

## **BYLAWS OF THE SUN CITY PICKLEBALL CLUB**

### Article I: Name, Purpose, and Authorization

A. The name of the club is the Sun City Pickleball Club. (Hereinafter referred to as the Club) The Club conducts business and plays the game of Pickleball at the Recreation Centers in Sun City, Arizona.

#### B. Purpose

1. Promote and enhance the sport of Pickleball among people of the community.
2. Enrich players' enjoyment of the game.
3. Encourage camaraderie among players.
4. Provide members opportunities to learn and improve their game.
5. Maintain high standards of safe play.
6. Protect the assets of the Recreation Centers of Sun City (RCSC).

#### C. Authority

1. The Club must be operated in compliance with Federal, State and Local Laws and the RCSC Corporate Bylaws.
2. Club Bylaws, rules, and regulations must comply with the RCSC Board Policy Resolution No. 12 (BP 12).
3. The Club does not operate for profit and promotes good and general welfare of the Sun City community.
4. Club Bylaws must be submitted to the RCSC Club's Office whenever changes are made, (Form BP: 12-10(a).) If a conflict occurs between the Club Bylaws and the Corporate Documents the Corporate Articles, Bylaws, and Policies, in that order, shall take precedence.

### Article II: Membership and Conduct

#### A. Eligibility

1. Club membership shall be open to all RCSC Member or Privilege Cardholders in good standing.
2. The board will ensure member standing with RCSC by submitting a membership roster to RCSC whenever required or requested.

#### B. Dues

1. Dues will be determined annually by the Board.
2. Increases in the dues must be voted upon at a Club membership meeting and must be approved by the majority of the members in attendance after a quorum has been established.
3. Annual Club dues paid during the last quarter (October-December) are good for the following year (January-December).
4. Club members 80 years and older will be granted honorary lifetime membership and will not be required to pay annual dues, however membership form must be completed annually.

### C. Visitors and Guests

Visitors and Guests are regulated by the RCSC Board policies. See SCPC rules for current regulations.

### D. Expectation of Members

1. Members are expected to volunteer at Club events for a minimum of four hours per year.
2. Members shall demonstrate good sportsmanship and respect for others.

### E. Discipline

1. Members who threaten the safety of themselves or others, are verbally or physically abusive, create turmoil, disruption, or dissension among Club members or the RCSC are subject to discipline and are accountable to the Board.
2. Incidents or complaints, including witness accounts, are recorded on an RCSC Club Member Conduct Report (form BP 12-14) available from the Facilities Monitor/Assistant (FA) and are submitted to the Board. The Board must report the incident to the RCSC club's office within 30 days.

#### 3. Disciplinary Steps

- a. First Offense – verbal warning which shall be documented by two board members and recorded by the secretary.
- b. Second Offense – written warning which may be sent to RCSC
- c. Third Offense – short term suspension, not to exceed two weeks
- d. Fourth Offense – Six month extended suspension
- e. After the six-month suspension, any offense results in permanent termination from the club.
- f. Suspension may be effective immediately if action is deemed particularly egregious.
- g. Any Club member disciplined by the Board may submit a written request for an appeal to the RCSC Board.
- h. Club discipline and conduct reports must be kept for a minimum of five years.

### F. Scheduled court time

1. Playing time for Club members is scheduled and reserved.
  - a. *Open* play is not a Club event. It is open to all RCSC members and guests. Open play can occur on any court not designated for a Club event.
  - b. *Drop-in* play is a Club event. It is at the times and on the courts designated by the Club. Club members may “drop-in” for play and will have priority to use the reserved courts over non-Club members.
2. Courts scheduled for Round Robins, Ladders, Clinics, Leagues, or other Club events may not be used for open or drop-in play unless the reserved courts are unoccupied.
3. Scheduled time is subject to change depending on the volume of players, site availability, special events, or maintenance.

### G. Safety

Sun City Pickleball club places a premium on safety and will work with RCSC to address safety issues in a prudent and responsible manner.

## Article III: Board of Directors

- A. The Board of Directors (Board) shall consist of four Executive Board Members, namely the President, Vice President, Secretary, and Treasurer and three additional Directors; the Membership Chair, Media and Technology Chair, and a Member At Large.
- B. The four Executive Board Members may not be members of the same household and will serve one-year terms. They are limited to three consecutive terms.
- C. The remaining three Directors will be elected annually and may serve three consecutive terms.
- D. Any Officer may serve a maximum of three consecutive years in any one position.
- E. Board members shall not be compensated by the Club for their service on the Board or for service rendered to Club members, such as instructions or skill development.
- F. The Board members must disclose a conflict of interest whenever they have a financial or personal interest in any matter coming before the board and remove themselves from discussion and voting on the matter.

#### G. Board Elections

- 1. The Club President will appoint three members to the Nomination Committee by May first of each year and will communicate the members of the committee to the Club.
- 2. No current board member may serve on the Nominating Committee.
- 3. Club members are encouraged to volunteer or suggest nominees to a committee member.
- 4. The committee will provide a slate of nominees to the Board no later than October 1.
- 5. The committee will present the nominees and take nominations from the floor at the Fall (October) membership meeting.
- 6. Elections will be held at the December membership meeting and the Directors' terms will begin in January.
  - a. A quorum must be established before voting can take place. Nominees receiving a majority vote of the members present once a quorum is established will be elected.
  - b. Voting can be done by a show of hands unless there is more than one nominee, in which case a secret ballot will be required.
  - c. At the Board's discretion, in the case of a catastrophic event or pandemic situation, an electronic or mail-in vote can be held for Club Directors' positions. Votes must total a quorum of the membership.

