



Sterling Grove Pickleball Club

BYLAWS

19 May 2023

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Section 1: Name

The name of this organization is the Sterling Grove Pickleball Club, hereafter referred to as the “SGPC”.

Section 2: Organization, Purpose, and Operation.

2.1 Organization

2.1.1 The SGPC will be organized as a tax-exempt, nonprofit under Section 501(c)(7) of the Internal Revenue Code and is a Sterling Grove Golf and Country Club (“SGGCC”) resident organization that complies with the SGGCC Social Member Rules and Regulations.

2.1.2 Not-for-profit (hereafter “Not-For-Profit”) Organization shall mean in these BYLAWS, with few exceptions, that the SGPC’s annual income should not significantly exceed the SGPC’s annual expenses.

2.1.3 While the SGPC operates as a Not-For-Profit Organization, periodically it may find it necessary to retain or raise funds for future maintenance, construction, or special projects. The retention or raising of such funds shall not be a violation of these BYLAWS, provided the retention or raising of such funds has been approved by the Membership.

2.2 Purpose

The purpose of the SGPC is to foster the opportunity, for as many Sterling Grove residents as possible, to learn, enjoy and promote the game of pickleball by providing learning, recreational, competitive, and social activities for its Members.

2.3 Operation

The SGPC will conduct its business democratically, meaning that decisions or actions requiring a vote of the Membership, or the SGPC officers (hereafter “Officers” or “Officer”, or at times the “Board” as defined in Section 4.1.2) will be determined by majority of votes of the Members or Officers present at time of voting unless otherwise stated in these BYLAWS, or by the majority of votes received if voting is over an extended period and/or is electronic.

2.4 Authority Delegated to the Board by Members

Except for (i) matters that require approval of the Members by the terms in these BYLAWS, or (ii) are related to the responsibilities and authority delegated by the Members to specific Officers, the Board shall have the exclusive authority to make all decisions and take all actions and act on behalf of the SGPC to conduct, direct and manage the SGPC, its activities, operations, and affairs.

2.5 Discrimination Prohibited

Membership and all rights of participation in the SGPC, including all tournaments and other events conducted or sanctioned by the SGPC, will be open to all persons without regard to race, age, religion, creed, sexual orientation, color, national origin, disability, or gender. Nonetheless, participation in divisions of tournaments and other events may be restricted and apportioned based on skill level, gender and/or age.

2.6 SGGCC Social Member Rules and Regulations Compliance

The SGPC BYLAWS shall comply with SGGCC Social Member Rules and Regulations, as may be amended by the SGGCC from time to time, and in the event of a conflict, the governing documents of the SGGCC shall prevail.

Section 3: Membership

3.1 Eligibility

3.1.1 SGPC Membership is limited to individuals who meet the requirements of the SGGCC Social Member Rules and Regulations. An individual requesting to be a Member of the SGPC must be eligible for Membership per these BYLAWS and complete an application form and submit it to the SGPC Board, along with a signed Member Waiver Form (as defined in Section 3.3), and payment of dues and the Membership Dues and Fees (as defined in Section 3.4).

3.1.2 There shall be no precondition for SGPC Membership, other than described in these BYLAWS, and a Member of the SGPC is not required to join any national, state, regional or local affiliate organizations; although a Member may be required to join a third-party organization to participate in some SGPC activities.

3.2 Members in Good Standing

A Member is in good standing (hereafter “Member or Members in Good Standing”) when the Member is i) eligible for Membership per Section 3.1, ii) their Membership has not been suspended or terminated, iii) their financial obligations to the SGPC are current, and iv) the Member Waiver Form (defined in Section 3.3) is on file.

3.3 Membership Dues and Fees

3.3.1 Annual Membership Dues

The Executive Committee shall determine the annual membership dues. The membership year runs from January 1 to December 31 and dues are payable to the Treasurer. Dues must be paid prior to participation in any Club activity. Dues paid at any time during the current year are to be for the full annual amount and they expire at the end of the membership year. New members joining and paying dues during the last quarter of the year (October, November and December) shall be considered paid in full for the following full membership year.

