

SUNLAND VILLAGE EAST TENNIS CLUB BYLAWS

ARTICLE I: NAME AND AFFILIATION

- 1.1 Name:** The Club name shall be known as Sunland Village East Tennis Club (SVE Tennis Club).
- 1.2 Affiliation:** The Club is an activity of the Sunland Village East Homeowners Association (SVE HOA).

ARTICLE II: CLUB MISSION STATEMENT AND PURPOSE

- 2.1 Our Mission Statement:** Provide a fun, healthy environment through organized tennis programs that promote instruction, recreation, recruitment and social activities to encourage individual and Club growth.
- 2.2 Our Vision Statement:** Fun, Fitness and Friendship through tennis.

ARTICLE III: MEMBERSHIP

- 3.1 Membership:** Membership shall be defined as a member whose dues have been paid for the membership year, October 1 – September 30.
- 3.2 Full Membership:** Full membership is open to any SVE resident. Full members shall have the right to participate in all activities of the Club, vote, hold office and play in the EVSTL (East Valley Senior Tennis League). Full members are eligible to use ball machines, ball sweepers and other tennis club equipment.
- 3.3 Social Membership:** Social membership is open to any SVE resident. Social members shall have the right to participate in the social activities of the Club. Social members shall not have the right to vote, hold office or play in the EVSTL (East Valley Senior Tennis League). Social members are not eligible to use ball machines, ball sweepers or other tennis club equipment unless accompanied by a Full member.
- 3.4 Honorary Membership:** A member who has attained the age of 85 and has been a full dues paying member of the SVE Tennis Club for a minimum of five years shall be deemed an Honorary Member. Honorary Members shall retain all rights and privileges as a full member. (See Article 4.1.)
- 3.5 Transferability and Prorated:** Membership is not transferable and dues cannot be prorated.
- 3.6 Members' Obligation and Responsibilities:** Members shall follow the Sportsmanship Guide and Code of Conduct as described in the SVE Tennis Club Information Packet. Misconduct will be addressed by the Executive Board.

Members are expected to protect Club equipment and supplies from theft or damage. Members shall secure all such items in the proper storage areas after use. Any damage or repairs needed should be reported to a Club Officer or the Facilities Coordinator.

ARTICLE IV: DUES AND FEES

4.1 Dues: Club membership year shall begin October 1 and end September 30. Dues paid at any time during a membership year are to be for the full annual amount and expire at the end of that membership year. Dues must be paid prior to participation in any club activity.

Full and Social membership dues shall be amounts determined by a secret ballot of voting members present at a membership meeting. When changes are proposed, meeting date, time, place and proposed dues amounts shall be posted on the Tennis Courts' bulletin board and sent to members by email no less than five (5) days prior to the meeting.

Honorary members shall pay no dues and will be honored with free membership for life.

4.2 Fees: Fees for member and guest participation in Club activities shall be determined by the committee in charge of each activity, approved by the executive board and announced to members in the official notification for each activity. Fees must be paid prior to participation in any activity.

ARTICLE V: MEMBERSHIP MEETINGS

5.1 Regular Meetings: Meetings of members shall be held each month November through March with date, time and place determined by the Executive Board. Meeting date, time and place shall be posted on the Tennis Courts' bulletin board and sent to members by email no less than 5 days prior to the meeting.

5.2 Annual Meeting: The annual meeting of the Club is for the purpose of electing officers for the coming year. It shall be held late February or early March of each year with date, time and place determined by the Executive Board. Meeting date, time and place shall be posted on the Tennis Courts' bulletin board and sent to members by email no less than 5 days prior to the meeting.

5.3 Special Meetings: Special meetings may be called by the President, by the Executive Board or shall be called upon receipt of a written petition signed by 20% of the voting members and submitted to the Secretary. In the latter instance, such meetings must be held no sooner than 5 days or later than 21 days from the date the petition is submitted to the Secretary. Special meeting notices must specify date, time, place and purpose for the meeting.

5.4 Quorums: Official business may be conducted at any membership meeting for which proper notification has been issued and when at least 30 voting members are present.

5.5 Conduct of Meeting: The most recently revised edition of *Robert's Rules of Order* shall govern the proceedings of the Club in all cases not provided by the Bylaws.

