

**BYLAWS
SPANISH LAKES COUNTRY CLUB VILLAGE TENNIS CLUB
THE RACQUETEERS**

ARTICLE I NAME

The name of this organization shall be the Spanish Lakes Country Club Village Tennis Club – “The Racqueteers” (Club), which shall be a non-profit club.

ARTICLE II PURPOSE

The objectives of the Club are to: assure availability of courts for use and enjoyment of all eligible tennis playing residents; to provide a mechanism for scheduling daily play; and to conduct tennis club activities for Club members.

ARTICLE III MEMBERSHIP

Section 1. Membership is open to all homeowners and renters who are active tennis players. At least one member of a couple must be an active tennis player for a couple to become members.

Section 2. Participation in tournaments, Club sanctioned round robins and other Club sponsored events is limited to members.

Section 3. A verbal request for membership shall be submitted to the Membership Chairperson along with the membership fee.

Section 4. Membership dues are as established by the membership. The approved amount is payable by each playing member, plus the same amount for a non-playing spouse. Dues are payable January 1st each year. Failure to pay dues (without valid cause) by February first will result in the loss of Club membership.

Section 5. Members are expected to attend meetings; participate in Club activities; serve on committees.

Section 6. Disabled members, members who can no longer play tennis and non-playing spouses of deceased members may retain membership status as long as they continue to pay their annual dues.

Section 7. Members age 85 or above will be afforded lifetime free membership.

ARTICLE IV PLAYING TIMES AND COURT RESERVATION RULES

Section 1. Playing times and court reservation rules are incorporated herein by reference

only. A separate document shall govern tennis play and court use.

Section 2. Playing times and court reservation rules may be amended on approval of the majority of the members present at the monthly meeting.

ARTICLE V OFFICERS (BOARD OF DIRECTORS)

Section 1. There shall be (six) voting members of the Board of Directors (Board). The Board will consist of the following officers:

- A. President
- B. President-Elect
- C. Secretary
- D. Treasurer
- E. Membership Chairperson
- F. Tennis Activities Coordinator

Section 2. The out-going president shall serve on the Board in an advisory, non-voting capacity for one year.

Section 3. The President-Elect shall be elected for a term of two years and shall become President at the end of his/her first year in office. The term of office shall be from April 1 of the year elected until March 31, two years following. Prior to becoming President, he/she shall select the officers and chairpersons to serve for his/her term of office.

Section 4. The nominating committee shall present a nominee or nominees for the President-Elect position at the February monthly meeting.

Section 5. The annual election will be held at the March monthly meeting.

Section 6. The President-Elect shall automatically assume the remaining term of the current President if the President is no longer able to perform his/her duties. The President-Elect will then serve and complete the two year term.

Section 7. Should a vacancy occur for the President-Elect position, the Board shall appoint a new President-Elect to complete the term of office.

Section 8. At the April monthly meeting the President and the newly appointed Board will present the proposed activities calendar for the coming year. The budget will be completed and include a forecast of income and expenditures. The ByLaws should not preclude the President and Board from modifying the activities calendar to meet changing needs of the Club.

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Section 9. Duties of the Board and Officers

Board: Shall provide advice and assistance to the President; shall review plans and issues to be presented to the Club membership.

President: Shall preside at all meetings of the Club and the Board; shall appoint all officers (except the President-Elect); shall create the committees necessary (and appoint their chairpersons) to carry out the objectives and purposes of the Club for his/her term of office; shall conduct all meetings in accordance with Robert's Rules of Order, Revised.

President-Elect: Shall preside in the absence of the President; perform duties as prescribed by the President.

Secretary: Shall keep a record of meetings of the Club in the form of minutes; maintain the minutes in an appropriate form and pass on to the next secretary.

Treasurer: Shall receive and disburse Club funds; maintain financial records in an appropriate form and pass on to the next Treasurer. Disbursements shall be made by check, signed by the treasurer or President, or in cash from the petty cash account. Expenditures exceeding \$500.00 require approval by the President.

Membership Chairperson: Shall recruit members and collect dues; provide each applicant with a copy of the playing rules and tennis etiquette; issue membership cards; maintain a current membership list of both tennis playing and non-playing members; maintain the Court Reservation Sign Up Book by retaining used sheets in an appropriate form and providing new sheets as necessary.

Tennis Activities Coordinator: Shall organize and direct tournaments, round robins and special tennis playing activities as individual events and/or in conjunction with social events.

ARTICLE VI MEETINGS/PROCEDURES

Section 1. General Membership Meeting: The monthly meeting of the Club shall be at 3:00 PM on the Third Monday of each month. A meeting notice will be posted on the Club's bulletin board at least five days prior to the meeting date. If the Board changes

the date and/or time of a meeting, a notice so stating shall be posted on the Club's bulletin board at least five days prior to the meeting date.

A quorum must be present to conduct business.

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Agenda for General Membership Meetings:

- Opening
- Minutes of previous meeting(s)
- Treasurer's Report
- Standing Committees' Reports
- Special Committees' Reports
- Old Business
- New Business
- Adjournment

Section 2. Special Meetings: Special meetings may be called by the President or a majority of the Board. Written notice of a special meeting shall state place, date, time and business to be conducted. Said notice shall be posted on the Club's bulletin board at least five days prior to the meeting date.

Section 3. Board of Directors Meetings: The Board of Directors shall call its meetings at times agreed upon by the Board Members as often as they deem necessary.

Section 4. Quorum: A quorum for a general membership meeting shall be fifteen percent (15%) of the paid-up Club membership.
A quorum for any Board meeting shall consist of a majority of the Board Members.

Section 5. Voting: At all meetings of the Club and/or Board, a majority of the votes cast by the members present will control.

ARTICLE VII AMENDMENTS

All amendments to these ByLaws must be presented in writing to the Board of Directors for recommendation to the general membership. All amendments will take two (2) presentations (readings) at the general membership meetings. At the first presentation

no discussion will take place. At the second presentation, (the following general membership meeting), discussion will be permitted. The president may limit the discussion time. Approval of any amendment will be by two-thirds vote of the members present at the general membership meeting.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee shall be formed at the general membership meeting in January each year. The committee shall consist of (1) member appointed by the President and two (2) members selected from the floor, none of whom may be members of the Board. The three members shall elect a Chairperson from the members of the Committee.

Section 2. At the general membership meeting in February of each year, the Nominating Committee shall present a nominee or a slate of nominees for the position of President-Elect. Additional nominations may be made from the floor.

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Section 3. The election of the President-Elect shall take place at the March general membership meeting each year. The nominee receiving the most votes will constitute the newly elected President-Elect.

ARTICLE IX AUDITING

No later than February each year, the President shall appoint a qualified auditor to audit the Books of Account of the Club. An audit must be completed prior to the March meeting and a signed copy given to the President and Secretary.

BY-LAWS CERTIFICATION

By-Laws adopted at a General Membership Meeting

Held on _____
by a 2/3 vote of all members present.

Attested by _____
(President's signature)

