

SUN CITY CENTER TENNIS ASSOCIATION
Bylaws
(Revised: November 9, 2021)

ARTICLE I
NAME & PURPOSE

The name shall be, Sun City Center Tennis Association (TA), an unincorporated special interest group within the Sun City Center Community Association Inc. (CA), a Florida not-for-profit corporation. The purpose shall be to promote and encourage the sport of tennis by: (a.) sponsoring such activities as recreational tennis play, tennis tournaments, social activities, and tennis instruction, (b.) establishing liaison with the CA to ensure and perpetuate desirability of facilities through coordinated maintenance and improvement of tennis facilities, (c.) establishing regulations and procedures that encourage the use of the Sun City Center CA tennis courts.

ARTICLE II
MEMBERSHIP

SECTION 1. TA membership is open to all current CA members in good standing upon payment of all TA Member Fees in accordance with Article VII, Section 8.

SECTION 2. The Executive Board (EB) may grant TA Social Membership to members wishing to be members of the TA and who do not play tennis. Membership will be at a reduced rate, as recommended by the EB and approved by the membership at the Annual General Meeting.

SECTION 3. Members of the TA, in good standing, may continue their TA membership when moving to Freedom Plaza. Members desiring to continue their TA membership when moving to Freedom Plaza, must submit a written request to the TA Executive Board for their approval. Approved requests will then be forwarded to the SCC Community Association, as required, for final approval. Members residing at Freedom Plaza may not exceed 5% of the TA membership.

SECTION 4. Membership is on an annual basis beginning January 1 and expiring December 31 of each year. Membership shall be conditional upon the timely payment of dues in accordance with Article VII herein. Membership fee schedule will be submitted for approval by the Executive Board to the membership at the Annual General Meeting.

SECTION 5. Any member may be removed from membership in the TA for cause which the majority of the members consider sufficient. The following process must be followed to accomplish the removal of a member:

- A. The TA member who recommends the removal of another member must submit a request in writing to the EB.
 - a. The letter must clearly state the reason(s) for the proposed action.
 - b. The letter must be signed by the member bringing action.
 - c. The letter must be endorsed and signed by at least two (2) other members of the TA.
- B. A member of the TA may be removed from membership for cause by majority vote of the members present at a duly constituted meeting of the TA. The member under consideration for removal must be notified of a time, place and purpose of the meeting and must be allowed time to present an appeal to the members present prior to the vote. A removed member of the TA may, within thirty (30) days of removal, request an appeal hearing to the TA EB for reinstatement of membership. Current year fees paid by the removed member will be refunded on a pro rata basis, in accord with Article VII, Section 8.
- C. After one year from the date of removal, the removed member may apply, by letter to the EB, for reinstatement. If approved by a majority vote of the EB, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the TA.

ARTICLE III EXECUTIVE BOARD

SECTION 1. The EB shall have seven members; namely a president, vice president, treasurer, secretary, social director, membership director and an at large director. The EB may consist of additional Directors provided that the Board has been so authorized by the membership. All TA EB members must be CA members in good standing of the CA. There shall be meetings of the EB in January, February, March, October and November of each year. The President may also call special meetings.

SECTION 2. The EB shall have authority over the affairs of the TA except as otherwise provided in these by-laws or by majority vote (one more vote than 50% of attending full members) of the members at a TA general meeting. The authority of the EB shall include, but not be limited to establishing rules and procedures to accomplish the purpose of the TA as outlined in Article I.

SECTION 3. Elections to the EB shall be held at the Annual General Meeting (typically in November). Immediately after the election (no later than one week) the new EB shall meet in executive session to elect from among the EB members a president, vice president, treasurer, and secretary. These officers will perform the duties as outlined in these by-laws. An EB member may serve for two consecutive terms only. Following two consecutive terms, a minimum of one year must elapse prior to a member again serving on the EB. To provide for continuity of the EB, terms may be staggered allowing for half of the EB to continue in service.

SECTION 4. A nominating committee of at least three TA members shall be appointed by the president at least one month prior to the TA Annual General Meeting (typically held in November). The committee shall nominate at least one person for each opening on the EB. Nominations may also be made from the floor by TA members provided that such nominees have agreed to serve if elected. The nominating committee shall have not more than one EB officer or director as a member. The president shall not be a member of the nominating committee.

SECTION 5. Election to the EB shall be by ballot of the members present at the Annual General Meeting and determined by a majority (one more vote than 50% of attending full members) of the votes cast. A voice vote may be used with the unanimous consent of the members present.

SECTION 6. Vacancies on the EB during the year shall be filled by the vote of a majority of the remaining members of the EB and shall be for the balance of the vacant term.

SECTION 7. To provide for continuity in the membership of the EB, all members shall be elected for terms of two years. Terms will be staggered, which will allow three or four new members to be elected each year. Terms of office will begin on the first day of the month following the election (typically December 1).

ARTICLE IV DUTIES OF OFFICERS

SECTION 1. The officers shall perform those duties enumerated below and any others, which are provided for in these by-laws. The primary responsibility for the management of the TA's activities shall be vested in the EB.

SECTION 2. The president shall be the chief executive, preside at all meetings, and represent the TA at public and private meetings.

SECTION 3. The vice president shall assist the president and shall perform the duties of the president at any time the president is temporarily absent or unable to serve.

SECTION 4. The treasurer shall collect and safeguard the funds of the TA; deposit such funds in an institution designated by the EB; disburse such funds in accordance with Article VII, Section 5; and maintain records of all financial transactions. The treasurer's records shall be audited just prior to installation of a newly-elected Treasurer by a qualified person or firm designated by the president and not a member of the EB.

