

# SUN CITY FESTIVAL (SCF) PICKLEBALL CLUB

## CHARTERED CLUB BYLAWS

### ARTICLE I – GENERAL

#### **Section A. Name of Organization:**

Sun City Festival Pickleball Club – The “Club”

**Section B. Purpose of Organization:** To provide an organized framework under which Sun City Festival residents promote and play pickleball. The Club will provide management oversight, centralized scheduling, logistics, and publicity in concert with the Sun City Festival Lifestyle Director to ensure maximum accessibility to residents, and efficient use of SCF Homeowners' Association (HOA, hereinafter referred to as the “Association”) facilities, staff, and material resources.

**Section C.** These bylaws willfully comply with the Association's Governing Documents and Chartered Clubs 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 not-for-profit association in accordance with applicable statutes and the Association's Documents.

### ARTICLE II - DEFINITIONS

- 1) Club Member (Member) is an individual who has been issued an HOA activity card and is in “good standing”. “Good standing” means a member has a current and valid HOA-issued activity card (not suspended), that was issued to them personally. In addition, membership in the Club requires payment of dues for the current calendar year, said dues to be determined by the Club from time to time;
- 2) Resident Non-Member is an individual who has been issued an HOA activity card but is not a member of the Club;
- 3) Guest is an individual who has not been issued an HOA activity card;
- 4) Activities are on an individual or small group basis, sanctioned by the Club, including but not limited to, ball machine usage or lessons;
- 5) Events are organized, large group sessions, sponsored by the Club, including but not limited to, Tournaments, Skills & Drills, Modules, Rotations, or Ladders.

### ARTICLE III – 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.

Failure to pay annual dues will result in an individual's membership in the Club being suspended. Membership will be re-instated when Club dues are brought current.

**Section B.** No Member will be required to join any national, state, or regionally affiliated organization. However, Members may be required to join a sanctioning body, whose purpose is to provide Members with skill level and performance metrics management and guidelines.

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**Section C. Privileges:** Members accrue all the benefits of the Club, as may be defined by the Executive Board, from time to time.

Resident Non-Members are restricted to court reservations and open play at the Sage Courts only and are excluded from Activities and Events. Resident Non-Members may be eligible to participate in Club tournaments depending on the eligibility criteria established by the Executive Board for that tournament.

Guests may only play at the invitation of and when accompanied by a Member or a Resident Non-Member. Guests are restricted to the same privileges as the individual that is sponsoring them, with the exclusion of Events.

Members and Resident Non-Members may sponsor no more than twelve Guests per calendar quarter, and a Guest can't be sponsored more than twelve times per calendar quarter. Individuals sponsored by a Resident Non-Member are restricted to play on the Sage Courts. During Open Play, any Guest must sit out if a Member is waiting to play.

Intramural sports participation (between various senior communities) will be at no cost, if on a reciprocal basis. If no reciprocal agreement exists, a playing fee will be charged, as determined by the Executive Board, as may be determined from time to time.

**Section D. Dues:** Dues are payable on an annualized basis as may be established through the Club's software program. The Executive Board may recommend changes to the annual dues to the membership. Any change to the annual Club dues, which increases the annual dues, must be voted on by the membership, and the vote will pass if the majority of a quorum of the membership in good standing votes affirmatively, according to Article V of this Document. Annual dues are not eligible for a refund. A Member's account may be suspended if the dues payment is not received within 14 days of the renewal date.

**Section E. Fees:** 1) A one-time initiation fee may be added to the annual dues for new members to recover the cost of manufacturing the Member's name tag. 2) Fees for certain Activities or Events or other Club benefits may be charged to participants, as may be determined by the Executive Board, in addition to the annual dues.

**Section F. Conduct:** Members shall abide by Club rules, policies, and procedures, as may be established by the Executive Board, from time to time. Such rules, policies, and procedures will be posted at the Sage and Wagner pickleball court facilities and on the Club's website. Members shall also maintain the standard of conduct required of all HOA residents, and shall be subject to any disciplinary measures, said standards of conduct and disciplinary measures being found in the SCF Community Rules and Regulations document and SCF Community Association Chartered Clubs Rules and Procedures Manual.

**Section G. Court Reservations:** All court reservations shall be made through the Club's software system.

**Section H. Hold Harmless:** All Members, Resident Non-Members, and Guests agree to hold harmless the Club for any injury which might occur during pickleball play on the Sun City Festival pickleball courts, regardless of the reason for the injury.



