

**LINCOLN HILLS PICKLEBALL CLUB  
OPERATING POLICIES AND PROCEDURES  
EFFECTIVE MAY 3, 2018**

**ARTICLE 1            GENERAL INFORMATION**

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**1.1 Club Membership.** All residents of Sun City Lincoln Hills are eligible to join the Lincoln Hills Pickleball Club, hereinafter referred to as the "Club".

By joining the Club, a member is entitled to participate in Club privileges such as but not limited to special training classes, planned Club activities to include Ladder and tournaments, and social events planned by the Club.

Application to join Club may be downloaded from the Club website located at [www.lhpickleball.com](http://www.lhpickleball.com) or a copy of the application may be retrieved from inside the Club storage area adjacent to Court 1. The application along with first years dues may be submitted to any Club board member or deposited in the appropriate box maintained in the storage area.

**1.2 Club Dues.** The membership year shall be January 1 through December 31 of each year. Annual dues for the upcoming year shall be determined by the Club Board of Directors, hereinafter referred to as the "BOD", prior to the membership meeting in May. Any change in the annual dues requires a membership vote defined in Article 4, Section 4.4.

Dues for incumbent members shall be collected beginning January 1 of each year for the entire year, and dues will be in arrears thirty (30) days after that date. Members in arrears shall have their status changed to inactive until such time as their dues are paid. Dues will not be refunded for any reason. Dues paid in the months of October, November or December will be counted current for the following year.

**1.3 Communication with Membership.** The approved method of providing Meeting Notices and other information to Club members or to the BOD members shall be by email to their last known email address. All BOD and membership meeting notices, meeting agendas and meeting minutes shall be posted and retained on the Club website as indicated under Article 5, Section 5.2.

It is the member's responsibility to notify Club Secretary of any changes to contact information.

**1.4 Membership Roster Restrictions.** The BOD shall implement the following policies to protect the privacy of Club members:

- a) Lists of members with information about the members (e.g. addresses, email addresses, phone numbers, etc. if provided by the member) is the property of the Club.
- b) This information is to be made available to all Club members.
- c) E-mails to members shall be sent using the BCC (Blind Carbon Copy) feature.
- d) Only members designated by the BOD shall have the authority to send emails to the general membership.

- e) Membership addresses and/or email addresses will be used to relay Pickleball events and will not be used by any person for commercial or political purposes, or to promote any personal causes not related to the business of the Club.

On occasion, the Sun City Lincoln Hills Community Association, hereinafter referred to as the "SCLHCA", may request the distribution of an email pertaining to overall Association or Club business and the BOD may exercise their discretion to forward the email as requested by the SCLHCA to the Club membership.

**1.5 Etiquette Guidelines, Rules and Regulations.** Each member of the Club shall abide by the following conditions:

- a) Pay his or her annual dues, fees, and special event charges when due.
- b) Abide by all rules and best practices of the Club.
- c) Conduct themselves in a sportsmanlike manner and as defined by the SCLHCA Rules and Regulations Code of Conduct and Discipline of members while engaging in Club sponsored activities.

**1.6 Disciplinary Actions.** For any disciplinary action to be considered, a member of the BOD must receive a written complaint (except as referenced in item "c" below). The President of the Board will review the complaint and document receipt of same within 2 weeks delineating the President's understanding of the incident and any action which may be taken. The following disciplinary action may be considered:

- a) A Club member may have Club privileges suspended for a certain period of time for not adhering to club rules or behavior detrimental to the Club or other players. A member being considered for disciplinary action may meet with the BOD in executive session to discuss.
- b) Non-Club members not adhering to Club rules, regulations and/or court etiquette shall have concerns addressed individually by the Club President. Should the non-member continue to ignore the Club's rules, regulations and/or court etiquette, the Club may refer the concerns to the SCLHCA for action.
- c) Ladder Captains have the ability to suspend ladder participants as defined in the Club Ladder League Rules.

## **ARTICLE 2 - CLUB ADMINISTRATION**

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**2.1 Board of Directors.** The Club shall be administered by a BOD elected by Club members from among the general membership. The BOD shall be made up of at least five (5) members and not more than ten (10) members. The members of the BOD shall be responsible for significant functions of the Club. These functions shall include but not be limited to:

- a) Maintain membership rolls and provide for the collection of dues.
- b) Establish procedures for the conduct of the election of members of the BOD and Officers set forth in Article 3.
- c) Consider the comments and viewpoints of members before voting on matters being considered by the BOD.

