

Bylaws, Trilogy at Power Ranch Pickleball Club

January 5, 2013

Revised February 7, 2013

Article I – General

Section A - Name of Organization. Trilogy at Power Ranch Pickleball Club (hereafter referred to as the “Club”)

Section B - Purpose of Organization. To provide the opportunity for residents of Trilogy at Power Ranch to play organized pickleball and to enjoy social activities.

Section C - Compliance. These Bylaws willfully comply with the Community Association Articles of Incorporation, Bylaws, and Club Rules, Regulations, and Procedures. In the event of a conflict between these Bylaws and the above stated governing documents of the Community Association, the Community Association documents shall prevail.

Section D - Operational Requirement. This organization shall be operated as a nonprofit Club.

Section E - Days and time of play.

1. Days of play will be determined by the Club Officers in conjunction with the Community Association’s Activities Director.
2. Change of time is generally based on outdoor temperature, in conjunction with the Community Association’s Activities Director.

Article II - Membership

Section A - Membership. Membership shall be open to all Residents in good standing of the Community Association.

Section B - Membership Requirements. Other than that mentioned in Section A, there shall be no precondition for membership, nor will Members be required to join any national, state, or regionally affiliated organization.

Section C - Guest privileges.

1. Trilogy residents, who are guests of a Member, may play one time, and then must join and pay dues if they wish to continue to play in Club functions.
2. Trilogy renters may join the Club if in compliance with Association requirements for renters.
3. Household guests of Members may play with the Member present during their visit per Association Guidelines.

Section D - Disciplinary Procedures. Disciplinary procedures shall be in compliance with Article 9 of the Trilogy at Power Ranch Association Rules, as may be amended from time to time by the Association's Board of Directors.

Section E - Dues. Each Member shall pay annual dues in the amount as determined by the General Membership at a General Membership Meeting of paid Members.

1. The membership shall be for one calendar year.
2. Dues are due at the beginning of each calendar year, and a Member will be considered delinquent after the last day of February.
3. When a Member joins in November or December, his or her dues will be the full annual dues and will completely cover the following year’s dues. In subsequent years, Members will pay according to the annual calendar dues schedule starting in January.

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Article III - Officers

Section A - Executive Board. The Executive Board of the Club shall consist of a President, Vice President, 2nd Vice President, Treasurer, and Secretary.

Section B - Election of Officers. All Officers will be elected by a vote of the general Club membership, and shall all serve without compensation. Elections shall take place annually in March, with the election complete by the last Saturday of March.

Section C - Terms in Office. Terms in office shall be one year.

Section D - Responsibilities of Officers.

President: The President is responsible for acting as Club spokesperson and presides at all meetings except the Committee meetings.

Vice President: The Vice President shall assist the President and, in case of absence of the President, is responsible for performing the presidential duties.

2nd Vice President: The 2nd Vice President shall assist the President and, in the absence of the Vice President is responsible for performing the Vice Presidential duties. In addition, The 2nd Vice President shall monitor all fund raising functions.

Treasurer: The Treasurer shall receive all dues, record deposits, keep an account payable record, have records available for annual audit, sign all check requests. Monies received by the Club as a result of dues, revenue-generating activities and events must be deposited into the Club's bank account at the Association Office. Financial records will be retained for seven (7) years (prior to current year).

Secretary: The Secretary shall take the Minutes of all Board and General Meetings. Correspondence and Meeting Minutes will be retained for three (3) years.

Section E - Vacancy. If a vacancy occurs on the Executive Board, the remaining Members of the Board decide the make-up of the Board, and fill the vacancies from the Club membership. The designee(s) shall serve until the next election of Officers. In the election process, no Member can serve or be a candidate for more than one office at a time.

Article IV - Meetings

Section A - Frequency of meetings. A minimum of two (2) general business meetings will be conducted each calendar year. If necessary, more may be called by the President. Executive Board meetings will be held as deemed necessary by the President.

Section B - Provisions for calling and recording meetings. Minutes will be taken by the Secretary to document all business sessions. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section C - Voting and quorum requirements. A quorum is considered to be 20% of the entire membership.

Section D - Parliamentary Procedure. *Robert's Rules of Order, Newly Revised*, when not in conflict with these Bylaws shall govern the proceedings of this organization. Otherwise, organizational Bylaws shall have precedence.