ARTICLE VI: OFFICERS AND DUTIES

6.1 Nomination and Election of Officers: The Membership shall appoint a Nominating Committee no later than December, with a minimum of 3 members. It shall be the duty of this committee to nominate candidates for the offices to be filled at the Annual Meeting in late February or early March. Additional nominations from the floor at the Annual Meeting will be accepted.

A simple majority of the voting members present at the Annual Meeting in late February or early March will elect, for a period of 1 year or until their successors are elected, the following officers: President, Vice-President, Secretary and Treasurer. The election shall be conducted by secret ballot. In the event of only one nominee for an office, that election may be done by voice vote.

No member shall hold more than one office at a time.

6.2 Executive Board: The duly elected Officers and the immediate Past President will make up the Executive Board, whose term begins April 1 and ends March 31. It is their collective duty to act as a governing board and to enforce the provisions of these bylaws. The Executive Board shall have general supervision of the affairs of the Club between membership meetings, fix the hour and place of meetings, make recommendations to the membership and perform other duties as needed.

The Executive Board shall meet October through March with date, time and place determined by a majority of the Executive Board. Meetings may be held in person, by telephone conference or online. An Executive Board meeting requires a majority of the board be present to constitute a quorum. (Executive Board Meetings are open meetings to Tennis Club members.)

The Executive Board shall appoint the Chair for Standing Committees and Volunteer Positions, which will be under direct supervision of the Executive Board. (Refer to Article 8.4 for specific duties of committees.)

6.3 President: The President shall: preside at all meetings of the membership and of the Executive Board; enforce the provisions of the bylaws; decide all questions of order; sign all official documents for the Club; appoint all committees except Standing Committees and the Nominating Committee; and perform other duties customarily pertaining to the office of the President. The President or his designee shall be the EVSTL Coordinator and will represent SVE at EVSTL meetings. The President shall be the contact person to the HOA and make an annual Club report to the HOA Board.

6.4 Vice President: The Vice President shall: generally assist the President; perform the duties of the President in the absence of the President; ensure SVE Captains Handbook is up to date and is being followed; and assist the Captain of Captains with team captains during the league season.

6.5 Secretary: The Secretary shall: keep minutes of the proceedings of the Club and of the Executive Board; notify the SVE Home Owners Association office of the names of the new officers; send and receive Club correspondence; ensure that meeting notices are displayed on the Club's bulletin board and also emailed to members; send updates to the website coordinator; and maintain the Club's historical records.

6.6 Treasurer: The Treasurer shall: request that members pay their dues; keep a list of members; receive all monies paid to the Club; notify the Captain of Captains when members are delinquent in their dues and may not participate in league play; make authorized expenditures on behalf of the Club; disperse funds within the guidelines of the Club's approved Budget; maintain financial records in accordance with normal accounting procedures; and submit a proposed annual budget to the Executive Board then to the Membership at November membership meeting. The Treasurer shall report on the Club's finances to the Executive Board and to the Membership. Accounts shall be set up in the Club's name at banking institutions approved by the Executive Board. Authorized signers for the accounts shall be the Treasurer, President and Vice President.

- 6.7 Immediate Past President:** The Immediate Past President shall: be a voting member of the Executive Board; act in an advisory capacity to the Board; and perform other duties determined by the Executive Board and the President.
- 6.8 Change of Officers:** Officers' terms begin April 1 and end March 31. Officers shall hold offices for a term of 1 year or until their successors are elected. All officers at the expiration of their terms of office shall deliver to their duly elected successors all books, records and other Club property in their keeping.
- 6.9 Filling Vacancies:** If a vacancy in any office occurs for any reason, such vacancy shall be filled for the unexpired term by appointment by the Executive Board. In the case of vacancy in the Office of President, the Executive Board shall advance the Vice President to fill the office of President. The subsequent vacancy in the office of Vice President shall be filled by appointment by the Executive Board.
- 6.10 Removal by Members:** After presenting to the Executive Board a written petition proposing the recall of an officer(s) and signed by 40% of the voting members, the voting members may, at a special meeting called expressly for that purpose, remove any or all of the Executive Board members and declare those offices of the Club to be vacant by a vote of two-thirds (2/3) of the voting members present by a secret ballot, with a majority of voting members present (i.e., if there are 200 voting members, at least 101 voting members would have to be present).

