

SUN CITY FESTIVAL PICKLEBALL CLUB

CHARTERED CLUB

Amended bylaws: November 14, 2017

ARTICLE I – GENERAL

Section A. Name of Organization:

Sun City Festival Pickleball Club

Section B. Purpose of Organization: To provide an organized framework under which Sun City Festival residents may engage in pickleball dependent upon resident demand. The club will provide management oversight, centralized scheduling, logistics, and publicity in concert with the Sun City Festival Lifestyles Director to ensure maximum accessibility to resident, efficient use of Association facilities, staff, and material resources.

Section C. These bylaws will fully comply with the Association's Governing Documents and Chartered Club Rules and Procedures Manual. In the event of a conflict between these bylaws and the Documents or Rules, the Documents or Rules will prevail.

Section D. This organization shall be operated as a non profit association in accordance with applicable statutes and the Association's Documents.

ARTICLE II – MEMBERSHIP

Section A. Membership is open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Section B. There is one precondition for membership, but NO members will be required to join any national, state, or regionally affiliated organization. The Precondition is: The assurance that the player is in good health and can safely play such sports.

Section C. Guest Privileges: A guest is defined as a person(s) who does not reside within the confines of Sun City Festival and who is attending a Sun City Festival Pickleball Club function at the invitation of and accompanied by an Association Member who is a member in good standing with the club. Residents may sponsor three guests per calendar quarter to participate in pickleball sports. Intramural sports participation (between various senior communities) will be at no cost on a reciprocal basis. Sun City Festival residents may participate in club

activities in a guest status up to three times before they must join the club as a regular, dues-paying member.

Section D. Dues: Dues that were initially established by the Board of Directors may be amended with the consent of the majority of the membership in order to keep the club financially solvent and capable of meeting its obligations. Dues are payable by January 31st of each year for the coming calendar year. Those joining the club in the fourth quarter of the year (October 1st – December 31st) are “grandfathered” for the coming year. Annual Dues are \$10.00 per year per person. The Sun City Festival Pickleball Club Treasurer assesses dues beginning in January 2011.

ARTICLE III – OFFICERS

Section A. The Executive Board shall consist of a president, vice president, secretary, treasurer and a director of Player Development. The two offices (secretary and treasurer) may be combined into one, dual-functioning position with the consent of a majority of the membership.

Section B. All officers shall be elected by a majority vote of those present during an annual membership meeting once a quorum has been established. Officers serve without compensation.

Section C. Terms of Office and Responsibilities: Effective with the election of officers for calendar year 2014, officers serve a staggered two year term with the Vice-President and Secretary serving a two year term (2014 & 2015) and the President and Treasurer a one-year term (2014 only). In 2015, those elected to the latter two positions serve a two year term.

- **President** – Presides over all club meetings and is accountable for the administration of all club business. The incumbent acts as the principle liaison between the club and the Association, and appoints members of all committees that have been authorized. The President ensures the membership selects subordinate committee chairs and skill development principals who oversee functions related to their respective activities. This relationship is depicted on the attached Club organizational chart.

- **Vice President** – Performs all duties of the Club President in the event of his/her absence or inability to perform. Assists in the conduct of periodic meetings and performs random assessments of the skill development program to ensure the most contemporary pickleball skills and strategies are imparted to the club membership. Initiates action to resolve problem areas.

- **Secretary** – Maintains club records, issues notices of all meetings, and publishes and distributes meeting minutes to all club members and the Association’s Lifestyle Director. Is the administrative focal point for all correspondence between the Club and the Association. The secretary shall

develop special publicity media such as flyers, newsletter, inserts, etc., to inform resident of club activities.

- **Treasurer** – Receives and deposits all monies due to the club and pays all obligations that may be incurred by the club in the regular course of its business. The incumbent maintains an up-to-date ledger of all financial transactions and provides financial reports as may be required at club meetings. Prepares, coordinates with the club President, and submits mid and year-end reports.

- **Player Development** - Acts as the club's Skill Development and assessment principal. Development a rating systems.

Section D. Nominations and Election Procedures: All officers are elected by a majority vote or by a method specified by the Board of Directors. Such method(s) may include the use of electronic media or the appointment of a Nominating/Election committee. Similarly, the Board may specify other ballot-casting options such as absentee, e-mail or early paper ballot so long as the total number of ballots cast is equal to or greater than the number of members that constitute a meeting quorum. In the case where incumbents(s) are un-opposed, a verbal vote during a membership meeting will confirm re-election provided a quorum is present. If a quorum is not present, the Nominating/Election committee will administer voting methods as specified by the Board of Directors to elect new officer(s) in a timely fashion.

