

# By-Laws of The Villages Tennis Club

## Revision 6/1/2019

### **ARTICLE I – NAME:**

The name of this organization shall be THE VILLAGES TENNIS CLUB, hereinafter referred to as The Club.

### **ARTICLE II – AFFILIATION:**

The Club is an integral part of The Villages Golf and Country Club and shall conform to its rules and regulations.

### **ARTICLE III – PURPOSE:**

The purpose of The Club shall be to provide maximum enjoyment and utilization of The Villages tennis courts for all residents by:

- A. Scheduling and conducting tournaments and social events for The Club.
- B. Publicizing The Club activities.
- C. Encouraging play and involvement of residents.
- D. Encouraging all tennis players to observe the court rules as established by The Villages Golf and Country Club.
- E. Recommending to the Club Board of Directors, The Villages Golf and Country Club.
  - 1. Procedures, which will enhance the play of tennis at The Villages;
  - 2. Rules of tennis play and etiquette;
  - 3. Need for major equipment and improvements.
- F. Maintaining the tennis plaques on the Sport's Wall in the Tennis Shack & CBOD designated area in Clubhouse

### **ARTICLE IV – MEMBERSHIP:**

Membership in The Club shall be open to residents of the Villages Golf and Country Club.

- A. There shall be three classes of membership:
  - 1. Regular (voting): May participate in all activities of The Club.
  - 2. Social (non-voting): May attend meetings and social events of The Club.
  - 3. Honorary membership **(non voting)**: Awarded by the Executive Board.

### **ARTICLE V – OFFICERS, DIRECTORS AND EXECUTIVE BOARD: Must be a Regular Member**

- A **Officers, and Directors** of The Club shall be:
  - 1. President
  - 2. Vice-President
  - 3. Secretary
  - 4. Treasurer
  - 5. Hospitality Director
  - 6. Tournament Director

7. Communications Director
8. Court Manager
9. Master Scheduler
10. Membership Director

B. **The Executive Board** shall be:

1. **Voting Members:**

President, Vice President, Secretary, Treasurer, two Members-at-Large, Hospitality Director, Tournament Director, Communications Director, Court Manager, Master Scheduler, Membership Director and Immediate Past President

C. Duties of Executive Board Members shall be:

1. **President:** shall preside at all board and general meetings. Shall appoint two Members-at-Large and all committee chairpersons not appointed by the Directors, be an ex-officio member of all committees, and perform any other duties necessary to the functioning of this office.
2. **Vice-President:** shall assist the President and shall perform the duties of the President in his/her absence or inability to act, shall organize the twice a year Rossmoor Challenge and update the plaques.
3. **Secretary:** shall record the minutes of all board and general meetings, shall conduct routine correspondence, and such correspondence as may be required by the executive board.
4. **Treasurer:** shall be responsible for all funds and shall sign all checks, shall give a report on The Club's finances at all board and general meetings and shall act as chairman of the budget committee. Shall also provide to the board copies of the bank statements on a quarterly basis.
5. **Hospitality Director:** shall be responsible for appointing chairpersons for all social events of The Club, shall keep the Board informed on the status of upcoming social and courtside events. Shall provide snacks for courtside activities.
6. **Tournament Director:** shall be responsible for appointing Chairpersons for all tournaments/athletic events. Shall keep the Board informed on the status of all such events.
7. **Communications Director:** shall be responsible for coordination and dissemination of official communications from The Club. This shall include the Tennis Club calendar, schedules and other timely information about club sponsored events. He/she shall keep the Board informed on the status of said communications.
8. **Court Manager:** shall monitor the physical condition of the courts, the viewing stands, the Tennis Shack, and the portable storage units. Shall recommend upgrades to The Club Board and shall coordinate maintenance and upgrade issues with the Villages Golf and Country Club.
9. **Members-at-Large:** shall be responsible for coordinating the annual Open House and shall assist the members of the Executive Board and Committee Chairpersons as needed.