SECTION 5. The secretary shall keep the records of the TA, except those of the treasurer, including a record of actions taken at TA and EB meetings. In the absence of the secretary, the president shall appoint an acting secretary. Records are available upon request by any TA member.

SECTION 6. The Membership Director shall maintain an active list of members (to include member's CA membership number, address, phone number, the status of dues of each member, and any other pertinent information deemed to be in the best interest of the membership).

SECTION 7. The EB shall have the authority to enter into agreements or contracts with the CA, private vendors/service providers or other entities deemed in the interest of the TA, as representatives of the TA membership. Should such agreements or contracts require the expenditure of TA funds not in the annual budget, an amendment of the budget is required as specified in Article VII, Section 7.

ARTICLE V MEETINGS

SECTION 1. At least one TA general meeting shall be held annually. The EB shall set the date, time and place for general meetings, and may call additional general meetings, as necessary.

SECTION 2. A general TA meeting may also be called by the president if such a meeting is requested in a petition signed by a least fifteen percent (15%) of the TA members and delivered to any member of the EB. The petition must state the purpose of the meeting. The meeting must be held within four (4) weeks of receipt of the petition by the EB.

SECTION 3. Each member shall be notified by the president, or the president's representative, of each scheduled or special TA general meeting date, time and place. Notification shall be accomplished by written notice posted on the TA bulletin board at the tennis facilities, email, phone or mailing at least seven (7) days prior to the meeting.

SECTION 4. A quorum for any TA general meeting is defined as fifteen percent (15%) of the current TA membership and is required to conduct business.

SECTION 5. All decisions shall be determined by vote according to Robert's Rules of Order. Any mailed or delivered ballots shall be tallied fourteen (14) days after mailing or delivery.

ARTICLE VI COMMITTEES

SECTION 1. The president shall cause appropriate committees to be created, subject to EB approval, and shall appoint an EB member to be the Director of, or a liaison with each committee. Standing committees shall include, but are not limited to: (1.) Social Activities, (2) Court Reservations and (3.) Membership.

ARTICLE VII FINANCIAL

SECTION 1. There will be an annual membership fee. The fee shall be recommended by the EB and submitted to the membership for approval during the Annual General Meeting.

SECTION 2. Each calendar year the EB shall prepare a budget which shall be based upon: (1.) estimated miscellaneous income, (2.) estimated annual membership fees; (3.) estimated TA expenses, and (4.) capital improvements exceeding \$500.00. The EB shall also prepare a financial statement listing assets, liabilities, and the asset-liability difference. Copies of the budget and financial statement shall be made available and shall be posted on the TA Bulletin Boards at least five days prior to the TA Annual General Meeting. The budget shall be submitted by the EB at the Annual General Meeting for approval or amendment by the majority (one vote more than 50%) of members attending.

SECTION 3. The EB may authorize expenditures during the calendar year which do not cause the total budgeted expenses to be exceeded.

SECTION 4. Request for reimbursement for expenses incurred by any member with prior approval of the EB or authorized directly by the EB, shall be submitted to the treasurer for payment.

SECTION 5. The treasurer shall draft, sign, and forward TA checks to the payees for expenditures authorized by the EB. In the treasurer's absence, the president, or vice president, may draft, sign and forward such checks.

SECTION 6. Failure to adopt a new annual budget shall result in the continuance of the current budget for the following year.

SECTION 7. The budget may be amended at any TA meeting by a two-thirds (2/3) affirmative vote of members present at a duly called TA meeting. Such meeting shall be called, convened and held as outlined in Article V and this Article VI.

SECTION 8. Persons joining the TA from January 1 through June 30 shall pay the full membership fees as approved at the Annual General Meeting. Persons joining from July 1 through September 30 shall pay fifty percent (50%) of the pro-rated full fees, and persons joining after September 30 shall pay twenty-five percent (25%) of the full fees. After December 1, new members will be accepted upon payment of the following year's fee in full. Fees will not be refunded for any reason except as provided in Article II.

ARTICLE VIII AMENDMENT OF THE BY- LAWS

SECTION 1. Amendments shall be considered at any TA general meeting provided (1) the amendment is endorsed by a majority vote of the EB prior to the Annual General Meeting, or (2) the amendment is endorsed by ten (10) members of the TA and submitted to the EB at least six weeks prior to the general meeting. When these conditions have been met, the president shall cause copies of the amendments to be transmitted to the membership by posted notice on the TA bulletin board at the tennis facilities, email, phone or mailing at least seven (7) days prior to the meeting.

SECTION 2. An amendment to the by-laws requires a two-third (2/3) vote of the members present at a duly constituted TA meeting. Changes or revisions of these by-laws shall also be submitted to the CA Club Liaison Director for approval prior to adoption by the TA membership.

ARTICLE IX
Rules and Regulations

SECTION 1. These by-laws coexist with Rules and Regulations, the purpose of which are to establish priorities and controls for fair, efficient and practical use of the tennis courts, complex, facilities and equipment for the optimum benefit of the membership. These by-laws take precedence over the Rules and Regulations.

SECTION 2. Any amendments to the TA Rules and Regulations shall be proposed, enacted and implemented as described in the TA Rules and Regulations.

ARTICLE IX
DISSOLUTION

Upon dissolution of the Association, all assets, including any remaining cash, will be turned over to the Sun City Center Community Association. Dissolution can be accomplished only by amending the by-laws as defined in Article VIII.