

SUN CITY TEXAS TENNIS ASSOCIATION BYLAWS

ARTICLE I

General

Section A. The name of the organization shall be Sun City Texas Tennis Association (SCTTA), a charter club of the Sun City Texas Community Association (CA).

Section B. The purpose of SCTTA is to (i) promote interest in tennis, (ii) provide opportunities for organized play, tournaments, socials, and fund raising events and (iii) provide for administration, scheduling and usage of the tennis 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). The club will abide by the Policy for Chartered Clubs. 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 a non-profit Club in accordance with applicable statutes and the Association's Documents.

ARTICLE II

Membership

Section A. Membership shall be open to any Association member or renter in good standing without discrimination as to race, religion, color, sexual orientation 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. Guest Policy

- Resident Guest
All CA members are qualified to join a chartered club. Until they join the SCTTA, they are considered guests for any SCTTA activities.
- Non-Resident Guest
Non-residents accompanied by a CA member are considered non-resident guests. This group does not qualify for membership.
- 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 (VG) visitors, prospective homebuyers, and developer-employed sales associates are considered developer guests. VG visitors may be accompanied by a sales associate, or may identify themselves with a VG visitor card. Prospective home buyers will be in the company of a sales associate. Depending on the nature of SCTTA activities, VG visitors and prospective home buyers may be permitted to participate in SCTTA programs. It is incumbent upon sales associates to inquire into SCTTA activities and programs. Sales associates may use CA facilities only when accompanying a prospective home buyer.
- Guest Rules For Tennis Court Usage
Guest rules for tennis court usage are posted on the bulletin board at the tennis courts and/or the SCTTA web site.

Section D. Dues – Annual dues are either established at a duly called general membership meeting or they remain as previously established for the current year. Residents new to Sun City during the year and who join the first time on or after November 1st become members that year as well as the next year.

Section E. Membership - Members are defined as i) those Sun City residents who pay the established dues plus ii) Board designated honorary members who may be exempt from paying dues. Membership for each year extends until January 31st of the following year. Membership shall be terminated whenever a member ceases to be a Sun City resident. Membership must be established at least one week prior to a membership meeting in order to vote on SCTTA matters.

ARTICLE III

Officers & Board Members

Section A. Executive Board Members - The officers of SCTTA shall consist of president, vice president, secretary, and treasurer. These officers comprise the Executive Committee. The Board of Directors (Board) shall consist of the Executive Committee and four directors representing women's organized play, men's organized play, social activities, and communications/publicity.

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

Section C. Terms of Office and Responsibilities - Term of office shall be one year. No Officer may be elected to the same position for more than two consecutive years. Two residents from the same household may not serve on the Board at the same time.

Responsibilities:

- The **President** shall preside over all meetings, be responsible for the administration of all SCTTA business, act as principal liaison between the SCTTA and the CA, act as an ex-officio member of all committees except the nominating committee, and ensure the financial and administrative integrity of SCTTA. The president or three Board members may call special meetings of the Board.
- The **Vice President** shall preside at all meetings and perform the duties of the president in the absence of the president and shall perform other duties as may be assigned by the president. It shall be the duty of the vice president to seek to expand the membership in SCTTA
- The **Secretary** shall keep records, issue notices and maintain minutes of all SCTTA meetings, and furnish reports as required by the CA. The minutes of each meeting where motions are passed must state the motion and for any expenditure must contain the amount of funds authorized and the purpose. Minutes of each meeting shall be posted on the SCTTA web portal and emailed to each SCTTA member.
- The **Treasurer** shall account for all monies received and paid on behalf of the SCTTA, maintain an accurate accounting system, and produce timely financial statements. The Treasurer shall also compare financial statement to those produced by the CA and resolve all discrepancies. The Treasurer shall coordinate the preparation of the annual budget and the financial statements should show comparisons between actual financial results to the annual budget. The treasurer shall also make an annual inventory of all furniture and equipment purchased with SCTTA funds that have a unit cost greater than \$100.
- The **Organized Play Directors** (Women's and Men's) shall be responsible for all aspects of operating their respective leagues in adherence with SCTTA Rules.
- The **Social Activities Director** shall be responsible for publicity, food, beverages, music, and SCTTA member support for club social events.
- The **Communications/Publicity Director** shall be responsible for distributing messages to the membership via email and the bulletin board, for the format and content of the bulletin board and for providing material to the CA.

