive Board meetings shall only be conducted if there is a quorum (majority) of the Executive Board present.
3. A majority vote of the total present is required to resolve any matter on which the Executive Board votes.
4. Business meetings of the membership shall be held at least annually, at times and places determined by the Executive Board and published at least 10 days prior to the meeting.
5. An annual business meeting of SCTPC shall be held in November for the purpose of electing officers, amending the bylaws, receiving the report of the Treasurer and conducting other business as may properly come before it.
6. The President may call other business meetings of the membership and must call those meetings when directed to do so by the majority vote of the Executive Board. Meetings shall be held in conjunction with the regularly scheduled meeting of SCTPC, whenever possible.
7. The Secretary shall provide ten (10) days written notice of all business meetings of the membership by posting the notice in a prominent location available to all SCTPC members.
8. The proceedings of all business meetings of the membership shall be recorded in minutes by or under the supervision of the Secretary. The Treasurer shall provide the members with a financial presentation showing revenues, disbursements, and bank account balances which would also be recorded in meeting minutes. These minutes shall be open for inspection by the membership and by staff members and Directors of the CA.

Section B. Clubs have the option to use Roberts Rules of Order or their own written guidelines to ensure orderly meetings.

The latest edition of Roberts Rules of Order may be the authority on parliamentary procedures not covered by these bylaws.

Section C. Voting and Quorum Procedures

1. All members in good standing shall have the right to vote on all matters brought before the general membership at scheduled meetings. At the discretion of the Executive Board, electronic voting may be employed to enable members to vote absentee on an issue.

2. If the Board chooses to incorporate voting on an issue via the web, the issue will be put on the SCTCA web portal within ten (10) days of the scheduled business meeting. The closing date for voting via the web will be two (2) days prior to the business meeting.

3. The combined total of votes from members present and electronic votes cast prior to the scheduled meeting will be used to determine passage of any measure presented to the general membership. Voting results will be determined by a majority of those members who voted.

ARTICLE V – GRIEVANCE PROCEDURES

Section A. Grievance Procedure

1. Members of SCTPC who have grievances against Club’s policies, procedures or actions, should submit their grievances in writing to the Club’s Executive Board using Form CC-9. Prior to meeting with the Club’s Board, the complainants should review the Club’s Rules and Regulations to assure the changes they wish to make are in compliance. The Club’s Board or its designees will then meet with the complainants. If no resolution can be met at that level, the next steps will be:

2. The complainants will submit their grievance in writing and will meet with the appropriate CA Board-appointed committee. If no resolution:

3. The Club’s Executive Board will meet with the appropriate CA Board-appointed committee. If no resolution:

4. Both sides will meet with the appropriate CA Board-appointed committee and the committee will make a decision. If no resolution:

5. The complainant will submit the grievance to the CA Board for final resolution.

6. Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the community. Club members who become abusive or who blatantly create turmoil, disruption or dissension among Club members, other Clubs, or the Association in general may have their Club membership suspended. Suspension may occur following a recommendation from the Club's Executive Board, and referred to the appropriate CA Board-appointed committee for action. In certain cases the appropriate CA Board-appointed committee may recommend a suspension of Association privileges, subject to CA Board approval. A suspension of Club or Association privileges may be appealed by providing written justification to the CA Board within 14 days of the written notice to suspend. The CA Board will provide a final notice of decision within 30 days of receiving the written appeal.

ARTICLE VI – FINANCIAL CONTROLS AND PROCEDURES

- Section A. Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.
- Section B. Financial records will be maintained for a period of seven (7) years. The treasurer shall retain the financial records and upon leaving office shall pass the records to his/her successor.
- Section C. A single expenditure of more than \$1,000 requires a majority vote of the Executive Board and requires the signature of two Executive Board members. Any single expenditure in excess of \$2,500 which is not provided for in the approved annual budgets, must be authorized by a majority vote of those members who voted.
- Section D. Inventory Control Procedures: Pickleball paddles and balls are considered expendable items. All assets, with a useful life over 1 year that SCTPC may acquire, shall be physically inventoried annually and the Treasurer shall maintain a written record.

ARTICLE VII – COMMITTEES

- Section A. The president may appoint committees, subject to the approval of the Executive Board.
- Section B. Committee chairpersons may be appointed by the Executive Board.
- Section C. All committees will have written mission statements assigned prior to committee appointment.

ARTICLE VIII – AMENDMENTS TO THE BYLAWS

- Section A. Bylaw amendments require membership vote.
1. Any member in good standing may propose an amendment to these bylaws. The proposed amendment shall be delivered to the President in writing with a statement setting forth the reason for the proposed amendment.
 2. The Executive Board must approve the proposed amendment before presenting the proposal the general membership.
 3. The Executive Board may elect to present the proposal to the general membership for vote at a meeting duly called for such purpose, or electronically, using the SCTXCA web portal.

4. Voting results will be determined by a majority of those members who voted.

Section B. Notice of proposed amendment(s) will be provided by written notice at least 30 days in advance of said meeting or electronic vote.

ARTICLE VIII –CLUB DISSOLUTION

Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.

(signed) *Nancy Grafton* Date: November 9, 2016

President, SCTPC