

SCW Pickleball Club Bylaws

Article I General

- A. The name of the organization is the Sun City West Pickleball Club. The Pickleball Club exists for the benefit of its members.
- B. The purpose of the Pickleball Club is to promote the sport of pickleball in a safe environment while protecting the assets of the Recreation Centers of Sun City West (hereinafter referred to as the Association); to provide an opportunity for all members to learn and improve their play; to implement instructional lessons; to schedule drop-in play; league (ladder) play and tournaments; to encourage the highest standards of safe play; to promote social pickleball activities within the community.
- C. These bylaws will fully comply with the Recreation Centers of Sun City West, Inc., Articles of Incorporation, Association Bylaws, and Rules, Regulations and Procedures (RR&Ps) for Chartered Clubs. In the event of conflict between these bylaws and the above stated governing documents of the Recreations Centers, the Recreation Center's' document shall prevail.
- D. This Chartered Club shall be operated as a nonprofit organization in accordance with applicable Arizona and Internal Revenue Tax Exempt Codes, and the Association's Bylaws.

Article II Membership

- A. Membership shall be open to all members in good standing of the Recreation Centers.
 - 1. All must have a valid Recreation card, including those individuals who are renting homes in Sun City West, as required by the Recreation Center By-laws.
- B. There shall be no other precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
 - 1. Membership is required for participation in Club activities, including; drop-in sessions, round robins, club leagues/ladders/tournaments, social events and General Membership Meetings.

- C. **Guest Privileges: are specified in the Rules, Regulations and Procedures, Chapter 3, Article II, and appendix IX.**
1. **Non-Recreational Card Holders may not be given more privileges than a Recreation Card Holder.**
 2. Recreational Card Holders may attend approved Club functions a total of 4 times per year before being required to join the Club.
 3. General Membership Meetings are open to Guests however, participation is limited to members only.
 4. Guests must be accompanied by a Club member when participating in a Club function.
 5. Hosting a guest. Each Club member is allowed to host two (2) Non-Recreational Card Holders or Recreation Card Holders at approved Club functions.
 6. Approved Club functions for Guests include: Pickleball Orientation, social events, club meetings (except annual election meeting), round robins, and drop-in sessions. **Club League/Ladder/Tournament play is excluded from Guest participation.**
- D. **The amount of dues for each member will be determined annually on the recommendations of the club board and approved by a majority vote of the club members attending the meeting after a quorum¹ has been established.**
1. Annual membership dues are based on calendar year January 1 through December 31. Dues for members will be determined annually, on the recommendation of the Club Board and approved by a majority vote of the Club members attending the meeting after a quorum has been established.
 2. Prorated membership may be determined by the Board.

¹ Quorum is the minimum attendance at a club membership meeting necessary to conduct elections, to approve bylaws, to approve budgets or to conduct other club business that requires a vote. A quorum shall be 10 (10) per cent of the club membership. However, a quorum requirement cannot be less than 20 members or more than 100 members.

3. All members must purchase a name badge at an additional cost. Members must wear their name badge when participating in any Club activity.

E. Other – (e.g., disciplinary actions) – (RR&Ps, Chapter 3, Article I, F)

1. Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members, clubs or the Association in general may have their club membership temporarily suspended (up to two [2] weeks) by the club. Written notice regarding the reasons for temporary suspension shall be provided to the Recreation Activities Manager within two (2) business days of the temporary suspension. Termination of a club membership can only occur following a recommendation from the General Manager and the approval of the Governing Board. Severe cases of adverse behavior, as described above, may be a cause for suspension of Association membership rights and privileges. Any suspension or termination of club membership or Association rights and privileges may be appealed to the Governing Board using the same procedure as described in RR&Ps.

a. First Offense – a written warning from the Club

b. Second Offense – a short-term suspension by the Club

c. Third Offense – a longer term suspension by the Club not to exceed two (2) weeks

d. Fourth Offense – longer suspension or termination recommended by Recreation Centers' General Manager to the Governing Board.

2. Any suspended or terminated club member has a right to appeal to the Governing Board (RR&Ps, Chapter 3, Article I, F, 4)

Article III Officers

A. The Club board must consist of (at a minimum) four officers: a president, a vice-president, a secretary and a treasurer.

1. Additional officers for this club are: (3) Elected Officers-at-Large with voting rights.

2. Elected officers will serve from January 1 through December 31. Election of Offices will occur at the November General Membership Meeting.