Section D. Nomination and Election Process

- Any SCTTA member in good standing may be nominated for any Board position.
- Each year, at least 90 days prior to the annual meeting, a nominating committee shall be appointed by the Board to meet and prepare a slate of at least one nominee for each Board position. The nominating committee shall consist of five non-Board members: one from women's organized play, one from men's organized play, one appointed by the president, and two appointed by other members of the Board. No member shall serve on the nominating committee for two consecutive years.
- The slate of candidates proposed by the nominating committee will be posted at the tennis bulletin board, by email and on the SCTTA web portal at least 45 days before the annual meeting. Until 35 days before the meeting, members may nominate additional candidates to the Secretary. The Secretary will obtain agreement from each candidate nominated in this manner prior to adding them to the slate of candidates. At least 30 days before the annual meeting, the Secretary will post the final slate of candidates at the tennis bulletin board, by email and on the SCTTA web portal.
- The nominating committee shall present its final slate at the annual general meeting in November. A majority vote of the members voting is required for election. The election for all positions shall be by electronic ballot if available; otherwise by written ballot. However, the Board may dispense with balloting in uncontested elections.

Section E. Vacancies and Recall of Board Members - The Board shall fill any vacancies occurring during the year by a majority vote of those present and voting. Any Officer or Director may be replaced by a majority vote of the Board members whenever in its judgment the best interest of the SCTTA will be served.

ARTICLE IV

Meetings

Section A. Regular meetings of the SCTTA Board may be held at such time and place as the SCTTA Board shall determine but at least one meeting shall be held each quarter. Notice of the time and place of these meetings shall be posted at the tennis bulletin board, on the SCTTA web portal to the SCTTA membership not less than 72 hours prior to the meeting. Each officer and director shall have one vote on questions brought before the Board. The quorum for a Board meeting shall be five Board members. The president or three Board members may call special meetings as necessary.

Section B. A general membership meeting of SCTTA shall be held annually in November and any other time scheduled by the Board. Notice of the time and place of these meetings shall be posted at the tennis bulletin board, by email and on the SCTTA web portal to the SCTTA membership not less than 72 hours prior to the meeting. A majority of members voting shall be required to pass any measures presented to the general membership. The quorum consists of those members attending the meeting. The presiding officer shall vote only in case of a tie but it is not required to break a tie.

Section C. Clubs have the option to use Robert's Rules of Order or their own written guidelines to ensure orderly meetings. SCTTA will use Robert's Rules of Order.

ARTICLE V

Grievance Procedures

Members of the SCTTA Chartered Club who have grievances against the Club's policies, procedures or actions, need to submit their grievances in writing to the Club's Executive Board using Form CC-9. Detailed steps and the appropriate form for the grievance procedure can be found in section 5.2.4 of the Sun City Texas Community Association Policy for Chartered Clubs.

ARTICLE VI

Financial Controls and Procedures

Section A. Financial procedures for the collection, deposit and expenditure of funds will comply with the procedures outlined in the Policy for Chartered Clubs.

Section B. All SCTTA expenditures of monies up to \$500 (excluding revenues for the events) require approval by a majority of the Board present at a regular or special meeting. A single expenditure of monies or the sum of expenditures for one event of monies of from \$500 to \$1,500 (excluding revenues for the events) requires a majority vote of the Board present at a regular or special meeting which includes such purpose with the required prior notice being given. A single expenditure of monies or the sum of expenditures for one event of more than \$1,500 (excluding revenues for the events) requires a majority vote of the Membership present at a regular or special meeting duly called for such purpose with the required prior notice being given.

Section C. Two or more SCTTA members other than those serving on the Board of Directors may be appointed by the Board to review and certify financial records on an annual basis. The results of such a review will be presented to the general membership and duly recorded in the minutes of the meeting at which presented.

Section D. The President, Vice President and Treasurer are the only members authorized to approve financial transaction documents per the Administrative Policy for Chartered Clubs.

Section E. Financial records will be maintained for a period of seven years.

ARTICLE VII

Amendments to the Bylaws

Section A. Bylaw amendments require membership vote at a meeting duly called for such purpose.

Section B. Amending the bylaws of the SCTTA requires a majority vote of the membership present and voting at a meeting called for such purpose or at the annual meeting, with notice being given by email and on the SCTTA web portal at least 30 days in advance of said meeting.

ARTICLE VIII

Club Dissolution

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

ARTICLE IX

Committees

Section A. A finance committee shall consist of the treasurer, who shall serve as chair, and two SCTTA members appointed by the president.

Section B. The president may appoint temporary committees subject to the approval of the Board.

ARTICLE X

Advisors

Section A. Advisors will include, but not be limited to, a parliamentarian and representatives from Mixed Doubles and Club Open Tennis. Advisors will be appointed by the Board.

- Adopted 11-18-2010 and Article VII, Section E added by CA on 6-8-11.
- Adopted 11-10-2011, then on 11-14-12, on 11-13-13, then on 11-12-14 – all we subsequently Approved by Sports Committee.
- Further Adopted on 07-27-15 By SCTTA Membership.
- Further Adopted on 11-14-16 by the SCTTA Membership.
- Further Adopted on 09-18-17 by the SCTTA Membership.
- Further Adopted on 11-16-17 by the SCTTA Membership.

Dave Young, President, SCTTA