

SADDLEBROOKE RANCH TENNIS ASSOCIATION

BYLAWS

ARTICLE I. NAME

Name: The name of this organization shall be: SaddleBrooke Ranch Tennis Association (SBRTA)

ARTICLE II. MISSION

Mission: SBRTA's mission is to stimulate and maintain interest in tennis at SaddleBrooke Ranch, and to provide our members with tennis activities, social events and a variety of programs that are designed to encourage participation for all skill levels. SBRTA will provide an active program of organized tennis for men and women on a weekly basis.

ARTICLE III. AUTHORITY AND LIMITATIONS

SBRTA does not operate as an instrumentality, committee, sub-association, or subsidiary of SaddleBrooke Ranch HOA (the HOA), and is not authorized to act on behalf of, conduct business on behalf of or otherwise obligate or incur liability on behalf of or in the name of the HOA.

ARTICLE IV. MEMBERSHIP

Section 1. ELIGIBILITY: Membership shall be open to any person having a current SBR HOA membership card or renting at SBR. No person shall be denied membership because of race, color, religion, sex, national origin, or marital status.

Section 2. DUES: Annual dues for membership shall be established by the Board and be presented at the September quarterly meeting for membership approval. Annual dues shall be payable in advance to the SBRTA treasurer on or before January 1st of the following year. If dues are not paid by February 1st, they become delinquent, and delinquent members will be removed from the website roster and will be ineligible to play in any organized SBRTA events until dues are paid.

Section 3. All members shall be entitled to vote at any regular or special meeting of the Association, and to participate in all Association events upon compliance with all adopted regulations and bylaws. Association business shall be decided by a majority vote of those present and voting.

ARTICLE V. DISCIPLINE

Section 1. So that all SBRTA members may enjoy participation in tennis activities, members must exhibit conduct that will ensure fellowship, sportsmanship and protection of tennis facilities. A claim against the good standing of any member may be made when an action or behavior results in the destruction/abuse of tennis facilities or discourteous conduct, abusive language, physical abuse or threat, harassment in any form against a member, resident, guest or employee, or any action that impairs their rights and privileges. The complaint must be made in writing by at least two SBRTA members, and filed with the Board of Directors within five days of the alleged incident.

Section 2. Upon receipt of the claim, the Board shall notify the charged member by certified mail. The Board may then appoint a three person ad hoc committee to investigate the claim and make a written report, including a specific recommendation, to the Board within ten calendar days of the committee's appointment. The Board may extend this period for good cause. If the Board feels the claim may be equitably resolved without an investigation, it may attempt to do so.

Section 3. If a committee is formed, the charged member shall be notified by the Board in writing of the committee's report at least five days prior to any Board consideration of the recommendations. The Board shall consider the charges and the committee's recommendation in an Executive Session. The charged member shall have the right to participate in the Executive Session and to present such evidence as the member believes is reasonably necessary to refute the charges.

Section 4. By a majority vote of the Board, the charges may be dismissed or the charged member may be given a warning, placed on probation, suspended from SBRTA activities for a specified period, or expelled from the club. In determining a penalty, the Board may consider prior complaints filed against the charged member.

Section 5. The proceedings of the ad hoc committee and the Board shall remain confidential. The Board will publish notification in the minutes if there is any change in membership status as a result of any investigation.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. The Directors of the Association shall consist of the following: President, Vice-President, Secretary, Treasurer, Membership Chairman and Special Events Chairman.

Section 2. Term of Office: Elected Directors and committee chairmen, if any elected, shall hold office for a term of one (1) calendar year, January 1st – December 31st, and may be elected to the same office for not more than two (2) consecutive terms.

ARTICLE VII. GOVERNING BODY

Section 1. The governing body of the SBRTA is the Board of Directors, hereinafter referred to as "The Board", which consists of the following elected Directors: President, Vice-President, Secretary, Treasurer, Membership Chairman and Special Events Chairman.