ARTICLE VII: CLUB FUNDS

- 7.1 Depository:** All of the Club's funds shall be deposited into the Club's account in a timely fashion after being received.
- 7.2 Discretionary Funds for the Executive Board:** The Executive Board has the authorization to disburse funds in the best interest of the Club and Membership, the total of which is not to exceed seven hundred fifty dollars (\$750.00) per expenditure not included in the budget.

ARTICLE VIII: PLAYER IMPROVEMENT PROGRAM, CAPTAINS, TOURNAMENTS, COMMITTEES AND VOLUNTEER POSITIONS

- 8.1 Player Improvement Program (PIP):** As outlined in the Captains Handbook, the objective of the SVE Tennis Club is to provide its members with assistance in learning safe and level-appropriate tennis skills. Tennis instruction should be a building of skills dependent on the specific level of each team. The Executive Board shall appoint the PIP Head Coach/Director.
- 8.2 Captain of Captains:** The Executive Board shall appoint a Captain of Captains. The Captain of Captains shall: provide the captains with a notebook of procedures related to team captains' duties; assist and provide training for captains to become better team captains; and ensure captains have complete familiarity with the EVSTL (East Valley Seniors Tennis League) By-laws and Guidelines, which set requirements and responsibilities for all League teams and team captains.

Captains: Team Captains shall be selected as stated in the SVE Captains Handbook. Captains shall organize their teams in accordance with EVSTL Bylaws and EVSTL Captain's Guidelines, which set requirements and responsibilities for all league teams and team captains, and in accordance with SVE Captain's Handbook policies. Captains shall also coordinate with other EVSTL team captains to establish competitive team matches.

8.3 Tournaments: The Executive Board shall annually appoint Tournament Director(s) and Tournament Concession Director(s), who shall appoint one or more assistants subject to the approval of the Executive Board.

Planning decisions for tournaments are subject to the Executive Board's approval. When the tournament commences, decisions will be made by the Directors or Assistants present at that time.

8.4 Standing Committees: These committees perform a continuing function and remain in existence permanently unless changed by amendment(s) to the Club bylaws. The Executive Board shall appoint the Chair of each committee following the annual election of officers. Members are encouraged to actively and willingly volunteer to serve on committees and assist with committee activities.

A. Audit Committee: This committee of 2-3 members will conduct an annual audit of the Club's financial records, including the Treasurer's books, bank statements, the corresponding Secretary's minutes and the inventory of all tennis Club property, and report their findings to the Executive Board and to the Membership. The committee shall audit the Treasurer's books upon change of Treasurer and a report will be made to the Executive Board and to the Membership.

B. Placement Committee: This committee shall place members at their playing level and attempt to equalize the skill level of our Club teams for the EVSTL in accordance with the EVSTL Bylaws.

C. Social Committee: This committee shall plan and organize social events for the Club. This committee is responsible for setup, food and entertainment of these social events.

8.5 Volunteer Positions: All members should help our Club in some capacity. The Executive Board will solicit and appoint Club members to fill volunteer positions as needed.

ARTICLE IX: TENNIS PLAY

9.1 Court Reservations: Court time is reserved by using the internet online program Hold My Court at www.holdmycourt.com/reserve2/svetennis. Everyone must follow the policy and rules of the reservation system as approved by the SVE HOA Board and our Tennis Club members.

9.2 Rules: All Club-sanctioned tennis play shall be in accordance with the rules of the U.S. Tennis Association (USTA). (Refer to the SVE Tennis Club Information Packet.)

ARTICLE X: BYLAW CHANGE(S)

10.1 Bylaw Change(s): Proposed Bylaw change(s) must be presented at least one membership meeting prior to the membership meeting at which same Bylaw change(s) shall be voted upon by a majority of the voting members present.

Meeting date, time, place and proposed Bylaw change(s) shall be posted on the Tennis Courts' bulletin board and sent to members by email no less than five (5) days prior to each of these meetings.

Any Bylaw change(s) approved by a majority of voting members shall not become effective until the date of acceptance by the SVE HOA.

Approved by a majority of voting members present at the _____(Date) Membership Meeting.

All approved change(s) to the Bylaws will be dated and listed below in chronological order.

SVE Tennis Club President: _____.

SVE Tennis Club Secretary: _____.

Accepted by the HOA Board _____ (Date).

HOA President _____.

HOA Secretary _____.