

# **By-Laws of the Sun City Center Pickleball Club**

**(as of 11/20/24 – PBC membership approved)**

## **Article I – Name & Purpose**

The name shall be, Sun City Center Pickleball Club (PBC), 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 pickleball by: (a) establishing regulations and procedures for the use of the CA pickleball courts, (b) establishing liaison with the CA to insure proper maintenance and improvement of pickleball facilities, (c) sponsoring such activities as recreational pickleball play, tournaments, social activities and instruction.

## **Article II – Membership**

### **Section 1**

PBC membership is open to all current Sun City Center residents, who are CA members, upon payment of all PBC Member Fees in accordance with ARTICLE VII-SECTION 1.

### **Section 2**

Memberships expire December 31 of each year but are automatically renewed upon payment of fees for the following year.

### **Section 3:**

Any member may be removed from membership in the Club for causes which a majority of the members consider sufficient. The following process must be pursued to accomplish the removal of a member.

1. The club member who recommends the removal of another member must submit the request in writing to the Executive Board.
  1. The letter must clearly state the reason(s) for the proposed action.
  2. The letter must be signed by the member bringing the action.
  3. The letter must be endorsed and signed by at least two (2) other members of the club.
2. A member of the club may be removed from membership for cause by a majority vote of the members present at a duly constituted meeting of the club. The member under consideration for removal must be notified of the 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 club may, within 30 days of removal, request an appeal hearing to the Executive Board for reinstatement of membership.
3. After one year from the date of removal, the removed member may apply, by letter, to the Executive Board for reinstatement. If approved by a majority vote, the reinstatement must also be approved by a majority of the members present at a duly constituted meeting of the club. Any reinstatement of this nature shall be as new members.
4. Current year fees paid by the removed member will be refunded on a prorated basis, in accord with ARTICLE VII-SECTION 7.

# **By-Laws of the Sun City Center Pickleball Club**

**(as of 11/20/24 – PBC membership approved)**

## **Article III – Executive Board**

### **Section 1:**

After the membership elects four board members in odd years and three board members in even years, the board members will elect the officers of the Board prior to January 1<sup>st</sup>: the President, Vice-President, Secretary and Treasurer, each of whom shall chair a standing committee. Three members of the board will be directors at large. Four members of the EB shall constitute a quorum for its meetings. There shall be a minimum of three meetings of the executive board per year. In accordance with Robert's Rules of Order, all meetings may be electronic, in person or as a hybrid meeting as described in Section 1 of Article V. The President may also call special meetings when it is deemed necessary. No person may hold more than one (1) Officer position on the Board at the same time. No two (2) members of an immediate family (i.e., husband, wife, brother, sister, etc.) or two (2) SCC Pickleball Club members cohabiting in the same household may sit as Officers and/or Directors at the same time.

### **Section 2:**

The EB shall have authority over all affairs of the PBC except as otherwise provided in these By-Laws or by majority vote (unless otherwise specified herein) of the members at a PBC general meeting. The authority of the PBC shall include, but not be limited to, establishing rules and procedures for the reservation and use of courts by both members and guests of the PBC.

### **Section 3:**

Nominations will be made by the Nominating Committee and presented at the Annual Meeting in November. At this meeting, additional nominations can be made from the floor by PBC members, provided that such nominees have agreed to serve if elected.

### **Section 4:**

Election to the EB shall be by majority vote of members present and eligible to vote and shall be determined by a plurality of the votes cast.

### **Section 5:**

Elections shall be held at the general meeting in November. In accordance with Robert's Rules of Order, all meetings may be electronic, in person or as a hybrid meeting as described in Section 2 of Article V. Officers will perform their duties as outlined in the By-Laws.

### **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:**

Terms of all directors and officers elected will begin on January 1<sup>st</sup> after the general election. The term of each board member will be for two years. Four board members will be elected during the November general meeting in odd years; three board members will be elected in even years. There are no term limits. Current officers and directors may be re-elected. Except upon resignation, all board members will hold office until December 31<sup>st</sup> at the end of their term.

# **By-Laws of the Sun City Center Pickleball Club**

**(as of 11/20/24 – PBC membership approved)**

## **Section 8:**

After the election of board members, the current board will meet with the newly elected board members prior to December 31<sup>st</sup> to conduct a transition meeting to ensure an effective transfer of duties. During or before this meeting, the newly elected board members will determine and assume their respective board position as either an officer or a director at large.

## **Article IV – Duties of Officers**

### **Section 1:**

The officers shall perform those duties enumerated below and any others which are provided for or implied by other provisions of these By-Laws.

### **Section 2:**

The president shall be the chief executive, preside at all meetings, and represent the PBC 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 PBC, deposit such funds in an institution designated by the EB, disburse such funds in accordance with ARTICLE VII. SECTION 3 and SECTION 4; and maintain records of all financial transactions and the status of dues for each member. The treasurer's records shall be audited annually by a qualified CA member designated by the president and not a member of the EB.