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### ARTICLE IV – EXECUTIVE BOARD (GOVERNANCE)

**Section A.** The Executive Board is comprised of (7) Directors. All Directors must be a Member. The Officers of the Executive Board shall consist of the following: President, Vice President, Secretary, Treasurer, and a Director of Player Development. Any Executive Board member, who is not an Officer, is designated as a "Director at Large". A quorum of the Executive Board is a majority of the full Executive Board. The Executive Board requires a quorum to conduct Executive Board business. All Executive Board votes require a majority of the quorum to pass.

**Section B. Terms of Office and Responsibilities:** All Directors shall be elected according to Articles IV and V of this document. Directors serve without compensation. All Executive Board Directors serve a two-year term. Terms are established on a staggered basis, with elections for three (3) Directors occurring on ODD calendar years, and elections for four (4) Directors occurring on EVEN calendar years. Officers serve a one-year term. There is no limit to the number of terms an Executive Board member may serve. The Executive Board manages the operations of the Club and establishes, from time to time, those rules, policies, and procedures which support that management.

- **President** – Presides over all Club meetings and is accountable for the administration of all Club business. The President acts as the principal liaison between the Club and the Association. The President ensures all Committees are staffed according to Article VII of this document, as well as for skills development principals, all of whom oversee functions related to their respective activities.
- **Vice President** – Performs all duties of the Club President in the event of his/her absence or inability to perform. The Vice President assists in the conduct of periodic meetings and initiates action to resolve problem areas. The Vice President manages all Club inventory and coordinates reporting with the Treasurer.
- **Secretary** – Maintains Club records, issues notices of all meetings, and publishes and distributes meeting minutes to Members and the HOA's Lifestyle Director. The Secretary is the administrative focal point for all correspondence between the Club and the Association. The Secretary is responsible for posting Club and Executive Board meeting minutes on the Club's website, as directed by the Executive Board. The Secretary is responsible for ordering name tags and coordinating communication programs to inform the Members and HOA residents.
- **Treasurer** – Produces an annual Operations budget before the start of the next calendar year, and manages all monies due to the Club and pays all obligations that may be incurred by the Club in the regular course of its business, against that budget. Also, oversees budgets for any club-wide Events. The Treasurer maintains an up-to-date ledger of all financial transactions and provides financial reports to the Executive Board, to the IT admin personnel (for posting on the Club's website), and to the membership, as may be required at Club meetings. The Treasurer prepares, coordinates with the President, and submits mid and year-end reports to the Association. Together with the entire Executive Board, the Treasurer keeps the Club financially solvent and capable of meeting its obligations.
- **Director of Event & Player Development** – Acts as the Club's Skill Development and Assessment principal to ensure the most contemporary pickleball skills and strategies are imparted to the Members. The Director of Event & Player Development prepares the seasonal calendars of friendly, competitive, and developmental Events. The Director of Event & Player Development creates, implements, maintains, and evaluates curriculums for player, trainer, and referee skill development. The Director of Event & Player



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Development creates, implements, maintains, and evaluates a rating system, that facilitates competitive play of equal skills.

- **Director at Large** – Performs those duties assigned by the President or the Executive Board.

**Section C. Nominations and Election Procedures:** Nominations for candidates for the Executive Board should be solicited two to three months before the start of the next term. Nominations should be announced to the membership two months before the next term starts. A Nominating/Election Committee may be established by the Executive Board for the purpose of soliciting candidates for the Executive Board. If a Nominating/Election Committee is not established, the Executive Board may use direct solicitation to the membership by a method determined by the Executive Board, at its sole discretion. Elections shall be held during the last quarter before the start of the next term. If a quorum has not been achieved, the Executive Board will re-send election ballots to the membership within 10 calendar days of the previous election, to ensure new Director(s) are elected prior to January 1<sup>st</sup> of the next calendar year.

If a quorum for the vote has not been achieved by December 31<sup>st</sup>, and there are un-opposed incumbent Director(s) on the ballot, the current Executive Board may re-appoint the incumbent(s) to another term in order to maintain continuity of club operations. This appointment requires a majority vote of the entire Executive Board. If this takes place, the Executive Board will re-send the ballot, minus the position(s) for the incumbent Director(s) who were appointed by the Executive Board, for a new vote.