B. Newly elected or appointed officers, within fourteen (14) business days of taking office, shall attest that they have read and understand the Association's Rules, Regulations and Procedures for Chartered Clubs by signing the Form CR-5 (New Club Officers and Rules, Regulations and Procedures for Chartered Clubs Affirmation Report) and forwarding it to the office of the Recreation Activities Manager.

C. The club board shall be elected by a majority vote of those present at the club's annual membership election meeting after a quorum is established. The elected officers shall serve **without** compensation. An officer normally may not serve as an independent contractor. (RR&Ps, Chapter 4, Article VI, L)

D. The designated person to submit CR15 will be the current Club Secretary. The CR 15 membership report will be submitted to the Recreation Activities Manager by Feb 1st of each year.

F. All officers are elected for (2) year terms and are limited to up to (4) consecutive terms.

1. Terms of office will be staggered, In the odd numbered years the President, Secretary and 1 Officer-at-Large are elected. In the even numbered years the Vice-President, Treasurer, and 2 Officers-at-Large are elected.

a. President – Preside over all Club meetings, and carry out the direction and policies established by the Board and approved by

the membership, act as the principle to the liaison appointed by the Chartered Club Committee for the association, and attends all meetings of the governing body of the association when requested. The President shall be a member of all committees except the Nominating Committee

- b. Vice President – Perform all duties of the President in the event of the President’s absence or inability to perform; assume the Presidency of the Club for the unexpired term of the President in the event of a vacancy; perform other duties and responsibilities as assigned by the President.

- c. Secretary – Take and maintain the minutes of all Board and Club meetings as well as handle all Club correspondence and furnish all reports requested by the Association. Minutes, as well as other pertinent records, shall be retained for a period of three (3) years and all files shall be turned over to the succeeding secretary. Every two (2) years a comparison will be performed of the Club documents and the Association’s RR&P’s.

- d. Treasurer – Receive and deposit all money due the Club and pay all obligations incurred by the Club in the regular course of its business; keep an up-to-date ledger of all financial transactions and report the financial status at the Board and general membership meetings; prepare and submit year-end reports as instructed in the Rules, Regulations and Procedures; keep and maintain all financial records for seven (7) years prior to the current year and turn over all files to the succeeding treasurer.

- 2. Any reference to an officer being an ex-officio will state term is not to exceed one year.

G. Vacancies. The Club Board will determine when it is necessary to fill a Board vacancy. Such determinations will consider the amount of time left for that term, the time of year that office is vacated, and any other pertinent matter.

- 1 The Board will provide the membership with an explanation within 30 days of the vacancy.

- 2 Should a determination be made that the vacancy must be filled for the continuity of the Club, at the next General Membership meeting, following Roberts' Rules of Order, an election will be held.

H. Impeachment - To impeach an officer Roberts Rules of Order must be followed. If the impeachment is successful, the election of a new officer must follow immediately. (Procedure is available from Recreation Activities Manager).

I. It is the responsibility of each officer to pass the SCW Rules, Regulations and Procedures Chartered Clubs (RR&Ps) book to their successor.

Article IV Meetings

A. Frequency of Meetings - General Membership Meetings will be held each quarter of the calendar year. Annual elections will be held in the month of November.

- 1 Meetings will be held at a SCW facility.
2. All members will be notified 30 days in advance of the meeting.
3. The Board may call a Special membership meeting.

B. Provisions for calling and recording meetings. Minutes will be taken by the Club Secretary to document all business sessions, and approved by the Club President.

1. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

2. Minutes should be available to the membership before the next general meeting.

3. Twelve (12) Club Members are required to make a grievance for reasonable cause to require the Board to call a special membership meeting. A fourteen (14) day notice must be given to all members if a special meeting is called.

C. Voting and Quorum Requirements:

1. Club Board Meetings – a quorum, is a simple majority of the Board.

2. Membership meetings – A quorum is the minimum attendance at a Club membership meeting necessary to conduct elections, to approve bylaws, to approve budget or to conduct other Club business. There can be no proxy votes. The required majority must be of those present at a meeting specifically called for such purpose. A simple majority is required for all issues except bylaws. To approve bylaws requires a 2/3 majority. A quorum shall be 10 percent of the club membership; however, a quorum requirement cannot be less than 20 members. The required quorum minimum is set at 100 members.

3. Elections will be by secret ballot if there are two or more nominees for any one office. If the elected positions have one nominee, election will be by a show of hands and/or voice vote.

