

Sun City Palm Desert Community Association (SCPDCA)

By-Laws of the Sun City Palm Desert Tennis Club

A Chartered Club

Authorized by SCPDCA Board Resolution dated July 28, 1993

Revised as of April 7, 2015

Article I – General

Section A – Name of Club. SUN CITY PALM DESERT TENNIS CLUB

Section B – Purpose of Club. To provide structure for tennis and tennis event management. To assist in dispute resolution regarding Tennis Club activities. To notify the SCPD Board of Directors of the conditions of the tennis courts for playability and safety.

Section C – Compliance. These Bylaws will fully comply with the SCPDCA Articles of Incorporation, Bylaws, and Chartered Club Rules and Regulations. In the event of a conflict between these Bylaws and the above-stated governing documents of the Community Association, the SCPDCA documents shall prevail.

Article II – Membership

Section A – Membership. Membership shall be open to all Residents with a valid SCPDCA membership card or a valid Renter's card, and rosters of paid members shall be submitted annually to the Association.

Section B – Affiliations. Other than that mentioned in Section A, there shall be no precondition for membership. Members will not be required to join any national, state or regionally affiliated organization.

Section C - Guest Privileges.

1. Resident Guests –After Resident Guests have accepted club hospitality for one month, they will be asked to join the club.
2. Nonresident Guests – Nonresident guests are not authorized to join the Tennis Club. Whenever practical, the Sun City Palm Desert Tennis Club will extend program hospitality to nonresident guests, if accompanied by a Resident member.

Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, and may be amended from time to time by the SCPDCA Board of Directors.

Section E – Dues shall be collected annually from each member. Dues shall be set by vote of the Executive Board of the Club

Article III – Officers

Section A – Election. On expiration of terms, all officers will be elected by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time. A quorum as defined in Article IV Section E.1 or Article IV Section E.3 must participate in the election process.

Election of officers will be conducted by Absentee Balloting via email or paper ballot. Paper ballots must be delivered to the Club mailbox in the Mountain View Clubhouse. Email ballots must be returned to the Vice President of Communications.

A verifying email will be sent back to the voting member upon receipt of the ballot. The ballots will be counted by the Vice President of Communications and verified by the Nominating/Election Committee. All ballots will be retained by the Vice President of the Communications for a period of two (2) years.

Section B – Terms. Terms of office shall be two years. Terms in office shall begin July 1st and end June 30th. Officers will be limited to two (2) consecutive terms of two (2) years each for the position held. After the first term, that position will be open for anyone who wants to run including the incumbent. After two (2) consecutive terms in the same office, an officer may not run for that office again, but may run for other positions on the board. Following a period of two (2) years out of an office, a person may once again run for such office. In order to maintain continuity, a staggered election process will be implemented. The positions of President, Vice President of Men’s Tennis, Vice President of Communications and the Treasurer will be elected in odd numbered years with the remaining positions on the board elected in even numbered years.

Section C – Recall. Any one or all officers may be recalled upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. A recall election must be held within forty-five days of receipt of the petition. The majority vote at a recall meeting or the majority vote of responders to a recall by Absentee Balloting will determine if the recall is successful. A quorum as defined in Article IV Section E.1 or Article IV Section E.3 must participate in the recall election process.

Section D – Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described (with full responsibilities as described in a separate document entitled SCPD Tennis Club Operating Rules). All officers identified below constitute voting members of the Executive Board with the exception of the Members at Large.

Officers	Responsibilities
President	Provide leadership and guidance, conduct meetings, represent the Club to the Association, and uphold bylaws.
Vice-President of Operations	Assume President’s duties as needed. Schedule and conduct mixers and plan membership meetings.
Secretary	Take and maintain minutes of meetings
Treasurer	Collect and deposit all funds and annual dues, pay

	authorized bills, maintain financial records, prepare Financial Report and annual budget
Vice-President of Communications	Maintain the Club's website and roster; broadcast all official communications via email as authorized by the President and other board members; post all official notices on club bulletin boards. Perform multiple administrative tasks and provide technical and non-technical support to the Club members.
Vice-President of Men's Tennis	Arrange all special events for men; be responsible for men's drop-in play.
Vice-President of Women's Tennis	Arrange all special events for women; be responsible for women's drop-in play and Round Robin monthly event
Members at Large (3)	<p>Non-voting members of the Board; annually appointed by the Board.</p> <ol style="list-style-type: none"> 1. Support the Board in the planning of the Club's annual dinner. 2. Serve as Club liaison to the SCPDCA Fitness and Recreation Committee and report to the Board their discussions. 3. Support the Treasurer in collection of annual dues 4. Support the Vice-President of Operations in the planning of club mixers and membership meetings.

Section E – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the Board shall decide the make-up of the Board and may fill the vacancy from the Club membership. Confirmation of the appointment will be conducted by a vote of the membership in accordance with Article III Section A. Until appointees are confirmed by the vote of the membership, they may attend the board meetings, but may not vote. The designee shall serve until the next election of the position.