3.3.2 Activity Fees

Fees for participation in tournaments, clinics and other Club activities shall be determined by the committees in charge of the events and approved by the Executive Committee and announced to members in the official notification for each event. Fees must be paid prior to participation in any activity.

3.3.3 Delinquent Dues and/or Fees

3.3.3.1 Any monetary payment owed to the SGPC will be delinquent if not paid within 1 month of the due date.

3.3.3.2 After a member is notified of being delinquent, Membership and Member privileges will be suspended until all money owed is paid. Once all money has been paid by the

Member, the Member will be returned to a Member in Good Standing and all privileges reinstated, provided disciplinary action or similar has not suspended or terminated the Member's Membership.

3.4 Code of Conduct

- 3.4.1 All Members agree to foster an environment in which all players can play pickleball to the best of their abilities – and most importantly, can enjoy themselves while doing so.
- 3.4.2 All Members and their guest(s) must follow SGGCC Social Member Rules and Regulations and exhibit good sportsmanship and respectful behavior while at the Sterling Grove pickleball courts.
- 3.4.3 All Members must follow the directions of the duly elected Officers or their appointed representative(s) in an orderly manner at all functions of the SGPC.
- 3.4.4 The Officers of the SGPC or their representative (s) may request that a Member leave an activity if they violate the Code of Conduct. If the Member refuses to leave or ignores the directions of the Officer and/or the representative or attempts to participate in an activity after being denied participation, the Member may be subject to disciplinary action by the Board ranging from a verbal warning to expulsion.
- 3.4.5 A disciplined Member shall have the right to petition the Board for reconsideration of the disciplinary action within four (4) days of notification. If the disciplined Member does not request reconsideration within the four (4) day period, the discipline shall be deemed agreed to by the Member. The Board's reconsideration decision shall be final and unchallengeable.

3.6 Remuneration and Expense Reimbursement

- 3.6.1 None of the SGPC's earnings or assets shall inure to or unduly benefit any person or private interests.
- 3.6.2 The Board may not receive compensation for services rendered in support of the activities of the SGPC. In these BYLAWS compensation shall include money, merchandise, services, benefits, or rebates from vendors providing services or merchandise to the SGPC that is not provided to every Member.
- 3.6.3 The Board may reimburse actual expenses.
- 3.6.4 With the approval of the Board, a Member may receive any discount, or gift of merchandise or services provided such discount or gift is offered to the Membership.

3.7 Non-Member Use of Pickleball Courts

- 3.7.1 Guests (hereafter 'Guests' is defined as the registered guests of SGGCC Members) and Sterling Grove Resident(s) have rights to use of the Sterling Grove pickleball courts. Resident(s) and Guests may play on any pickleball courts available for open play that are not scheduled for a SGPC activity or event or are not closed for maintenance or other reasons.
- 3.7.2 Resident(s) and Guests do not have to be escorted by a Member to play on the unreserved and open play courts.

3.7.3 The Resident(s) and Guests must follow the SGPC protocols established for the use of the pickleball courts, including court availability, sequencing of play, rating restrictions, maximum scoring limits, etc.

Section 4: Officers and Board

4.1 Officers

4.1.1 The Officers of the SGPC are a President, Vice President, Secretary, Treasurer and Directors. The Officers are elected for a term of one (1) year and will serve until their successors are elected, unless stated otherwise by these BYLAWS.

4.1.2 The Officers jointly are referred to as SGPC Board (hereafter the “Board”)

4.1.3 The immediate past-President may serve on the SGPC Board in a one-year, non-voting capacity.

4.2 Nominations and Election Procedures

4.2.1 Eligibility for Office

A Member must meet eligibility requirements of Section 3.2 and be a Member in Good Standing to run for an Officer position.

4.2.2 Nomination Committee

4.2.2.1 Nomination Committee Appointment

4.2.2.1.1 The President shall recommend to the Board for its approval a Nomination Committee consisting of a Chairperson and two (2) other Members no later than October 1 of each calendar year. The selection of the Members for the committee shall be from the Membership list.