Section E. Meetings, Quorum and Voting Procedures: Meetings are held as determined by the Club Executive Board. A quorum is a minimum of 20 per cent of the general membership. Only members in good standing are permitted to vote. Annual voting for club officers will be by written secret ballot only. All other topics requiring a majority vote will be by a method specified by the club President (voice, show of hands, or written ballot).

ARTICLE IV – MEETINGS

Section A. Types and Frequency of Meetings: General membership meetings will be held on a frequency determined by the Board of Directors. They will establish the time and place of such meetings.

Section B. Conduct of Meetings/Parliamentary Procedures: Issues involving policies, procedures, elections, and events that affect the membership as a whole will be presented for a vote during the business portion of each general meeting using *Roberts Rules of Order* as a guide.

Section C. Voting and Quorum Procedures: A quorum is a minimum of 20 per cent of the general membership. Annual election of club officers will be by means of a written, secret ballot. All issues requiring a membership vote will be by a method determined by the Board of Directors.

ARTICLE V – FINANCIAL

Section A. The club Treasurer maintains all financial records for the current and seven previous years of the club's operations.

Section B. Effective December 31, 2017, individual expenditures in excess of \$1000 shall require a majority approval by vote of the general membership in accordance with the provisions of Article 4, Section C of the Bylaws.

Section C. Financial records shall be certified on an annual basis by individuals other than club officers. Annual audits shall be conducted by two club members from the Audit committee. Audit results will be presented to the general membership and duly recorded in the applicable meeting minutes.

Section D. All funds/revenue shall be deposited in a bank account established in the club's name with the Association's designated chartered club banking services provider. However, the club may retain up to \$25.00 in petty cash on hand collected from club dues/activities for cash payments such as prizes or member reimbursement (with the purchase receipt or invoice retained as the expense reimbursement documentation). The club's bank account shall be maintained through succeeding club administrations. Disbursements, other than those made from the petty cash on hand discussed above, should not be made from cash that has not been deposited in the club's bank account. These disbursements shall be made by Club check. All checks in excess of \$25.00 shall require two executive board members' signatures. Inventory control procedures over durable assets shall include periodic physical counts and reconciliations of underlying accounting records. Club inventories are to be performed annually, and maintained and safeguarded to prevent theft, deterioration, etc. The club shall furnish a copy of all inventories to the Association.

Section E. Semi-annually, the club will submit Form CC-8, "Annual Financial Report" to the Lifestyle Director. A copy of the report will be retained in the official club file, and the original will be forwarded to the Association's Controller for use when preparing and filing the Association's annual tax return. This report must be provided to the Association not later than the 15th day of January and July, and must be certified by the club president and treasurer.

ARTICLE VI – COMMITTEES

Section A. Permanent (standing) committees may include but are not limited to: Communications, Facilities, Referee Training, Safety, Social and Skill Development.

Section B. The chairperson of each committee shall, first, be a volunteer for the position. In the event a volunteer does not emerge, the club President shall appoint a committee chairperson to serve for a period of not less than six months. At least two club members shall serve on each committee and may be a volunteer or a draftee appointed by the committee chairperson.

Section C. All committees will have written mission statements prior to their formation. Mission statements may be amended as conditions warrant.

ARTICLE VII - AMENDMENTS

Section A. To amend these bylaws requires a majority vote of the quorum at a meeting duly called for such a purpose.

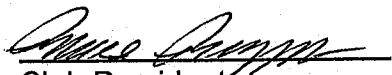
Section B. Notice requirement and procedure: Any proposed amendments(s) to these bylaws must be publicized in a written document distributed to the entire club membership at a regular or special club meeting.

ARTICLE VIII – DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be relinquished to the Association.

FOR THE CLUB:

FOR THE ASSOCIATION:



Club President
Name & Signature



Lifestyle Director
Name & Signature

11-14-17
Date

11/15/17
Date

APPROVAL

The foregoing application and the attached Bylaws are hereby approved and the Charter is hereby granted, subject to the Chartered Club Rules and Procedures Manual and subject to paragraph 10 of the application.

DATED THIS 15th day of November.

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.

A handwritten signature in black ink, appearing to read "Kim R. Ricketts". The signature is written in a cursive style with a large initial "K".