- d) Maintain liaison with the SCLHCA.
- e) Provide publicity and outreach activities to attract new members.
- f) Maintain rules of play as established by the USA Pickleball Association (USAPA).
- g) Organize periodic social activities for the membership.
- h) Ensure adherence to any published requirements of the SCLHCA.
- i) Establish committees as needed for the operation of the Club.
- j) Fill vacancies on committees as appropriate.
- k) Appoint members to serve in capacities that the BOD believes will be beneficial to the operations of the Club.
- l) Provide routine communication with the membership on items of interest.
- m) Develop and promulgate Rules/Guidelines and other appropriate Regulations for members.
- n) Take action as needed to enforce the Rules/Guidelines and Regulations of the Club in accordance with due process and hearing.

**2.2 Term Limits of Directors.** Elected members of the BOD shall serve a two (2) year term. A member may serve only two (2) consecutive terms and may not be re-elected to the BOD for at least one (1) year. Terms of elected BOD members are effective as of January 1 and shall be staggered so that at least 30% of members' terms expire each December 31st.

**2.3 Board Member Vacancies/Removal Prior to Term Expiration.** Vacancies on the BOD occurring prior to term expiration shall be filled by appointment by the BOD. Vacancies occurring on the BOD do not have to be filled if the BOD membership is between the minimum and maximum number of members.

Members of the BOD who wish to resign their position shall submit a written thirty (30) day notice of intent to resign to the Secretary or President of the BOD. This notice period will allow for a smooth transition of member duties and responsibilities.

The removal of a BOD member for cause must be approved by a majority vote of the BOD. A BOD member may be removed for such action as, but not limited to: (a) missing fifty percent of BOD meetings in a six (6) month timeframe without acceptable explanation, (b) continued disruption of BOD meetings, (c) continued non-adherence to Club rules, regulations and/or court etiquette, and (d) any other behavior that is deemed detrimental to the Club.

**2.4 Elected Officer Positions.** The elected officers of the Club shall be the President, Vice President, Secretary and Treasurer. Their duties shall include but not be limited to:

*President* shall:

- a) Be the chief executive officer of the Club.
- b) Have general supervision and direction of the affairs of the Club, subject to the control of the BOD.
- c) Preside at all meetings of the members and BOD.
- d) Work with designated SCLHCA employee with regard to court times, operations and maintenance of courts.
- e) Develop annual budget.

***Vice President*** shall:

- a) Perform all of the duties of the President in the absence or disability of the President.
- b) Work with the President on tasks and other duties beneficial to the Club.

***Secretary*** shall:

- a) Prepare and keep minutes of all meetings of the BOD and members.
- b) Update the Club Bylaws and maintain a set of the operative, updated Bylaws.
- c) Update and maintain the Club Operating Policies and Procedures and any other rules as deemed appropriate.

***Treasurer*** shall:

- a) Maintain accurate records of all financial affairs of the Club for a period of seven (7) years prior to the current year.
- b) Render a summary financial report at BOD and membership meetings.
- c) Issue a written report at least quarterly of account(s) balance(s) which includes changes from the last quarterly report.
- d) Fill out and submit the SCLHCA semi-annual report.
- e) Establish/manage a checking account and any other required bank accounts.
- f) Ensure Club has a minimum of two club officers' signatories on file with the bank and updates the signatories as officers change.

**2.5 Other Elected Board Positions.** Other elected BOD positions are designated by the BOD and then voted on by membership. Certain positions of the BOD may be co-chaired as deemed necessary and this position shall have one vote.

**2.6 Non-Elected Positions.** Non-elected positions, such as but not limited to committees, task forces, training instructors and any other positions established to support the Club may be appointed by the BOD or Club President. Such positions shall serve as designated and at the pleasure of the Board; position may be terminated at any time by resignation of member or by a majority vote of the BOD.

**2.7 Spending Restrictions.** The following spending approvals are required prior to expenditures: (a) Club expenses outside of approved yearly budget shall be approved by the BOD prior to expenditure; and (b) any one-time expense of \$1,500 or more outside of approved yearly budget must be presented to membership for approval/vote as referenced under Article 4, Section 4.4.

## **ARTICLE 3 - ELECTION PROCESS**

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**3.1 Nominating Committee.** During September, a nomination committee consisting of at least three (3) but no more than five (5) members shall be appointed by the BOD for the purpose of nominating candidates. A maximum of two (2) BOD members may be appointed to the nominating committee. If any BOD members are appointed to the nominating committee, then at least three (3) members of the nominating committee must be appointed from the general membership. A member of the nominating committee shall not be eligible for candidacy as a member of the BOD.