Article IV – Meetings

Section A – Frequency of Meetings. General meetings open to the membership will be held twice a year. Special meetings may be called by the Executive Board or by 10% of the membership.

Section B – Provisions for Announcing Meetings. Notice of general meetings shall be placed in the *News & Views* and will be communicated to the membership via email. Additionally the SCPDCA website may be used for publicizing club activities.

Section C – Minutes. Minutes will be taken to document the business segment of all meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section D – Attendance. Attendance figures for all meetings will be reported monthly to the SCPDCA.

Section E – Voting and Quorum Requirements.

1. A quorum is required to conduct an election or a recall or to amend bylaws at a general membership meeting, and is considered to be twenty-five percent (25%) of the entire membership.
2. Business items at a general membership meeting shall be approved by a majority vote of those members in attendance, a quorum being present. A quorum to conduct business is considered to be twenty-five (25%) percent of the entire membership.
3. Matters to be decided by Absentee Balloting require a quorum being the response of fifty percent (50%) of the entire Club membership.
4. A quorum to approve a motion at a monthly Board meeting requires a minimum of four voting Board members. Abstaining from a vote is permissible. If abstention results in a tie vote, the motion will fail.

Article V – Financial

Section A – Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B – Bank Accounts. This Club operates as a part of the SCPDCA, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts should be opened using the SCPDCA Federal Identification number 943200731. Revenue other than dues must be accounted for separately or placed in a special bank account. A copy of the monthly bank statements must be forwarded to the SCPDCA Finance Department.

Section C – Financial Reporting.

1. The Club Treasurer is responsible for preparing an annual budget. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.
2. On a fiscal year basis, the Financial Report (Form CA-11) of this Club shall be submitted to the SCPDCA Finance Department. The fiscal year shall begin on July 1 and end on the last day of June. The Club's Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended in accordance with planned operations. If the Club has need to carry forward funds in excess of \$500.00, the Club must notify the SCPDCA Finance Director.
3. On a calendar year basis, the Disbursement Recap (Form CA-12) shall be submitted to the SCPDCA Finance Department.

Section D – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations).

Section E – The SCPDCA and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section F – Payments. All payments, whether for goods or services, shall be made by check, credit card, or debit card, which must provide a paper trail. The SCPDCA Finance Department requires that Clubs obtain the tax ID number of each payee who receives \$600 or more for services within the calendar year, to be reported on Form CA-12. For some payees, the ID

number is their Social Security Number. Club members being reimbursed may incur a tax liability and the issuance of a 1099 form; this can be avoided by using the Club's checking account or credit card for Club expenditures.

Section G – Sales Policies. Refer to Chartered Club Rules and Regulations Sections VII and VIII.

Section H – Contracts. All clubs must use an approved contract form, either CA-13, Service Provider Agreement, CA-14, Artist Provider Agreement, or CA-15, Instructor Agreement, for all outside services. The SCPDCA General Manager must countersign all contracts with a value of more than \$5,000.00, and determine insurance requirements.

Article VI – Committees

Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Financial Review Committee and a Nominating/Election Committee.

Section C – Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club officer, a member of the Executive Board or other committee chairperson may not be a member of this committee.

1. The Financial Review Committee is under the direction of the Executive Board.
2. The Financial Review Committee will examine the Treasurer's accounting and form CA-11, the Financial Report of Club funds on an annual basis, in time to be reported to the SCPDCA. This examination may include vouchers, bank statements, cash and other records as required.
3. The Financial Review Committee will sign to indicate its approval on form CA-11.

Section D – Nominating/Election Committee. The Nominating/Election Committee Chairperson shall select a committee to establish a slate of officer candidates for election and to assist in counting the votes when Absentee Balloting is used. Nominations from the floor shall initially be solicited at a Club meeting where the slate is first presented.

Article VII – Amendments

To amend the Bylaws of this Club at a general membership meeting requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum as defined in Article IV Section E.1 being present. To amend the Bylaws by Absentee Balloting requires a two-thirds (2/3) vote of the members polled by absentee ballot who responded, a quorum of members as defined in Article IV Section E.3 having responded. Any amendments approved by the Club membership must be submitted to the SCPDCA Board for final approval.

Article VIII – Dissolution

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets shall be transferred to the SCPDCA or in accordance with the wishes of the Club and with the approval of the SCPDCA Board of Directors.

Required Approvals

Submitted for Approval:

[Signature]
Club President

3/23/2015
Date

CHARLES A. NOMEJAN [print]

Membership Approval:
Club Secretary

[Signature]

3/23/15
Date

JEANNE DUGGAN [print]

Recommend Approval:

[Signature]

Association Documents Committee

April 22, 2015
Date

Sheila Davis [print]

Approved:

[Signature]
General Manager

4/23/15
Date

STEVE CAMPBELL [print]