Section 2. It shall be the duty of the Board to conduct, manage and control the affairs and business of the Association between meetings of the membership, and to authorize the disbursement of funds subject to the mandates of the membership.

Section 3. The Vice President is assumed to be a candidate for President. This would provide continuity for the SBRTA.

Section 4. A Director may be relieved of office by a majority vote of the Board for malfeasance of office or behavior considered contrary to the proper discharge of the obligations and responsibilities of the office.

Section 5. Any vacancy occurring in the elected Directors during the year shall be filled for the unexpired term of the office by a replacement selected by the Board. The Vice President shall fill a vacancy in the office of President automatically.

Section 6. Board Meetings:

- A. The Board shall meet at least quarterly, more often as appropriate.
- B. There shall be a joint meeting of the outgoing and incoming Boards held after the election meeting and before the next regular meeting.

Section 7. Quorum: A majority of the Board shall constitute a quorum.

Section 8. All Board members, upon retiring from office, shall deliver all records, procedure books, financial documents and banking information, and other property belonging to the association to their successor.

ARTICLE VIII. DUTIES OF DIRECTORS

Section 1. President:

- Shall be the chief administrator of the SBRTA and shall preside over all regular and board meetings
- Shall be ex-officio a member of all committees, except the Nominating Committee
- Shall appoint, with Board approval, the chairmen of committees, and at the direction of the Board or membership, shall appoint special committees; and shall appoint a committee of 2 or more to audit the outgoing treasurer's books.
- Shall schedule facilities usage, negotiate for the association contracts, such as equipment and instruction, and sign contracts.
- Shall review and sign the Federal and State tax returns for the SBRTA.
- Shall pay bills and sign checks in the absence of the Treasurer.

Section 2. Vice-President: The Vice-President shall assist the president and shall, in his/her absence, perform the duties of that office.

Section 3. Secretary:

- Shall give prior notice of all membership meetings, by email and posting on the SBRTA website.
- Shall record the minutes of regular and special meetings of the Board and membership and, in the absence of the Treasurer, shall read that report.
- Shall be in charge of all records of the association other than the Treasurer's.
- Shall be responsible for correspondence and notices as required by the members of the Board.

Section 4. Treasurer: Is the Chief Financial Officer.

- Shall develop an annual budget and present it to the Board of Directors for approval.
- Shall be responsible for collecting the annual dues of the members and other monies, if required.
- Shall pay all bills owed by the Association
- Shall present a financial report at each meeting of the Board and membership.

Section 5. Special Events Chairman:

- Shall schedule selected special tennis events and clinics run by external individuals throughout the year.
- Shall chair a committee to manage these activities in conjunction with the Board.
- Shall perform such other duties as may later be prescribed.

Section 6. Membership Chairman:

- Shall regularly invite residents of SaddleBrooke Ranch to join the association.
- Shall maintain a record of SBRTA members.
- Shall establish and present an orientation program for new members. Verify and activate new members within 24 hours of their request. Send new members confirmation of activation and where to send SBRTA dues. Verify with the Treasurer that the dues have been received.
- Shall Coordinate the Development Days and Mentoring programs.
- Shall provide new members with "how to" instructions" on navigating the web site, signing up for club news and events, and registering to play.
- Shall perform other duties as may later be prescribed by the SBRTA Board of Directors.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. SLATE OF CANDIDATES:

The Nominating Committee shall develop a slate of candidates for presentation at the September membership meeting. The Committee shall nominate at least one candidate for each office. Nominees are required to be members of the SBRTA. This slate shall be posted two weeks before the September meeting. Immediately following the report of the Nominating Committee at the September meeting, additional nominations from the floor can be made. No person shall become a candidate for office without his or her consent. The Secretary shall post the approved slate of candidates, along with a brief resume of each candidate, following the September meeting.

Section 2. ELECTION PROCESS:

- A. Elections shall take place at the November membership meeting. In a contested election, voting shall be by secret written ballot. Members who are unable to attend the meeting in person may submit their vote by email no less than one week prior to the election meeting. Email votes must be submitted to both the club President and Secretary.
- B. Each candidate shall be considered elected who receives a plurality of votes.