New Directors will start their term on January 1<sup>st</sup> of the calendar year after their election. The appointment of all Officers shall be voted on by the Directors no later than January 10<sup>th</sup> of each calendar year. Once the new Officers are appointed, the Secretary will provide the list of Officers to the membership, post it on the Club website, and send it to the HOA's Lifestyle Director.

**Section D. Meetings:** The Executive Board shall hold regular meetings at least once a calendar quarter, either in-person or by remote electronic means, or a combination of both. The Secretary or designee shall record minutes for each meeting, and post and archive them appropriately. Special meetings may be called by the Executive Board on a case-by-case basis and follow the procedures for meetings in Article V of this document.

**Section E. Vacancies and Recall of Directors:** In the event a Director is unable to perform their duties, resigns, or the Executive Board determines it is in the best interests of the Club to remove a Director from their position (example – Director fails to attend multiple consecutive Executive Board meetings), the Executive Board will appoint a replacement to serve the remainder of the departing Director's term. The recall of a Director requires the unanimous vote of the remaining Directors (abstentions are not permitted). If a recalled Director is an Officer, the remaining Directors will appoint a replacement and notify all required parties. In such a case, the resigning Officer may either resign from the Executive Board entirely, or the resigning Officer may remain on the Executive Board as a Director, at the sole discretion of the Executive Board. If a Director resigns from an Officer position and is allowed to remain on the Executive Board, they may continue to serve to the end of their Director term. If the President's office is vacated, the Vice President shall assume the duties of President until a new President is appointed. If a Director leaves the Executive Board prior to the end of their term, the Executive Board may, at its sole discretion, either appoint a replacement according to the terms of this Article, or hold a Special Meeting for the sole purpose of electing a new Director.



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If a Director is recalled by the unanimous vote of the Executive Board, the Executive Board shall maintain the documentation necessary to support their action. In addition, the recalled Director may appeal the action to the HOA's Lifestyle Director.

### Section F. Prohibited Activities

Directors, while acting in their official capacity as an Executive Board member, are prohibited from actively engaging in political action, including but not limited to the following:

- Supporting or opposing candidates in political campaigns;
- Attempting to influence legislation.

However, nothing shall preclude any individual Member from participating in such activities when conducted on an individual, personal level.

## ARTICLE V - MEETINGS

**Section A. Types and Frequency of Meetings:** Meetings will be determined by the Executive Board, both as to purpose and frequency. A general membership meeting shall be held at least annually, unless extenuating circumstances dictate otherwise. The Executive Board will ensure proper notice is given (at least 72 hours) to the membership, and must include purpose, whether any measure will be voted on (description required), time and place (if appropriate for in-person meetings), or other details, if not in-person, so as to encourage maximum participation by the membership. Proper notice may be given by any method as determined by the Executive Board, including but not limited to electronic (in all forms) or written (in all forms). Club meetings require a quorum to conduct business. Participation in a club meeting may be in-person and/or by remote electronic means, such as Zoom or any other similar technology as may become available in the future.

**Section B. Conduct of Meetings/Parliamentary Procedures:** Issues involving policies, procedures, elections, and matters that affect the membership as a whole will be presented for a vote to the membership, according to this Article of the By-Laws. *Robert's Rules of Order* will be used as a guide, when appropriate.

**Section C. Voting and Quorum Procedures:** A quorum is a minimum of 10 percent of the membership in good standing. Only Members in good standing are permitted to vote. All issues requiring a membership vote will be conducted by a method determined by the Executive Board, including but not limited to electronic (in all forms), written ballot (secret or otherwise), voice vote, show of hands, etc. Any matter put to a vote under this Article will be deemed as passed if a majority of the quorum votes affirmatively for the matter. The results of all Club business, which requires a vote of the membership, according to this Article, shall be recorded by the Secretary, reported to the club membership, and archived.

## ARTICLE VI - FINANCIAL

**Section A.** The Club Treasurer maintains all financial records for the current and seven previous years of the Club's operations. The Club's finances will be operated on a cash basis.



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**Section B.** Individual capital expenditures in excess of \$1000.00, or any Event where all accumulated expenses for such event exceeds \$6,000, shall require a majority approval by a quorum of the membership in accordance with the provisions of Article V, Section C of the bylaws. Three exceptions to this section shall be: 1) For software subscription expenses, where the total annual fee is greater than \$1,000, but paying the subscription fee on an annual basis will result in a cost savings for the Club; 2) Where the club has been gifted an amount in excess of the limit, and the club is required to spend the gift, in which case the Executive Board shall have the discretion to spend the gift (exception #2) in consultation with the donor; and 3) recurring expenses for expendable items (e.g., pickleballs), where a bulk purchase might exceed \$1,000 but save the Club money. Any expenditures subject to this Section shall be appropriately recorded by the Secretary and archived.

