

**PICKLEBALL CLUB BY-LAWS**  
(Revised and Amended April 20th, 2007)

ARTICLE I Name

The name of this Charter Club shall be: The Spruce Creek Golf & Country Club Pickle Ball Club

ARTICLE II Purpose

- A. The purpose of this club is to promote the play of pickleball within our community.
- B. \*\*The By-Laws of this club will fully comply with the Spruce Creek Golf and Country Club Community Association By-Laws and Rules, Regulations and Procedures. In the event of conflict between these documents, the governing documents of SCGCCA shall prevail.
- C. \*\*This club shall operate as a non-profit organization in accordance with the Florida Statutes and the By-Laws of the SCGCCA HO A (Homeowner's Association).
- D. \*\*All clubs that fall under the Florida Gaming Laws will be required to place a copy of Affidavit of Compliance (CC Form 14) signed by all officers on file with the AD (Activities Director). Clubs will also be required to inform the members of the consequences of failure to comply and post the law in the room in which their meeting takes place. Failure to comply with the Gaming Laws will result in the dissolution of the Club.

ARTICLE III Membership and Dues

A. \*\* MEMBERSHIP

Membership is open to all residents in good standing with the SCGCCA HO A, Inc. There shall be no precondition for membership, nor will members be required to join any National, State or regionally affiliated organization. In some instances, National, State or regional membership may be required to compete in sanctioned tournaments or league play.

B. GUEST

Guest privileges are specified in Chapter Three (3) Section 3.2 of the Charter Club Rules, Regulations and Procedures and will be complied with by this club.

C. DUES

The amount of dues will be determined annually upon recommendation of the Club's Board of Officers and approved by the majority vote of the club's members in attendance at a duly called meeting. Such meetings shall require a thirty (30) day public notice given to the members.

D. DISCIPLINARY ACTION

Proper behavior and decorum is expected from all members. Members who are abusive project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption and dissention among club members or other clubs or the Association in general, may have their membership temporarily suspended by the club. The following are recommended steps for club disciplinary action:

1. First Offense - Written warning from club.
2. Second Offense - Short term suspension by the club.
3. Third Offense - Longer term suspension by the club.

4. Fourth Offense - Termination in accordance with procedure in Chapter Three, paragraph 3.1 of the Charter Club Rules, Regulations and Procedures.

#### ARTICLE IV Officers

A. The Club's Board of Officers shall consist of (at a minimum) a president, vice president, secretary and treasurer.

B. Newly elected or appointed officers shall, within fourteen (14) days of taking office, read and understand the Charter Club Rules, Regulations and Procedures and submit Form CCS listing new club officers to the AD and submit Form CC14, Affidavit of Compliance, if applicable.

C. \*\*The Board of Officers shall be elected at the club's annual meeting by a majority vote of those members present, after a minimum of thirty (30) days public notice has been given. Officers shall serve without compensation and may not serve as an independent contractor; however, officers may volunteer instructional services.

D. \*\*Officers shall serve for One (1) year (s) term (s). (Officers may be elected for two (2) consecutive terms; however, there shall be no limit on the number of terms an individual can serve.

E. Any time an Officer resigns or is removed from office for any cause, the surviving officers will appoint a member to locate a successor. \*\* If appointed to fill a vacancy, the appointee must be confirmed by a majority vote of the Board of Officers. If there are no surviving officers, then the club members will meet and by a majority in attendance select new officers as they desire.

F. Duties of the Officers:

PRESIDENT: The President, when available, shall preside at all regularly scheduled meetings. The President may call a special meeting of the club should he/she deem necessary.

VICE-PRESIDENT: The Vice-President shall assist the President where needed. He/she shall preside at any meeting where the President is unable to attend.

SECRETARY: The Secretary shall attend all the club meetings and keep a record of discussions held and topics covered. He/she will prepare the minutes of the meeting and report same at the following club meeting. A record of the minutes will be kept in the club's permanent file. The Secretary maintains a sign-in sheet for all meeting attendees. He/she (or any other club officer deemed appropriate) prepares and submits an article for publication in the Fountain as deemed necessary.

TREASURER: He/she shall keep the club's checkbook (once opened), maintain and report to the club all financial dealings and maintain and submit financial reports to the SCGCCA or AD, as required.

