

VALLE DEL ORO TENNIS CLUB

BYLAWS

Eff. 2/7/2017

These bylaws shall serve to guide the conduct of the affairs of the Valle Del Oro Tennis Club.

ARTICLE 1. MEMBERS, RIGHTS, AND OBLIGATIONS OF MEMBERS

SECTION 1. MEMBERSHIP. The main purpose of this club is to provide the opportunity for as many residents of VDO as possible to enjoy the game of tennis. There are two classes of membership: Full Member and Social Member.

SECTION 2. A "full member" is eligible to vote at all meetings of the club membership, may hold office, may participate in all club activities, is eligible for league play, and has unrestricted use of the tennis court equipment owned by the VDO tennis club. It is hoped that all full members will take an active part on club committees and in club activities. Full members shall pay fees as designated.

SECTION 3. A "social member" is defined as a husband or wife of a full member, or an individual friend of a full member. Social members enjoy all the privileges as designated for a full member of the VDO Tennis Club except entering into any discussion or voting on any subject pertaining to the playing of tennis at membership meetings, holding office, or playing any EVSTL match play with other tennis groups. Social members are encouraged to participate in all entertainment activities, including invitationals and club mixers. Social members shall pay the fees as designated.

SECTION 4. Members shall have the duty and obligation to conduct themselves in a manner consistent with good taste, good manners, and established conduct of tennis play. Violations of this policy may be referred to the president for possible action to include possible suspension of club privileges or expulsion from the club for recurring or serious infractions after a thorough review and discussion with the club member. Members who are dissatisfied with the decision of the president may appeal to the executive committee, at which point the decision is final.

SECTION 5. Membership is not transferable.

ARTICLE II. FEES

SECTION 1. Effective November 1, 2017, the fees of the club shall be thirty dollars (\$30.00) per year for full members and ten dollars (\$15.00) per year for social members. Fees are payable to the treasurer on or before November 1st, or by the first meeting after arrival in the park. Any member who has not paid annual fees by such deadline shall be dropped from the club rolls; delinquent members shall be reinstated upon payment of their fees for the current year. New members must pay before becoming an official member of the club.

SECTION 2. Fees for participation in tournaments, clinics and other club activities (minimal, if any) shall be determined by the committees in charge of the events and announced to members in the official notification for each event. Fees must be paid prior to the start of any event in order for members to be eligible for participation.

ARTICLE III. MEETINGS

SECTION 1. Regular meetings will be held in the first week of each month from November through March of each year unless changed by the executive committee with seven days notice posted by the secretary at the tennis courts and on the internet site.

SECTION 2. The annual meeting of the club shall be held during February of each year, at which time officers will be elected for the following year. Officers' terms are to run from April 1 through the end of March.

SECTION 3. Special meetings may be called by the executive committee or upon petition signed by ten (10) full members and submitted to the secretary with the agenda items to be discussed. This shall be posted at the courts at least seven days prior to the meeting date and on the internet site.

ARTICLE IV. QUORUM

Official business may be conducted at any membership meeting, for which proper notification has been issued, when at least thirty full members are present, and at any executive committee meeting when a majority of the committee is present. Motions (except those amending bylaws) shall be considered enacted upon affirmative vote by a majority of the members present at a membership meeting, or upon the affirmative vote by a majority of the executive committee during a meeting of that committee.

ARTICLE V. CONDUCT OF MEETINGS

All meetings shall be conducted in accordance with Robert's Rules of Order, except as may be provided elsewhere in these Bylaws.

ARTICLE VI. FUNDS

SECTION 1. The regular funds shall be maintained in the VDO Tennis Club's bank account. The account carries the names of the president and treasurer and one signature is required for the release of funds from the bank account.

SECTION 2. The treasurer shall maintain a petty cash fund to take care of the small items that may occur from time to time.

SECTION 3. Disbursement of funds exceeding the approved budget or not in the approved budget requires executive committee approval.

ARTICLE VII. DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of the membership and of the executive committee. He/she shall enforce the provisions of the bylaws, decide all questions of order, sign all official documents for the club, appoint standing and special committees, and perform other duties customarily pertaining to the office of the president.

SECTION 2. The Vice President shall generally assist the president, perform the duties of the president in the absence of the president, and coordinate the activities of the standing committees.

SECTION 3. The Secretary shall keep minutes of the proceedings of the club and of the executive committee, keep a roll of members, conduct correspondence, and issue meeting notices to members.

SECTION 4. The Treasurer shall request members to pay their fees, receive all monies paid to the club, notify members delinquent in paying fees that their memberships are terminated, make authorized expenditures on behalf of the club, maintain financial records in accordance with normal accounting procedures, and, upon request by the president, report on the club finances. The treasurer must present a financial report and a detailed budget to be approved by the membership for the coming season at the November membership meeting. The treasurer shall submit a final report of income and expenses for the season to the executive committee no later than June 1 of each year.