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Article V - Financial

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

Section B - Receipt of Monies. The Club operates as a part of the Community Association that is an Arizona nonprofit corporation. Any and all monies received by the Club as a result of revenue-generating activities must be deposited directly into the Club's account at the Association Office. No disbursements may be made from such monies until deposited.

Section C - Spending. The Executive Board of the Club may approve spending for incidental expenses up to \$500 for Club functions. Any expenses over that amount need the approval of the General Membership by a vote at a General Membership meeting.

Section D - Annual Audit. On an annual basis, before March 1, the financial statements of the Club shall be audited by the Club's Audit Committee. The financial statements shall include a balance sheet and an income statement, and be prepared following generally accepted accounting principles. The fiscal year shall begin on January 1 and end on the last day of December.

Section E - COA Access. The Community Association's Treasurer, with minimum notice, shall have access to all of the books and records of the Club.

Section F - Petty Cash. The Club shall have a petty cash fund operated in compliance with Exhibit 4 of Article 9 of the Association Rules: General Rules Governing Trilogy Clubs. The petty cash fund shall be audited by the Club treasurer and Club president on a monthly basis. The Club shall be responsible for any shortfall of the petty cash fund.

Article VI - Committees

Section A - Committees. Committee chairpersons may be appointed by the Executive Board.

1. Audit Committee: The Club's Executive Board will establish an Audit Committee from the General Membership. The suggested term of office is one year, or at discretion of the Club's Executive Board. Elected Club Officers or other Committee Chairpersons may not be a member of the Audit Committee.

- a. The Audit Committee will report directly to the Club Executive Board.
- b. The Audit Committee will examine the Treasurer's accounting and/or report of Club funds in time to be audited before a General Membership meeting. This examination may include vouchers, bank statements, cash, and other records as required.
- c. The auditors, having certified to its accuracy, will submit their report to the Club's Executive Board, which has the effect of approving the Treasurer's report for the General Membership.
- d. The Audit Committee will review and submit to the Association, the Club's annual financial statement as part of the Association's annual audit.

2. Nominating Committee: The Club's Executive Board will establish a nominating committee from the general membership. Elected Club Officers or other committee chairpersons may not be a member of the Nominating Committee.

- a. The Nominating Committee shall consist of at least three Club Members.
- b. The Nominating Committee shall prepare a slate of nominees; at least one for each office.
- c. Voting shall be by electronic ballot (email), US Mail, or paper ballot.

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- d. The Nominating Committee shall conduct the election and disseminate the address(es) to be used by Members.
- e. The Nominating Committee shall keep election results confidential until they are reported to the Membership.
- f. The Nominating Committee shall report results to the Membership via email and bulletin board posting by December 1st.
- g. Each Member shall be entitled to one vote.

3. Tournament Chairperson(s): The Club's Executive Board will establish a Tournament Chairperson from the General Membership to plan and organize all pickleball Tournaments ensuring fair play and equal opportunity for all players. All tournament financial transactions shall be performed per Article 9 of the Trilogy at Power Ranch Association Rules. This would include but, is not limited to, the collection of tournament fees, payment for expenses, dissemination of awards, and maintenance of records for financial audit reviews.

4. League Commissioner: The Club's Executive Board will establish a League Commissioner from the General Membership to head a committee of four (4) Club Members to plan and organize league play. All league financial transactions will be performed per Article 9 of the Trilogy at Power Ranch Association Rules. This would include, but is not limited to, the collection of league fees, payment for expenses, dissemination of awards, and maintenance of records for financial audit reviews.

Article VII – Approved Pickleball Paddles and Balls

Only pickleball paddles and balls that are approved by the USA Pickleball Association (USAPA)/International Federation of Pickleball (IFP) will be acceptable for play at Club activities. The specifications and list of approved paddles and balls can be found on the USAPA website at www.usapa.org

Future changes that may be made to the USAPA/IFP approved paddle and ball lists as a result of new specifications for performance characteristics such as noise will be communicated to members of the Club. Only those approved paddles and balls will be acceptable for play at Club activities.

Article VIII - Amendments

To amend the By-laws of this Club requires a quorum (20% of paid Members), present at an officially announced meeting. A simple majority is required for passage.

Article IV - Dissolution

Prior to Club dissolution (after all debts are satisfied), all property and assets shall be turned over to the Community Association. In the event that incurred debts are not satisfied by Club assets, Members may be held liable.