

VIEWPOINT TENNIS CLUB BY-LAWS
Revised November 2022

I. DEFINITIONS

In the Constitution and these By-laws:

“Board of Directors” or **“Board”** means the Executive Committee plus Team Captains/Facilitators.

“Board meeting” means a meeting of the Board of Directors

“Executive Committee” means the President, Vice President, Secretary, Treasurer and Past President

“general meeting” means a meeting of the membership

“notification” means notification at least seven (7) days in advance by whatever means deemed appropriate by the Executive Committee

“policies and procedures” means documents outlining specific details of organizing and administering Club business and activities

“quorum” means not less than twenty-five (25) percent of the membership

“team” means a group of members placed on a roster by the Club

II. MEMBERSHIP

Membership comprises Viewpoint residents who pay Club dues and may be assigned to a team. Dues are waived for Honorary Members, who are those who reach their 85th birthday by April 30.

All members may attend, vote at and participate in general meetings and play in all Club tennis events.

Members shall abide by all Club policies and procedures.

III. BOARD OF DIRECTORS

The Board meets monthly from November through March to discuss VPTC issues, projects, and planned events, and to set the agenda for general meetings. Additional meetings may be called at the discretion of the President, and may be held in person or on-line.

IV. MEETINGS

The Club shall hold a minimum of two general meetings each year, one in November and one in March. The President may call additional meetings as necessary for Club business. The meetings shall be conducted in accordance with Robert’s Rules of Order.

A motion is carried with a quorum and approval by more than fifty (50) percent of members present.

V. ELECTION OF OFFICERS

The President, Vice President, Secretary and Treasurer are elected at the March general meeting for a one-year term with duties commencing April 1.

The President will serve as Past President for the year immediately following his/her term.

Each February, the President will appoint a three-person nominating committee to select candidates for the upcoming year's officer positions.

The nominating committee shall consult the President and Vice President regarding candidates; however, the nominating committee is free to nominate any member it chooses.

It is recommended that the President have experience in the Vice President position; however, there is no automatic progression from Vice President to President.

At the March general meeting the nominating committee will present its nominations; nominations from the floor will also be accepted.

VI. DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee provides leadership to the Board of Directors and the VPTC.

The President:

- a. Calls and presides at all meetings.
- b. Enforces the Constitution, By-laws, and policies and procedures of VPTC and of EVSTL.
- c. Ensures annual review of all governance documents.
- d. Monitors all Club finances.
- e. Monitors all official Club communications.
- f. Monitors statistics of EVSTL matches.
- g. Forms such committees as necessary to staff and support all Club functions and events.
- h. Maintains close liaison with the Viewpoint manager and helps to monitor the condition of the resort's tennis facilities.
- i. Represents VPTC at EVSTL meetings.
- j. Corrects any team imbalances.
- k. Replaces any officer who is unable to complete his/her term of office, such replacement to be approved by a motion to members at the next general meeting.
- l. Conducts such other Club business as necessary to perpetuate good will and the goals of the Club.

The Vice President:

- a. Assumes the duties of the President in his/her absence.
- b. Prepares and administers the Club social calendar.

- c. Oversees all tournaments.
- d. Appoints volunteer coordinators.
- e. Oversees the rating of new team members.
- f. Oversees court bookings.
- g. Attends EVSTL meetings.

The Secretary:

- a. Records and posts the minutes of each general and Board of Directors meeting.
- b. Prepares Club correspondence.
- c. Maintains historical records of all Club documentation for the previous five (5) years.

The Treasurer:

- a. Collects annual membership dues and other Club monies, and maintains an accounting of all Club funds.
- b. Oversees the maintenance of a register of Club members.
- c. Prepares records for the annual audit.

The Past President:

- a. Acts in an advisory capacity as required by other members of the Executive Committee.
- b. Oversees orientation of new Executive Committee members.

VII. TEAM CAPTAINS/FACILITATORS

Each team will select a Captain or a Facilitator to represent the team on the Board of Directors, with one vote per team.

Captains/Facilitators shall lead their teams according to the policies and procedures outlined in the Captains/Facilitators Handbook.

VIII. FINANCES

The VPTC is a non-profit organization, staffed by volunteer Club members. To meet expenses, members shall pay dues annually at the start of the playing season.

Members shall approve all dues, fees, and assessment requests.

A yearly budget, including a capital fund, will be presented for approval at the November general meeting. The Board shall administer the budget.

Any single expenditure over \$1000 not contained in the budget shall be approved by the members.

Expenditures shall not exceed the funds available through approved dues,

fees, assessments, and prior financial reserves.

The VPTC will maintain a contingency fund of not less than \$2000.

IX. POLICIES AND PROCEDURES

General guidelines for the organization of Club business and activities will be written as either a policy or a procedure and approved by the Board.

Except as hereinafter provided, the Board will bring any such policy or procedure to the general meeting for final approval by the members.

In order to maintain or enhance fair play, the EVSTL may make interpretations and issue directives to member clubs as needed throughout a season. Where such interpretations and directives contradict existing VPTC policies, necessary changes to such policies may be made immediately by approval of the Board of Directors.