**Section C.** Financial records shall be certified on an annual basis by an individual(s) other than Directors. Annual audits should be conducted by two Members from the Audit committee. Audit results will be presented to the membership and duly recorded in the applicable meeting minutes. The Club's audit should include a financial review of the Treasurer's documents, processes, monthly bank statements, and financial reports that have been submitted to the Association and provided to the membership.

**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 \$50.00 in petty cash on hand, collected from Club dues/Activities/Events, 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, shall not be made from cash that has not been deposited in the Club's bank account. These disbursements shall be made by Club check (paper or e-check) or debit card, if available. All checks in excess of \$500.00 shall require either two Officers' signatures on file with the Club's financial institution or approval by the same Officers. If approved by two Officers, the approval document shall be appropriately archived.

**Section E.** Inventory control procedures over durable assets shall include periodic physical counts and reconciliations of associated accounting records. Club inventories are to be maintained and safeguarded to prevent theft, deterioration, etc.

**Section F.** Semi-annually, the Club will submit the financial Reporting document attached to the Chartered Club Rules and Regulations Document, to the HOA's Lifestyle Director or designated representative. A copy of the report will be retained in the official Club file. This report must be provided to the Association no later than the 15<sup>th</sup> day of January and July of each calendar year, and must be certified by the Club President or Treasurer.

**Section G. Reimbursements:** All reimbursements, to any individual or organization, shall only be made if an expense (individually) is approved by a vote of the Executive Board, or the expense is from an approved Club budget, AND the individual or organization provides the appropriate documentation, such as a receipt, to support the reimbursement. None of the net earnings of the Club shall inure to any individual or organization.

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### **ARTICLE VII - COMMITTEES**

**Section A.** Permanent (standing) The Club may establish permanent (standing) committees, which may include but are not limited to: Audit, Communications, Facilities & Safety, Finance, Rules & Etiquette, Social, Skills Development, and Technology. In addition, the Club may also create ad hoc Committees for a specific mission with a defined end date, for example, a Tournament Committee or a Nominating Committee.

**Section B.** Committees are created by majority vote of a quorum of the Executive Board passing a motion to establish the committee. The Executive Board shall establish the length of term for each Committee's members.

**Section C.** All committees will have written mission statements prior to committee members being appointed. Mission statements may be amended by the Executive Board as conditions warrant. In addition, each committee shall have an Executive Board member who is the liaison between the committee and the Executive Board.

**Section D.** The Executive Board shall appoint a committee chairperson by majority vote of a quorum of the Executive Board. At least two additional Members shall serve on each committee and may be appointed by the committee chairperson or the Executive Board. Appointments should represent a diverse cross-section of the membership. All appointments to Committees shall be recorded by the Club Secretary in an appropriate manner.

**Section E.** When a Club committee is created, the Club's organizational chart should be updated to reflect the addition.

### **ARTICLE VIII - AMENDMENTS**

**Section A.** A proposed amendment to these bylaws shall be submitted to the Executive Board by any Member in good standing, including a Director. Amendment of these bylaws requires a majority vote of a quorum of the membership, at a meeting called for this purpose, in accordance with Article V of this Document.

**Section B. Notice requirement and procedure:** Any proposed amendments(s) to these bylaws must be distributed to the entire membership, prior to a vote. The format/method of distribution shall be determined by the Executive Board, including but not limited to written (in all forms), electronic (in all forms), any combination thereof, or other method as deemed appropriate by the Executive Board.

### **ARTICLE IX - DISSOLUTION**

Prior to Club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.



SUN CITY FESTIVAL (SCF) PICKLEBALL CLUB

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FOR THE CLUB:

Douglas L. Gale

Name

Douglas L. Gale

Club President

Signature

12/27/2021

Date

FOR THE ASSOCIATION:

JANET TURNER

Name

Janet Turner

Lifestyle Director

Signature

12/21/21

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 21<sup>st</sup> day of December, 2021

Kim Rinehart

Name

Kim Rinehart

Signature

SUN CITY FESTIVAL COMMUNITY ASSOCIATION, INC.