

# Seven Lakes Tennis Club

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## BYLAWS

**Adopted: February 23, 2021**

**Amended: December 13, 2021**

# SEVEN LAKES TENNIS CLUB

## SECTION I. ORGANIZATION INFORMATION

1. **THE NAME** of the organization shall be The Seven Lakes Tennis Club.
2. **THE PURPOSE** of this Club is to promote fellowship, participation in social activities and learning opportunities for all residents of Seven Lakes through tennis.
3. **MEMBERSHIP ELIGIBILITY** - Membership in the Club will be open to all residents of Seven Lakes.
  - a. A member shall be considered in good standing only so long as the membership dues are current.
  - b. Dues will be recommended by the Club officers and voted upon by the members.
  - c. Annual dues are payable November 1st and run through October 31st of the following year.
  - d. Dues will not be pro-rated.
4. **OFFICERS** - The officers of the Club are a president, vice-president, secretary and treasurer.

**Terms:** The terms of all officers shall be two-years.

**Eligibility:** To be eligible to serve as an officer of the Club, membership must be in good standing.

- a. **PRESIDENT** – Schedule and preside at all club meetings, appoint committee heads & perform all other duties necessary to ensure the functioning of the Club.
- b. **VICE-PRESIDENT** – Acts for the President in his/her absence. Sets up meeting requirements with the Lifestyle Department for all Tennis Club functions.
- c. **SECRETARY** – Shall keep the records of all meetings of the Club. Shall have charge of sending out all required notices and of handling correspondence when requested by the President and any other such duties applicable to the office.
- d. **TREASURER** – Responsible for the collection, recording and disbursement of all Club funds. Maintain Tennis Club checking account and reconcile same on a monthly basis. Provide a monthly report of all receipts and disbursements at each Club Meeting. Collect membership dues and maintain a roster of Club members.

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Shall provide documentation of all receipts and disbursements for the annual audit.

- Any and all funds received by the Club shall be deposited and recorded in the Club bank account.
- The Treasurer, with the approval of the President, may spend up to \$100 without prior approval by vote of the membership.

## 5. ELECTION OF OFFICERS

- a. The nominating committee shall be appointed by the President and announced at the December Club meeting.
- b. All members of the committee shall be in good standing.
- c. The committee shall provide the name of at least one member as candidate for each office.
- d. A slate shall be submitted at the January Club meeting. At that time nominations from the floor may be accepted.
- e. Election of officers shall be at the February Club meeting.
- f. Voting shall normally be conducted by paper ballot.
- g. All members present and in good standing are eligible to vote.
- h. New officers shall take office at the April Club meeting.

## 6. COMMITTEES/POSITIONS

*COMMITTEES:* The President shall appoint the Chairpersons for the following Tennis Club committees and any other ad-hoc committees as needed.

### a. Social Committee

Organize various Club social events

Select vendor(s) and order food for certain activities

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## b. Nominating Committee

Identify and recruit candidates for the Club's officer positions

Provide the name of at least one member as a candidate for each office

## c. Membership Committee

Identify and recruit potential new members

Provide information on the Club and League play to interested individuals

*POSITIONS:* The President shall appoint Club members to the following positions and any other ad-hoc positions as needed.

### a. Office Manager

Manage the daily Tennis Office activities

Recruit volunteers for the office

### b. Auditor

Audit the Club's financial records at the end of the fiscal year

Provide a written report at the following December Club meeting.

### c. Maintenance Coordinator

Acts as a liaison with the Maintenance Department

Provides a monthly report on tennis maintenance issues

7. **MEETINGS** – Club meetings shall be held the second Monday of each month, November through April and may be called at other times by the Club President.

a. Regular starting time for meeting shall be determined by Club membership

b. Meeting notices shall be posted on all tennis bulletin boards and sent by electronic media to all Club members at least one week prior to the meeting. This could also include Seven Lakes community publications and notices.

## SECTION II. LEAGUE PLAY

Seven Lakes Tennis Club shall promote and support the competitive tennis teams and their captains representing Seven Lakes in Lee County.

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## **SECTION III. AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular Club meeting provided that notice of said vote was given at the previous meeting and a written copy of the proposed change(s) was presented at that time.

1. An amendment to the bylaws requires a majority vote of members present.
2. Vote shall normally be by paper ballot.