

BY-LAWS OF THE SUN CITY CENTER TENNIS ASSOCIATION

(Revised: November 2011)

ARTICLE I

NAME & PURPOSE

The name shall be, Sun City Center Tennis Association (TA), an unincorporated special interest group within the Sun City Center Community Association Inc., (CA), and a Florida not-for-profit corporation. The purpose shall be to promote and encourage the sport of tennis by: (a.) establishing regulations and procedures for the use of the CA tennis courts, (b.) establishing liaison with the CA to insure proper maintenance and improvement of tennis facilities, (c.) sponsoring such activities as recreational tennis play, tennis tournaments, social activities, and tennis instruction.

ARTICLE II

MEMBERSHIP

SECTION 1. TA membership is open to all current CA members upon payment of all TA Member Fees in accordance with Article VII, Section 8.

SECTION 2. The Executive Board (EB) may grant TA Social Membership to members who are physically unable to play tennis. Such members shall pay only the social portion of the membership fee, as recommended by the EB and approved by the membership at the November general meeting.

SECTION 3. Members of the TA, in good standing, may continue their TA membership when moving to Freedom Plaza for personal health reasons or that of their spouse. Members desiring to continue their TA membership when moving to Freedom Plaza must submit a written request to the TA Executive Board for their approval. Approved requests will then be forwarded to the SCC Community Association, as required, for final approval. Members residing at Freedom Plaza may not exceed 5% of the TA membership.

SECTION 4. Memberships expire December 31 of each year, but are automatically renewed upon payment of fees for the following year.

SECTION 5. Any member may be removed from membership for sufficient cause upon recommendation by the EB and approval by a majority vote of the members voting at a TA general meeting. Current year fees paid by the removed member will be refunded on a pro rata basis, in accord with Article VII, Section 8.

ARTICLE III

EXECUTIVE BOARD

SECTION 1. The EB shall have seven members; namely a president, vice president, treasurer, secretary, and three directors each of whom shall chair a standing committee. If there is an immediate past president, that person shall serve as a non-voting member of the EB. Four members of the EB shall constitute a quorum for its meetings. There shall be meetings of the EB in January, February, March, October and November of each year. The President may also call special meetings.

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SECTION 2. The EB shall have authority over the affairs of the TA except as otherwise provided in these by-laws or by majority vote (~~unless a 2/3 vote is otherwise specified herein~~) of the members at a TA general meeting. The authority of the EB shall include, but not be limited to establishing rules and procedures for the reservation and use of tennis courts by both members and guests of the TA. **Any TA member or the EB may present proposed amendments to the Rules and Regulations for a vote at a TA general meeting. TA members proposing an amendment must notify the EB at least 14 days prior to the general meeting. The TA president will ensure copies of the propose amendments are posted on the TA bulletin board 7 days prior to the general meeting.**

SECTION 3. Elections to the EB shall be held at the general meeting in November. Immediately after the election (no later than one week) the new EB shall meet in executive session to elect from among the EB members a president, vice president, treasurer, and secretary. These officers will perform the duties as outlined in the by-laws. An EB member may serve for two consecutive terms only.

SECTION 4. A nominating committee of at least three TA members shall be appointed by the president at least one month prior to the annual TA meeting in November. The committee shall nominate at least one person for each opening on the EB. Nominations may also be made from the floor by TA members provided that such nominees have agreed to serve if elected. The nominating committee shall have not more than one EB officer or director as a member. The president shall not be a member of the nominating committee.

SECTION 5. Election to the EB shall be by ballot of the members present and determined by a plurality of the votes cast. A voice vote may be used with the unanimous consent of the members present.

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. To provide for continuity in the membership of the EB, all members shall be elected for terms of two years. Terms will be staggered, which will allow three or four new members to be elected each year. Terms of office will begin on December 1, following the November election.