4. Reference Roberts Rules of Order for assistance in parliamentary procedures, please note that stated bylaw provisions take precedence over Roberts Rules, i.e., anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Article V Financial

- A. **Financial records shall be retained for a period of seven (7) years (prior to the current year).**

- B. The Board shall authorize the Treasurer to disburse funds in support of Club activities in amounts not to exceed \$600. Expenditures exceeding \$600, with the

exception of pickleball paddles/balls and Club dinners/socials, must be approved by a vote of the membership at any general membership meeting.

1. A receipt is required for all expenditures and disbursements. No disbursements may be made from unbanked monies. Only expenditures of \$25 or less can be paid by petty cash. RR&Ps Chapter 4, Article V, B, 4.
 2. The Treasurer shall sign all checks. In the absence of the Treasurer, the President or Vice- President shall be authorized to sign Club checks.
- C. No club member shall receive any compensation or financial award from club funds for contributions or service to the club. The only exception is when a member has an independent contractor agreement previously approved by the Recreation Center Activity Manager.
- D. Financial records must be audited on a yearly basis by individuals other than those elected to the Club Board. The results of the Report of Audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the office of the Recreation Activities Manager.
- E. Club Advertising. Any commercial advertising or flyers of club activities must be in compliance with Association policies.
- F. Contracts: Any contract for instructors will be handled in compliance with Chapter 4, Article VI of the RR&Ps. Each contract must be renewed on a yearly basis and a copy of each sent to the Recreation Activities Manager for approval.

- G. Treasurers' responsibility – Treasurers responsibility – The Treasurer is required to submit Form CR-7 (Annual Financial Statement) to the office of the Recreation Activities Manager by Feb. 1 for the preceding calendar year.

Article VI Committee

- A. Committees and/or chairpersons may be elected by the general membership or appointed by the club board.
1. Each committee will report directly to the Board through a Board designated liaison.
 2. All designated liaisons will be assigned and approved by the Board at their first Board meeting of the new calendar year.
 3. All committees rely on volunteers to chair and serve on each committee. If there are no volunteers to staff the committee it will be considered to be inactive.
- B. Permanent (standing) committees, at a minimum, will include Safety and Audit.
1. The SCW Pickleball Club has additional committees.
- C. **Safety Committee** – The Safety Committee shall ensure any potential safety issues are promptly corrected;
1. Post safety procedures prominently at the clubs' facilities and on the club's website;
 2. Ensure first aid supplies and accident report forms are readily available in the event of an accident;

3. Report all accidents to the SCW Rec Center Association within 24 hours, using the CR20-5 (Accident Injury Report).

- D. **Audit Committee** – The Audit Committee shall be comprised of one club member, (not a Board member) who shall audit the financial documents of the Club.

- E. **Care Bear Committee** – The Care Bear Committee will provide the appropriate card to be sent to those who have lost loved ones or have been ill or any other event that would be indicated.

- F. **Facilities/Equipment Committee** – The Facilities/Equipment Committee shall ensure the Club’s facilities are maintained and in playable condition, the nets are at the proper height, pickleballs are provided, chairs are purchased or replaced as needed, court rollers/brooms are available and in good condition, the court clock is in working order and the court flags are in good condition. The committee will report issues needing to be addressed through a Board designated liaison.

- G. **Fun in the Sun (FITS) Tournament Committee** – The FITS Tournament Committee will be comprised of a Tournament Director and an executive committee as established by the Tournament Director. This committee will direct, plan and facilitate all aspects of the tournament. The executive committee will establish sub-committees that are necessary to run a national tournament. Sub-committees are directly responsible to their executive committee chairperson. The tournament Director shall report directly to the Board through a board designated liaison.

- H. **Food Committee** – The Food Committee will be responsible for providing refreshments for all activities for the SCW Pickleball Club. The Food Committee and the coordinator of the Social and or tournament event will work together to provide the designated food required for that event.

- I. **Fund Raising Committee** - The Fund-Raising Committee shall research and provide ideas to raise funds for long term expansion of the SCW Pickleball Club. This committee will liaison with SCW Recreation Board to ensure all Fund-Raising efforts are in compliance with Association RR&Ps.