ARTICLE X. COMMITTEES

Section 1. The Board shall appoint such standing, ad hoc, and special committees as are necessary to advance the goals of the SBRTA. The Board shall also appoint the chair of each committee.

Section 2. The direction of each committee shall be set by the Board within any applicable bounds set forth in the SBRTA By Laws and Rules and Regulations.

Section 3. Each committee shall maintain an up-to-date procedure book which shall describe the duties of the chair and the committee.

ARTICLE XI. FISCAL AND FINANCE

Section 1. The fiscal year shall be January 1 through December 31.

Section 2. A committee of 2 or more appointed by the President shall make an annual audit of the Treasurer's books. The audit shall be made by the end of the fiscal year and shall be reported to the membership at the next regular meeting.

Section 3. Budget:

- A. The Board shall prepare a budget to be approved by the membership no later than the January meeting.
- B. The budget may be revised as needed during the year with the approval of the Board and membership.
- C. No single unbudgeted expenditure in excess of two hundred fifty (\$250.00) dollars shall be made without the approval of the membership.

Section 4. Board approval is required for any unbudgeted expenditure over \$100.

Section 5. No member of the Association shall receive compensation for services rendered without Board approval.

ARTICLE XII. MEETINGS

Section 1. Membership meetings shall be held during the months of January, April, September, and November. The quorum for such meetings shall be at least one-fourth of SBRTA members.

Section 2. The election of SBRTA board members shall be held annually in November.

Section 3. Special meetings may be called at any time by the President or by any two (2) members of the Board provided notice of such meeting has been given by telephone or email to all members, at least five (5) days prior to the day of such meeting.

Section 4. All meetings, unless otherwise designated, shall be held at SaddleBrooke Ranch HOA facilities.

Section 5. Agendas for Membership Meetings: The President and Board of Directors develop the agenda for membership meetings, which shall be published in advance by email and by posting on the SBRTA website.

Section 6. Order of Business: The order of business at regular membership meetings shall be:

- A. Call to order
- B. Introduction of guests and new members
- C. Announcements
- D. Approval of the Minutes
- E. Treasurer's report
- F. Report of Directors
- G. Committee reports
- H. Unfinished business
- I. Correspondence
- J. New business
- K. Comments and questions from members
- L. Adjournment

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Roberts' Rules of Order shall be the authority on all questions of parliamentary law unless in conflict with these bylaws or with the laws of the State of Arizona.

ARTICLE XIV. AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, at a regular or annual meeting of the Association provided written notice of each proposed amendment, or proposed new bylaw have been posted two (2) weeks prior to the meeting.

ARTICLE XV. DISSOLUTION

In the event of dissolution of this Association, all assets will be donated to SaddleBrooke Ranch HOA.

Dissolution will not be initiated until all outstanding debts are satisfied. The President may direct the use of any and all assets to satisfy outstanding debts, provided a majority of the Association membership has authorized the President to do so.

All members must be advised that they are liable for any debts incurred by the club and must satisfy them in full prior to the Association's dissolution.

If dissolution is contemplated, the membership must be notified at least two weeks in advance of the meeting date and time.

ARTICLE XVI. GUESTS

Non-residents are ineligible for membership.

ARTICLE XVII. LIABILITY

To the fullest extent permitted by law, neither the SBRTA, SBRTA Board of Directors, nor committee members shall be liable for any action or inaction made in good faith which the Club, Director or member reasonably believed within the scope of their duties. The SBRTA shall maintain adequate Directors and Officers Insurance, the cost thereof shall be borne by the SBRTA.

Adopted by membership April 20, 2018

Amended by membership _____

SIGNATURES

STEVE ORDAHL
Association President (please print)

SANDRA SCHLAGER
Association Secretary (please print)

 4.20.18
Association President (signature) (date)

 04/20/2018
Association Secretary (signature) (date)