### **Section 5:**

The secretary shall keep the records of the PBC, except those of the treasurer, including a record of actions taken at PBC and EB meetings, and the name, address, phone number, Community Association and e-mail address of each member. In the absence of the secretary, the president shall appoint an acting secretary.

### **Section 6:**

The EB shall have the authority to enter into agreements or contracts with the CA as representatives of the PBC membership. Should such agreements or contracts require the expenditure of PBC funds not in the annual budget, a two-thirds (2/3) vote of members present at a duly constituted meeting or special meeting called by the executive board will be required for approval.

# **By-Laws of the Sun City Center Pickleball Club**

**(as of 11/20/24 – PBC membership approved)**

## **Article V – Meetings**

### **Section 1:**

At least two PBC general meetings shall be held annually: one in March and one in November. The EB shall set the dates of these meetings and may call special meetings. All meetings of the PBC (EB, Committees or Membership) may be electronic, in person or as a hybrid meeting. Meetings shall be held at a central location, but members who are not present in person shall have the right to participate by telephone or other electronic means subject to any limitations established in rules adopted by the Board to govern such participation

### **Section 2:**

A special PBC meeting shall be called by the president if such a meeting is requested in a petition signed by at least fifteen percent (15%) of the PBC 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 PBC general meeting date. Notification shall be accomplished if written notice is posted on the PBC bulletin board at least 10 days prior to the meeting, and phoned, written or an e-mail notice made to the member's Sun City Center address at least 5 days prior to the meeting.

### **Section 4:**

A quorum for any PBC general meeting is defined as twenty percent (20%) of the current PBC membership and is required to conduct business. Signed proxies will be counted to meet the quorum.

### **Section 5:**

All decisions shall be determined by vote according to Robert's Rules of Order.

## **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. Recommended committees shall include but are not limited to: (1) Long Range Planning, (2) Court Maintenance, (3) Court Rules & Reservations, (4) Social Activities, (5) Pickleball Activities, (6) Membership and (7) Nomination Committee.

# **By-Laws of the Sun City Center Pickleball Club**

**(as of 11/20/24 – PBC membership approved)**

## **Article VII – Financial**

### **Section 1:**

There will be an annual membership fee. The fees shall be recommended by the EB each year and submitted to the membership during the November business meeting. Paid dues will keep a member in good standing from January 1<sup>st</sup> through December 31<sup>st</sup> of each year. New members joining on October 1<sup>st</sup> or later of any given year will be in good standing through December 31<sup>st</sup> of the following year. The fiscal year will also run from January 1<sup>st</sup> through December 31<sup>st</sup> for budgeting and accounting purposes.

### **Section 2:**

Each calendar year the EB shall prepare a budget based on anticipated income, which shall be based upon:

1. estimated miscellaneous income
2. estimated total income from annual membership fees
3. estimated PBC expenses, and
4. individual 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 PBC Bulletin Boards at least five days prior to the PBC November general meeting. The budget shall be submitted by the EB at the PBC November meeting for approval, or amendment, by a majority of members voting.

### **Section 3:**

Request for reimbursement for expenses incurred by any member and authorized by the EB shall be submitted to the treasurer for payment. Any checks in excess of \$500.00 must be signed by two EB members.

### **Section 4:**

The treasurer shall draft, sign, and forward PBC 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 5:**

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

### **Section 6:**

The budget may be amended at any PBC meeting by a two-thirds (2/3) affirmative vote of members present at a duly called PBC meeting. The proposed amended budget will be posted on the PBC bulletin board at least 5 days prior to the meeting. A current financial statement will be available 5 days in advance at the PBC meeting.

# **By-Laws of the Sun City Center Pickleball Club**

**(as of 11/20/24 – PBC membership approved)**

## **Section 7:**

EB members will determine how a new member's fee will be collected. Fees will not be refunded for any reason except as provided in Article II, Section 3. Should a member be involuntarily removed from membership pursuant to Article II Section 3, the prorated membership fee will be refunded.

## **Article VIII – Amendment of the By-Laws**

### **Section 1:**

Amendments may be considered at any PBC general meeting providing the amendments have been endorsed by any twenty (20) members of the PBC and submitted in writing to the EB or have been endorsed by a majority vote of the EB at least four weeks in advance of such a meeting. When these conditions have been met, the president shall cause copies of the amendments to be available at the meeting and have a copy posted on the PBC Bulletin Boards at least two weeks prior to the meeting.

### **Section 2:**

An amendment to the By-Laws requires a two-thirds (2/3) vote of the members present at a duly constituted PBC meeting.

### **Section 3:**

After changes have been accepted by the membership, a copy of the updated By-Laws will be provided to the community association board liaison for their file.

## **Article IX – Dissolution**

Upon dissolution of the Pickleball Club, all assets, including any remaining cash, will be turned over to the Sun City Center Community Association. Dissolution can be accomplished only in a manner prescribed for amending the By-Laws.