- J. **Historian Committee** – The Historian Committee will record the history of the SCW Pickleball Club. This record will be published for Club information and background.
- K. **Instructions Committee** – The Instruction Committee will provide free lessons for beginners and will provide free strategy and technique for “seasoned” members. Pickleball Orientation will be provided to non-members following Club guest policy. The committee will arrange and schedule clinics when warranted to enhance the skill level of members as well as train members in refereeing tournaments. Lesson times shall be posted on the SCW Pickleball Club’s website and at the club’s facilities.
- L. **Membership Committee** – The Membership Committee shall be responsible for maintaining a roster of all club members. The roster shall be posted on the club’s website. Upon payment of dues, members will receive the password to access the roster on the website. All new members will be contacted personally to welcome them to our club and provide them with information about our activities and our sport.
- M. **Nominating Committee** – The Nominating Committee shall seek out prospective candidates to fill open SCW Pickleball Club Board positions at election time (see Article III, Section E for terms of office.) This committee will present a slate of nominees for each office at a General membership meeting. Additional nominations from the floor will be accepted at that time. All candidates nominated, either by the committee or from the floor, must have given their consent prior to nomination. The election of officers for the Club Board will take place in November prior to their term of office.
- N. **Publicity Committee** – The Publicity Committee shall be responsible for publicity of Club Meetings, activities and events by submitting written articles to the SCW Rec Center News and local papers. It will provide brochures/flyers for the Visitor Center, Newcomers Meetings, and facility bulletin boards. Also, it coordinates any media functions with the SCW Rec Center Association.

- O. **Scheduling Committee** – This committee will assign courts based on availability and consistent with Club Operation Guidelines for all pickleball facilities including but not limited to drop-in play, ladders, tournaments, reciprocal play, lessons, round robins, and social play. All scheduling will be approved by the Board prior to posting.

- P. **Social Committee** – The Social Committee shall plan and organize all social activities of the SCW Pickleball Club and recruit volunteers as needed for each activity. Activities shall be posted on the Club’s website and at Club facilities.

- Q. **Special Events/Tournaments Committee** – The Special Events Tournament Committee will be responsible for all special events/tournament play within the club. They will establish the rules, eligibility requirements and entry fees (if any) for special events/tournaments. Working with the Club Publicity Committee all special events/tournaments information shall be posted on the Club’s website and posted at the Club’s facilities. The committee, coordinating with the Publicity Committee, shall also post information regarding special events outside of Sun City West.

- R. **Website Committee** – The Website committee will monitor all website functions inclusive of emails to all members regarding pertinent information of meetings, events and newsletters for the members.

Article VII Amendments

- A. To amend the Bylaws of this Club requires a two-thirds vote of the membership present at a meeting specifically called for such purpose, a quorum being present. Procedures for filing amendment(s) are as follows:
 - 1. The Recreation Centers’ Recreation Activities Manger shall review the proposed amendments prior to submittal to the Club membership.

 - 2. Proposed amendments shall be well publicized to the membership one (1) month prior to the vote. All amendments must be voted upon and approved by a quorum of the membership.

- 3. A complete revised set of the Club's bylaws will be submitted to the Recreation Centers' Recreation Activities Manager for final review. The amended bylaws require the approval of the Recreation Centers' General Manager prior to the implementation. The results and date of the membership vote should be duly noted on the submittal document.

Article VIII Dissolution

Prior to club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Recreation Centers.

Club President: Donna Maloney Date _____

Approved: _____

General Manager: Mike Whiting (Date) _____

SCW Pickleball Bylaws

Addendum: Chartered Club Reciprocity:

I. Reciprocity Definition and Procedures

A typical feature of recreational activities is the formation of teams and competition between these teams. Team competition is a typical recreation activity or softball, tennis, etc. It's the Associations policy that only members of the Association (Owner members, Associate members, and persons with Tenant Activity Cards may be members of Chartered Clubs and therefore members of Chartered Club Teams.

Clubs may wish to reciprocate with established clubs in other age restricted communities for the purpose of competing or sharing social and common interests.

Age restricted community clubs/teams shall not be allowed to compete/meet with the SCW Pickleball Club using Rec Center Association facilities unless the following conditions have been met:

1. Advance approval shall be required from the SCW Recreation Activities Manager who shall assist the Club in developing a CR-14a.
2. The CR-14a establishes parameters wherein the SCW and the participating age restricted communities will make every reasonable effort to schedule play

or visits a comparable number of times on similar facilities without being required to pay any fee.

3. The Pickleball Club membership MUST annually approve, at a regularly scheduled meeting of members and their President or designate representative submit a CR-14a that specifies club/team reciprocal events including:
 - Projected activities
 - Participant qualifications (if any)
 - Proposed event schedule
 - Attachment of schedule

Addition to the Chartered Clubs Rules, Regulations and Procedure. Chapter 3 Article II D.