#### H. Responsibilities of the Board of Directors

- 1. Determine dues and present them to the Club.
- 2. SCPC will provide opportunities for training on the AED and basic first aid.
- 3. Appoint a Parliamentarian.
- 4. Appoint a website coordinator and assistant.
- 5. Establish ad-hoc committees as needed and appoint members to standing committees.
- 6. The Board shall appoint board-member liaisons to the standing committees.
- 7. Schedule Club playing times and reserve courts.
- 8. Determine what Club social events will be held.
- 9. Establish an annual schedule for Board and Club membership meetings.
  - a. There will be a minimum of three Board and three Club meetings per year except in case of catastrophic or pandemic situation then club meetings will be determined by the board and with adherence to rules set by RCSC.

- b. Submit the annual meeting schedule to RCSC Club's Office by April 30 (form BP:12-2).
10. Report the Board of Directors' roster and any temporary replacements to the RCSC Club's Office (form BP: 12-3).
11. In the case of a catastrophic event or a pandemic situation, the Board members will have authority to continue with their duties beyond their normal term. Some rules may be suspended until the Club can return to normal functions.

#### I. Vacated Board of Director Positions

1. In the event a board member is unable to fulfill their elected term they should submit a written resignation to the Board.
2. The Board may vacate a position if the Board member is unable or unwilling to perform the duties.
3. The Board shall notify the Club membership of the vacated position in a timely fashion.
4. With the exception of the President, (who would be replaced by the Vice President) the Board of Directors shall appoint a replacement to serve the balance of the term, provided there is less than six months left in the term.
5. If there is more than six months remaining in the term a Board election with membership voting is required.

#### Article IV: Committees

- A. Ad Hoc Committees are groups set up to consider a specific issue and generate recommendations or work on a resolution. They are temporary and will disband when their objectives are achieved.
  1. The Board approves establishment and disbandment of ad hoc committees.
  2. All committees will report activities to the Board or to their Board liaison.
- B. Standing Committees
  1. Nomination Committee
    - a. Responsibilities are described in bylaws Article III, G – Board Election
    - b. Membership determined by the Board
- C. Tournaments Committees
  1. Organizes and directs activities related to USA Pickleball sanctioned tournaments being hosted by the Club, such as the Fall Round Up, SSIPA, and Spring Slam.
    - a.) Regularly communicates to the board or board liaison
- D. Committees may be dissolved by a majority agreement of the Board of Directors.

#### Article V: Meetings

- A. Parliamentary Authority
  1. Robert's Rules of Order shall be referenced for assistance with parliamentary procedures while conducting a meeting. The Club Parliamentarian shall have authority to enforce the Rules.
  2. Bylaw provisions will take precedence over Robert's Rules.
- B. Quorum

1. A quorum is the minimum attendance at a Club meeting needed to conduct elections, approve or amend bylaws, approve financial decisions, or to conduct other Club business that requires a majority vote.
  2. A quorum shall be defined as 41 members or five percent of the total membership, whichever is greater.
  3. Quorums can only be reached by in-person member attendance unless rules have been suspended by the board due to a catastrophic event.
- C. Meeting notices will be posted on the Club website, and e-mailed to members at least ten days prior to the meeting.
- D. There will be an annual meeting held in the month of December.
- E. Additional meetings may be called by any officer or by written request of ten percent (10%) of the Club membership and must be approved by a majority vote of the Board.
1. The RCSC Club's Office must be notified immediately of special Club meetings.

#### Article VI: Club Finances

- A. The fiscal year shall be January 1 through December 31.
- B. The Board of Directors are responsible for purchasing balls.
- C. Expenditures for events such as tournaments, clinics, and other events where fees are charged are not limited but must be approved by the Board of Directors.
- D. Consistent with bank rules, at least three Executive Board members signatures are required on bank accounts.
- E. The amount of money spent on any single expenditure made at the discretion of the Board is limited to the amount approved by majority of the Club membership once a quorum is established.
- F. The Club may not sell food or beverages at any event.
- G. Monetary contributions made by the Club to outside organizations shall not exceed the total contribution made to the RCSC.
- H. Any member may submit a request to the RCSC Board for an audit of club finances.

#### Article VII: Reciprocity

- A. The Club may issue invitations to surrounding Pickleball clubs to attend and play in special events.
- B. The visiting club must agree to reciprocate in the same manner.
- C. Each club President must follow the reciprocal agreement as defined by the RCSC.
- D. Both club Presidents must complete and submit the forms to RCSC for approval.
- E. The Club is responsible for behavior of reciprocal guests and for any facility damage caused by them.

#### Article VIII: Bylaws Review and Amendment Procedures

- A. The Club Bylaws shall be reviewed and approved by club membership, at minimum, every five years.

B. To amend the Club Bylaws a majority vote of the membership once a quorum has been established is required.

C. Proposed amendments shall be communicated to the Club membership at least ten days prior to the Club meeting at which they will be discussed.

D. The vote to adopt or reject amendments will be held at the membership meeting following the meeting at which it was discussed. At the Board's discretion, a special meeting may be called for this purpose.

E. Revised Bylaws along with Club meeting minutes approving the revisions must be submitted to the RCSC Club's office.

Revised 10/19/21

Bylaw Approval and Adoption

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Club President

Date: \_\_\_\_\_