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 TA 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 TA; deposit such funds in an institution designated by the EB; disburse such funds in accordance with Article VII. Section 5; and maintain records of all financial transactions and the status of dues for each member. The treasurer's

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records shall be audited annually by a qualified member designated by the president and not a member of the EB.

SECTION 5. The secretary shall keep the records of the TA, except those of the treasurer, including a record of actions taken at TA and EB meetings, and the name, address and phone number of each member. In the absence of the secretary, the president shall appoint an acting secretary. Records are available upon request by any TA member.

SECTION 6. The EB shall have the authority to enter into agreements or contracts with the CA, or other entities, as representatives of the TA membership. Should such agreements or contracts require the expenditure of TA funds not in the annual budget, an amendment of the budget is required as specified in Article VII, Section 7.

ARTICLE V

MEETINGS

SECTION 1. At least two TA 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 additional general meetings.

SECTION 2. A general TA meeting shall also be called by the president if such a meeting is requested in a petition signed by a least fifteen percent (15%) of the TA 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 TA general meeting date. Notification shall be accomplished if written notice is posted on the TA bulletin board at least 10 days prior to the meeting, and phoned or written notice made to the member's Sun City Center address at least 5 days prior to the meeting.

SECTION 4. A quorum for any TA general meeting is defined as fifteen percent (15%) of the current TA membership and is required to conduct business.

SECTION 5. All decisions shall be determined by vote according to Robert's Rules of Order. Any mailed or delivered ballots shall be tallied fourteen (14) days after mailing or delivery.

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. Standing committees shall include, but are not limited to: (1.) Long Range Planning, (2.) Court Maintenance, (3.) Court Reservations, (4.) Social Activities, (5.) Tennis Activities, and (6.) Membership.

SECTION 2, The president shall appoint a nominating committee, in accordance with Article III, Section 4., to propose candidates for openings on the EB.

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ARTICLE VII

FINANCIAL

SECTION 1. There will be an annual membership fee. The fee shall be recommended by the EB and submitted to the membership during the November business meeting.

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 TA expenses, and (4.) 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 TA Bulletin Boards at least five days prior to the TA November general meeting. The budget shall be submitted by the EB at the TA November meeting for approval or amendment by the majority of members voting.

SECTION 3. The EB may authorize expenditures during the calendar year which do not cause the total budgeted expenses to be exceeded.

SECTION 4. Request for reimbursement for expenses incurred by any member or authorized by the EB, shall be submitted to the treasurer for payment.

SECTION 5. The treasurer shall draft, sign, and forward TA 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 6. Failure to adopt a new annual budget shall result in the continuance of the current budget for the following year.

SECTION 7. The budget may be amended at any TA meeting by a two-thirds (2/3) affirmative vote of members present at a duly called TA meeting. The proposed amended budget will be posted on the TA bulletin board at least 5 days prior to the meeting. A current financial statement will be available 5 days in advance and at the TA meeting.

SECTION 8. Persons joining the TA from January 1 through June 30 shall pay the full membership fees. Persons joining from July 1 through September 30 shall pay fifty percent (50%) of the pro-rated full fees, and persons joining after September 30 shall pay twenty-five percent (25%) of the full fees. After December 1, new members will be accepted upon payment of the following year's fee in full. Fees will not be refunded for any reason except as provided in Article II, Section 4.

ARTICLE VIII

AMENDMENT OF THE BY- LAWS

SECTION 1. Amendments shall be considered at any TA general meeting if (1) the amendment is endorsed by a majority vote of the EB, or (2) the amendment is endorsed by ten (10) members of the TA and submitted to the EB at least six weeks prior to the general 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 TA Bulletin Boards at least two weeks prior to the meeting.

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SECTION 2. An amendment to the by-laws requires a two-third (2/3) vote of the members present at a duly constituted TA meeting.

ARTICLE IX

DISSOLUTION

Upon dissolution of the Association, 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 proscribed for amending the by-laws.

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