

# Sun City Hilton Head Pickleball Club By-Laws



## **ARTICLE 1 - GENERAL**

### **Section A: Name of Organization**

Sun City Hilton Head Pickleball Club

### **Section B: Purpose of Organization**

We will deliver a world class pickleball program, which promotes the sport of pickleball, provides residents with opportunities to participate, and attracts players/home buyers to our enviable lifestyle.

**Section C:** These By-Laws will fully comply with the Community Association's (hereafter referred to as "Association") Governing Documents ("Documents"), and Chartered Club Rules and Procedures ("Rules"). In the event of a conflict between these By-Laws and the Documents or Rules, the Document or Rules shall prevail.

**Section D:** This Organization shall be operated as a Non-Profit Association in accordance with the applicable statutes and the Association's Documents.

**Section E:** Sub-groups, i.e. special interest groups, music interest groups, chapters may be formed as needed. See CCR&P 2.2B

## **Article II – MEMBERSHIP**

**Section A:** Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage. **Members shall be required to provide their CAM number when joining the Club.**

**Section B:** There shall be no precondition for membership. If a particular skill is required, the club must provide instructions to prospective members. Members shall not be required to join any national, state, or regionally affiliated organization.

**Section C:** Guest privileges. Guests may be either non-member residents or non-resident guests. Guests may attend a maximum of three club activities as a non-member. Thereafter, a resident shall be required to become a dues paying member.

**Section D:** Dues/renewal dues shall be paid annually for the calendar year, January 1 through December 31 and are determined by the executive board. Any increase in dues shall be approved by the general membership. Club membership is required to be renewed annually.

## **Article III – Officers**

**Section A:** The Executive Board is the governing body of the club. It shall consist of a President, Vice President, Secretary, Treasurer, and three Members-at-Large. Any one person may not hold more than one position on the Executive Board. No two members of the same household may serve on the same Board.

**Section B:** The Executive Board members shall be elected by a vote of the general membership, shall serve without compensation, and shall be considered the governing body of the Club. The newly elected officers (or appointed officers, in case of a vacancy or recall), shall within 14 business days, attest that they have read, understand, and will abide by the Club's By-Laws and the Community Association's Chartered

Club Rules and Procedures by signing the New Club Board of Directors form CC50. The signed form CC50 shall be forwarded to the Lifestyle Department by **December 1**.

### **Section C: Terms of Office and Responsibilities**

Each officer shall serve a term of two years. The President of the Executive Board is limited to two consecutive terms. Other officers may serve two or more terms.

The President and Secretary shall serve terms beginning in years ending with an odd number. The Vice President and Treasurer shall serve terms beginning in years ending with an even number.

At least three Executive Board members, including two Officers, shall remain in office in accordance with the aforementioned, while three to four Executive Board members leave office in favor of the newly elected Board members.

The **President** shall preside at all meetings and consult with other Executive Board members and/or the membership on all matters of concern to the organization.

The **Vice President** shall preside at meetings in the absence of the President, assist whenever necessary, and shall assume all the responsibilities of the President in the event that the President becomes absent or incapacitated for any reason.

The **Secretary** shall record minutes of all Board and formal meetings of the Club general membership and keep certain Club records as so directed by the President.

The **Treasurer** shall keep all financial records, maintain the club's required checking account, and prepare all required financial forms for filing with the Inter-Club Council and the Community Association. **The Treasurer will collect dues and maintain an up-to-date membership roster or award this responsibility to a Membership Chairperson appointed by the Executive Board.**

Additionally, officers shall have such powers and duties as generally pertain to their respective offices.

### **Section D: Nomination and Election Procedures**

All members of the Executive Board will be elected by the club's general membership present. Election for Officers and Board Members-at-Large for the upcoming year will be held no later than October 31.

A Nominating Committee consisting of no less than two members shall be appointed by the Board at the first club meeting each year. The Nominating Committee shall present the proposed slate of Officers and Executive Board Members-at-Large at the club's fall general membership business/election meeting. Nominations may be made from the floor following the report from the Nominating Committee.

Voting may be by a show of hands if uncontested, or shall be by secret ballot if more than one member is running for the same office. Candidates receiving the largest number of votes shall be deemed elected.

### **Section E: Executive Board Meeting Quorum Procedures**

The Executive Board shall hold regular meetings and at the discretion of any member of the Board. A quorum shall consist of 51% of the Executive Board members. **Electronic voting may be used to reach the quorum.**

### **Section F: Board Meeting Voting Procedures**

Voting shall be by majority agreement.

### **Section G: Vacancies of Officers**

Interim appointments shall be made by the President to fill un-expired terms of office if and when the office becomes vacant.

### **Section H: Recall of Officers and Members-at-Large**

Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An Officer or Member-at-Large shall be removed from office by a majority vote of the membership present at such a meeting. The vote shall be by secret ballot.

**Section I: Club Property**

All Executive Board members, upon retiring from office, shall deliver all club records, historical information, and other property belonging to the club to their successor.

**ARTICLE IV – MEMBERSHIP MEETINGS**

**Section A: Types and Frequency of Meetings**

A General Membership meeting shall be held once a year. A business/election meeting for Officers and Executive Board Members-at-Large shall be held in the fall of each year **no later than October 31**. Special meetings may be called by the Executive Board. Meetings require electronic notice to all members at least two weeks prior to the meeting.

**Section B:** Procedures not covered by the By-Laws shall be governed by Robert’s Rules of Order.

**Section C:** A quorum at a regular or special meeting shall be 10% of the membership. Refer to CCR&P Article IV - Section C

**Section D:** Unless otherwise stated in these By-Laws, a majority vote, (by show of hands) shall be considered the will of the Club.

**ARTICLE V – FINANCIAL**

**Section A:** Financial Records shall be maintained for a period of seven years. These records shall remain with the current Treasurer.

**Section B:** Dual signatures (President and Treasurer) are required on all checks over \$500. Electronic payments require two signatures (President and Treasurer) on invoices. All expenditures shall be paid from the Club’s checking account, regardless of the amount.

All activities that involve financial transactions shall operate within the budget, which shall be approved annually by the general membership. Non-budgeted expenditures of up to \$200 per transaction shall be approved by the Treasurer.

All Club expenditures require filing of the Club’s expense report form along with the paid receipt to be given to the Club Treasurer for the Club’s records.

**Section C: Audit**

The Club’s financial records must be certified on an annual basis by an individual or organization other than those elected to the Board or their immediate family. Results of the certification shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

**Section D:** Responsibility for cash and inventory control shall be designated to an officer by the Executive Board. The financial records shall include:

- A record of all moneys collected and dispersed into the Club’s checking account
- An annual membership list (Form CC20)
- An annual inventory of all equipment and furniture (Form CC95)
- An annual financial report based on a calendar year (Form CC90). This report shall be submitted to the Lifestyle Department and made available to the general membership.

[\(Signatures on Next Page\)](#)

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**Name/Signature**  
**PRESIDENT, SCHH PICKLEBALL CLUB**

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**Name/Signature**  
**FOR THE COMMUNITY ASSOCIATION**

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**Name/Printed**

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**Name/Printed**

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**Date**

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**Date**