The nominating committee shall nominate at least one (1) candidate per opening on the BOD. The nominating committee shall also nominate at least one (1) candidate for each Officer position. The Officer positions shall be President, Vice-President, Secretary, Treasurer, and such other Officer positions as deemed necessary by the BOD. Officers must be members of the BOD.

Members may make at-large nominations for any of the open positions by submitting a document designating the candidates(s) and stating the positions(s) for which the candidate is nominated. At least 20 members must sign the at-large nominating document, and the document must be submitted to the Secretary not later than 10 days prior to the November membership meeting.

**3.2 Candidate Nominees and Voting Notification.** The slate of candidates will be communicated to the general Club membership by the fifteenth day of October of each year.

**3.3 Voting and Method of Elections.** Elections to the BOD shall be held annually. Election of candidates will be conducted during November of each year with the election results announced at the November General Meeting or within 10 days of the election.

Elections may be held at membership meetings by a show of hands, written ballot, or secret ballot at the discretion of the Board. Elections may also be conducted via email or regular mail.

## **ARTICLE 4 - CLUB MEETINGS**

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### **4.1 Meeting Requirements.**

- a) *Board of Director Meetings:* The BOD shall meet as often as necessary to conduct the business of the Club but it must meet at least four (4) times per year. Meetings of the BOD are open for attendance by the general membership except when the BOD is addressing the enforcement of the Club's rules or regulations in specific situations involving a member.
- b) *Membership Meetings:* At least two general membership meetings shall be held each year. One of those meetings will take place in November. Dates for other general membership meetings shall be established by the BOD. Special meetings of the members may be called and held as directed by BOD or by members holding not less than ten (10) percent of the voting power of membership. Vote by members shall only take place at a duly called Membership meeting.

**4.2 Meeting Notice Requirements.** Notice of general board meetings, special board meetings, and membership meetings shall be communicated to all Club members not less than ten (10) days prior to the meeting. Notice shall be (a) in the form stipulated under Article 1, Section 1.3, (b) announced in the minutes of the prior BOD meeting, and/or (c) agenda posted prior to each meeting.

**4.3 Quorum Requirement for Board Meetings and Voting.** A quorum shall be a majority of the board members at any duly called BOD meeting. Majority shall mean a number greater than half of total BOD members.

**4.4 Quorum Requirement for Membership Meetings and Voting.** A quorum shall be ten (10) percent of the total membership in good standing at any duly called general or special membership meeting. A quorum shall be required to either pass or defeat any item called for a vote. A voted on item shall be passed or defeated by a simple majority of those voting. A simple majority shall mean a majority in which the highest number of votes cast for any one candidate, issue, or item exceeds the second-highest number.

Matters requiring a vote by membership shall be voted on by a show of hands, written ballot, or secret ballot at the discretion of the BOD. Matters requiring membership vote may also be conducted via email or regular mail.

## **ARTICLE 5 - RECORD KEEPING & RETENTION**

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**5.1 Members Right to Review.** All Club members have the right to view all governing documents, meeting notices, meeting agendas and meeting minutes, as well as financial records.

**5.2 Record Retention.**

- a) Minutes of the BOD and Membership meetings shall be recorded and available to the Club members within 10 days of meeting. Minutes of all meetings shall be retained on file on the Club website for a minimum of 3 years.
- b) Financial transactions & financial records shall be retained for 7 years prior to the current fiscal year on the Club Website. All transactions involving club funds should be recorded in the Club's treasurer's report. A detailed accounting of receipts (revenue) and disbursements (expenses) shall be reported to the Board members at each BOD meeting.
- c) An annual Budget shall be prepared and approved by the BOD at the February BOD meeting.
- d) Agendas for all BOD, Membership, and Special meetings shall be retained on file for a minimum of 3 years on the Club website.

## **ARTICLE 6 - GUESTS**

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**6.1 Guests of Club Members.** A guest of a Club member must adhere to these policies and procedure where applicable and those of the SCLHCA. Club members are responsible for the actions of their guest(s). Any fees due the Club for participation in any activity of an invited guest are the responsibility of the Club member.

## **ARTICLE 7 - AMENDMENT**

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**7.1 Amendment to Document.** Revisions to these Policies and Procedures shall be voted upon and approved by the BOD. Any such revisions must be presented to and approved by a vote of the members at a general membership meeting. The Secretary shall have the responsibility to update the Policies and Procedure if a revision is approved.