SECTION 5. If there is an unexpected vacancy during a term, other than the president, the remaining officers shall appoint a replacement. The vice president automatically succeeds as president should that office become vacant during tenure.

ARTICLE VIII. STANDING COMMITTEES

The following committees may be appointed as needed:

SECTION 1. SOCIAL COMMITTEE. The social committee shall be responsible for monthly club socials and arranging of host teams for each month, and coordinating with resort management.

SECTION 2. FACILITIES AND COURTS COMMITTEE. This committee shall work with the executive committee and VDO management in determining the needs and costs of court improvement, facility needs, balls for the year and other related matters.

SECTION 3. TOURNAMENT AND FUN DAYS COMMITTEE. This committee shall be responsible for coordinating any tournaments in which VDO participates, the fun days with other parks and organizations, the single racquet tournaments, and the VDO mixers. The committee members will determine the format that will be used for play during the activity. (time-limits, number of participants, playing partners, etc.)

SECTION 4. FUND RAISING AND PROGRAM COMMITTEE. This committee will be responsible for all programs and fundraisers and will assure we have chairpersons for those events (e.g. entertainment, banquets, socials, etc.).

SECTION 5. CAPTAINS' COMMITTEE. A committee comprised of team captains, co-captains, and designated others, chaired by the president or vice president, shall meet a minimum of twice yearly to address needs and issues related to team play in the East Valley Senior Tennis League.

SECTION 6. EXECUTIVE COMMITTEE. The president, vice president, secretary, treasurer and immediate past president shall comprise the executive committee. Executive committee meetings may be held in person, by telephone conference, or on-line. Executive committee meetings may be called by any member of the executive committee with a minimum of 24 hours notice.

SECTION 7. RATING COMMITTEE. The president shall appoint a minimum of three (3) and no more than five (5) full members to a rating committee. The president shall appoint the chairperson from the five members named to the committee. The rating committee will be guided by the Rules of Procedure (SOP) as approved by the Tennis Club, which may be amended at any meeting of the club with a quorum present.

SECTION 8. EVALUATION COMMITTEE. The president shall appoint the chairperson of the evaluation team. The chairperson, with the president's approval will appoint remaining evaluators consisting of the lead 1.5 trainer and at least two but not more than 4 full members, currently or previously rated 3.5 or higher, to conduct on-court evaluations based on NTRP and EVSTL guideline. No fewer than three evaluation team members will be present at any evaluation.

ARTICLE IX. OTHER COMMITTEES

SECTION 1. The president shall appoint a nominating committee by January 15 of each year to seek nominations for officers for the coming year; the committee's recommendations

shall not preclude nominations from the membership during the meeting at which officers are elected.

SECTION 2. The president may appoint other committees, as he/she deems advisable for the benefit of the club.

ARTICLE X. MISCELLANEOUS

SECTION 1. All club sanctioned tennis play shall be in accordance with the rules of the U.S. Tennis Association.

SECTION 2. EAST VALLEY SENIOR TENNIS LEAGUE

- A. To be eligible to play on a tennis team, a player must currently reside at VDO, be a full member of the club, be at least 50 years of age, be expected to reside in the park for a minimum of 30 days, and/or otherwise be in compliance with any EVSTL bylaws or guidelines.
- B. The president and vice president shall represent or appoint representatives to the East Valley Senior Tennis League. Team captains and others are encouraged to attend but each park has one vote on league action.
- C. VDO player performance is recorded on a computerized data base, and may be made available to the membership as is practical and approved by the executive committee. The EVSTL will receive the player data it requires to monitor league performance;

SECTION 3. Members are encouraged to hold all tournaments, exhibitions, clinics, and practice sessions on the VDO tennis courts.

SECTION 4. COURT RESERVATIONS are required in order to avoid conflicts in court use.

SECTION 5. GAME PLAY has precedence over any individual use (backboard, ball machine, etc.) on the courts.

SECTION 6. STANDARD OPERATING PROCEDURES (SOP'S) are documents that are prepared from time to time to document the specifics of specific tennis club activities. SOP's are intended to provide a consistent set of instructions for carrying out activities of a repetitive nature. SOP's may be prepared by any tennis club member and are approved by a majority vote at a regular or special membership meeting. The last paragraph of each SOP must identify the tennis club position that is responsible for keeping the SOP up to date. The secretary will have custody of the master copy of each SOP.

ARTICLE XI. BYLAW AMENDMENTS

Provided that the membership has been notified of each proposed amendment at least ten days in advance, a bylaw amendment can be presented to the membership at any meeting,

but approval of the amendment can only take place at the annual meeting in February. Two thirds of the members attending the annual meeting must vote in favor of the amendment for the amendment to be approved for implementation.

If an outside organization imposes requirements on the tennis club that force the tennis club to operate outside of the approved bylaws, then the tennis club president will implement an interim policy to comply with the imposed requirement. An appropriate bylaw amendment will follow at the next annual meeting.

APPROVED BY THE MEMBERSHIP February 7, 2017