- 10. Master Scheduler:** shall be responsible for scheduling all court activities, including coordinating the schedule for all USTA and Interclub matches, documenting all advance court usage, match the monthly USTA home reservations, planned maintenance and posting them on court sign-up sheets. Notifies the Activities Office of matches.
- 11. Membership Director:** shall process all membership applications, contact the new members to introduce them to the court signing up for courts, ball machine usage, shall give them a membership directory and shall give all personal contact to the treasurer, directory chairperson and communications director.
- 12. Immediate Past President:** shall attend all Board meetings and support the President as needed.

#### **ARTICLE VI – MEETINGS:**

- A. The Executive Board will meet monthly or as directed by the President. The quorum for board meetings is a majority of the Board of Directors.
- B. There will be two General Meetings annually with the last meeting of the year designated as the Annual Meeting.
- C. Special meetings may be called by the President or the Executive Board. These special meetings shall be held to a minimum and they must be published in the Villager 2 weeks prior.
- D. 15% of the regular membership shall constitute a quorum for the conduct of business of The Club at any general or special meeting.

#### **ARTICLE VII – NOMINATION AND ELECTION:**

- A. A three member Nominating Committee shall be appointed by the President and announced to the membership at least two months prior to our elections held at our Annual Meeting in December.
- B. This committee shall propose a slate for President, Vice President, Secretary, Treasurer, Hospitality Director, Tournament Director, Communications Director, Court Manager, Master Scheduler and Membership Director. The Nominating Committee shall consult with the Vice President prior to contacting proposed nominees. This Committee shall publish in the Villager its slate of nominees for office including those candidates for offices nominated by the membership at least two weeks prior to the Annual Meeting. The Communications Director shall post these on both bulletin boards and email to the membership at least thirty days prior to the Annual Meeting.
- C. Any regular member may nominate any regular member as a candidate for any elective office by presenting the nomination in writing to the President no less than 35 days prior to the Annual Meeting. This nomination must be accompanied by the candidate's written acceptance, and must be signed by five regular Tennis Club members declaring their support for the nomination. If multiple people are running for a position, a written ballot will be used. Members must be verified.
- D. Election of the ten (10) Officers and Directors named in Article V, Section A shall take place at the Annual Meeting and shall be by a majority vote of the regular members present. These officers shall serve for one year beginning January 1.

- E. Appointments by the President shall be made with the advice and consent of the other elected Officers and Directors. Their term of office shall be from the time of appointment through the following December 31.
- F. Any vacancy in the Executive Board shall be filled as follows:
  - 1. The Vice-President shall succeed to the office of President.
  - 2. Any other vacancy shall be filled by the Executive Board. The appointee shall serve for the remainder of the term.

#### **ARTICLE VIII – COMMITTEES:**

Special committees may be appointed by the President.

#### **ARTICLE IX – DUES AND FEES:**

- A. Any change in dues shall be approved by a majority vote of the membership present at a general or special meeting.
- B. Dues are payable January 1 and billed by the Treasurer.

#### **ARTICLE X – RULES OF ORDER:**

All business shall be governed by Roberts Rules of Order, Revised, except when in conflict with the By-Laws of The Club.

#### **ARTICLE XI – AMENDMENTS:**

These Bylaws may be amended in the following manner:

- A. A proposed amendment may be initiated by the Executive Board or by any regular member. An amendment by a member shall be submitted in writing to the Executive Board for its review and recommendation to the membership.
- B. A notice of such proposed amendment (s) shall be:
  - 1. Published in the Villager in the two issues prior to the Tennis Club General Meeting. This notification will inform members that the proposed changes will be posted on The Club bulletin board and disseminated by email to those on the email list.
  - 2. The posting on The Club bulletin board and email distribution will occur at least two weeks prior to the meeting at which the amendments will be considered.
- C. If the proposed amendment receives a majority affirmative vote of the regular members in attendance at the meeting, the recommended change will be forwarded to the Executive Board for its action and a recommendation to the Club Board of Directors of the Villages Golf and Country Club. The proposed amendment will become effective upon approval by the Club Board of Directors.

#### **Previous Amendments:**

**Approved by Membership: 2/18/15**  
**Approved by Membership: 6/1/2019**

**Approved by VG&CC Board: 3/3/15**  
**Approved by VG&CC Board: 6/25/2019**