#### ARTICLE V Meetings

A. There shall be a minimum of two (2) business meetings per calendar year.

B. \*\*Minutes will be taken at all business meetings and approved by the membership. All minutes and correspondence shall be retained for a period of three (3) years.

C. \*\*The Annual Meeting for election of officers will be held yearly between October 1st and November 15th for a term beginning January 1st following the elections.

D. Roberts Rules of Order shall be used as a guide for parliamentary procedure in conducting all meetings. However, Charter Club Rules, Regulations and Procedures, Chartered Club By-Laws and HOA Rules and Regulations will take precedent over Roberts Rules of Order.

## ARTICLE VI Voting

A. A simple majority of fifty-one (51%) of members present will be required to pass any motion unless otherwise stated in the Club By-Laws.

B. Proxy voting will NOT be allowed.

C. Absentee voting may be used when a fifty-one (51%) vote of the entire membership is required (such as By-Law changes). Absentee voting must be done in accordance with Community Programs and Activities Committee (CPAC) Rules and Regulations.

1. By-Law changes must be made available to all members a minimum of thirty (30) days prior to ballots being issued.

2. The reason for the vote must be clearly stated on the Ballot. CC Form 13 must be used and the guidelines for collecting and counting the ballots must be followed.

## ARTICLE VII Financial

A. \*\*Financial records shall be retained for a period of seven (7) years.

B. The Treasurer may approve expenditures up to Two Hundred Fifty (\$250.00). The Board of Officers may approve all expenditures up to Five Hundred (\$500.00). All expenditures above Five Hundred (\$500.00) require a majority vote of members present at a duly called business meeting. All expenditures should be paid by check, regardless of the amount. All checks will require signatures of two (2) officers.

C. \*\* Individuals other than those currently seated on the club's board shall audit the financial record of the club prior to the annual meeting (between October 1st and November 15th and as directed by the President. The results of the audit shall be presented to the general membership and duly recorded in the applicable minutes at the meeting following the audit. A copy shall be provided to the AD. (See item G. below).

D. Level of control: Check signing provisions, inventory requirements, etc. refer to Level of Control of Charter Club Rules Regulations and Procedures, Section 4.1.

E. All expenditures shall be paid by dual signature checks or debit cards (see Charter Club Rules, Regulations and Procedures 4.1- A2) with dual signatory vouchers.

F. Clubs may use a petty cash fund, provided the money is withdrawn with a dual signature check and receipts for purchases are provided. Petty cash funds may not exceed Twenty-Five (\$25.00).

G. \*\*A copy of the club's audit will be submitted to AD within fourteen (14) days prior to the Annual Meeting to be held between October 1st and November 15th.

## ARTICLE VIII Committees

A. \*\* Committees and/or chairpersons shall be appointed by the President and confirmed by the Board of Officers.

B. AUDIT COMMITTEE: Within six (6) months of opening a checking account (and every year thereafter) an audit committee of at least two (2) club members shall be appointed and operate per VII C above.

## \*\* ARTICLE IX Amendments

A. Any change of the By-Laws will require a simple majority fifty-one (51%) vote of the general membership. Proposed amendments shall be publicized to the membership at least thirty (30) days prior to the vote.

B. Absentee Voting Policy may be used for By-Law changes in accordance with Form CC13 and must be in compliance with Charter Club Rules, Regulations and Procedures, Chapter IV, Article 10 (4.10).

C. Complete revised set of the By-Laws shall be submitted to the AD for initial approval. The amended By-Laws require the approval of the CPAC prior to the implementation. The results and date of membership vote shall be duly noted on the submitted document.

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#### ARTICLE X Dissolution

Prior to club dissolution, all property and assets shall be turned over to the SCGCCA. In the event that the club has incurred debts that are not satisfied by the club assets, members may be held liable.

The undersigned applicant (s) hereby apply for a Club Charter pursuant to the foregoing application and have attached the Initial Membership roster and club By-Laws.

Dated this day of

Applicant

Applicant

#### APPROVAL

The forgoing application and the attached By-Laws are hereby approved and the Charter is hereby granted, subject to the Charter Club Rules, Regulations and Procedures and subject to paragraph 10 of the application.

Dated this day of ,

· SPRUCE CREEK GOLF AND COUNTRY CLUB HOMEOWNERS' ASSOCIATION, INC.

By:

· Activities Director (AD)

By:

· CPAC President;