4.2.2.2 Candidate Recruitment

4.2.2.2.1 The Nomination Committee shall canvas Members, including current Officers, to secure interest in running for the Officer positions that have terms expiring 11:59 PM on December 31 of the current year. The recruitment of candidates shall use multiple approaches to directly solicit candidate interest.

4.2.2.2.2 Any Member expressing interest and willing to run as a candidate for an Officer position shall be a candidate of the Nomination Committee.

4.2.2.2.3 Each Candidate shall submit to the Nomination Committee, by the date set by the Nomination Committee, a brief statement of interest for the Officer position being sought, which will be published to the Membership.

4.2.2.2.4 No candidate may seek more than one Officer position in an election.

4.2.2.3 Successive Terms

Current Officers are: i) eligible for re-election or ii) eligible to be a nominee for a different office by informing the Nomination Committee of their interest and completing the statements of interest in Section 4.2.2.2.3.

4.2.3 Election.

4.2.3.1 Annual Election

SGPC Officers are elected annually, and the election will commence in November. The election will be determined by a majority of Members voting. The term for Officers being elected shall commence on the first day of January and end on December 31 of the year following the election.

4.2.3.2 Electronic Voting

Annual election voting will be done electronically by the Members in Good Standing. The voting will remain open for no less than 4 days, and all votes will remain anonymous.

4.2.3.3 Results Notification

At the conclusion of the election, the Nomination Committee will verify results, and notify the Board of the results. Once the Board notification has been completed, the results and vote tallies will be published to the Members. The SGGCC management team will have full year administrative access to the software being used to collect the votes.

4.2.3.4 Results Challenge Process

Any candidate may challenge the election results (hereafter referred to as “Challenger”) by contacting both the President and the Nomination Committee chairperson. The Challenger must submit to the Nomination Committee chairperson, no later than three (3) days after the announcement to the Members of the election results, a written complaint stating specific alleged election violations. The Nomination Committee will meet with the Challenger and discuss the complaint, and then review the process and numbers to determine what, if any, action should be taken on the challenge. The Nomination Committee shall make a final determination about the complaint and submit it to the Board within three (3) days after the meeting with the Challenger. The Nomination Committee decision shall be deemed final and unchallengeable.

Section 5: Duties of the Officers

5.1 President

The President is the executive officer that oversees and manages the SGPC business activities and affairs, while serving as an ambassador of the SGPC to uphold the SGPC’s mission and interests of its Members, and in this capacity:

- 5.1.1 Preside over Board and Member meetings and lead the Board in the performance of its responsibilities by directing and overseeing the activities of the Officers.
- 5.1.2 Assure the SGPC remains in compliance with the SGGCC Social Member Rules and Regulations by ensuring the timely completion and filing of the annual report, as well as any other required filings, and by being the SGPC liaison to the SGGCC, as well as the liaison between the Board and the Members.
- 5.1.3 Is accountable in partnership with SGGCC management for the administration and conduct of SGPC business and ensure the SGPC and the Officers comply with the

BYLAWS, and all SGPC policies and the Sterling Grove Membership Plan and Social Rules & Regulations.

- 5.1.4 Assist with preparation of annual operation and capital budgets and ensure the budgets are presented at the Annual Meeting for Members review and approval.
- 5.1.5 Ensure the monthly financial reports are available to the Members.
- 5.1.6 Communicate with Members and others as appropriate.
- 5.1.7 Is authorized to sign checks and make draws on the SGPC bank account(s) in accordance with these BYLAWS.
- 5.1.8 Recommend committee members and chairpersons for Board approval.
- 5.1.9 Work with the Board to assign Officers to serve as liaisons to SGPC committees.

5.2 Vice President

The Vice President assists the President with overseeing and managing the SGPC business, activities, and affairs, and in this capacity:

- 5.2.1 Perform duties of the President in the President's absence.
- 5.2.2 May be authorized by the Board to sign checks and make draws on the SGPC bank account(s) in accordance with these BYLAWS.
- 5.2.3 Perform other duties and responsibilities as requested by the President.
- 5.2.4 Communicate with Members and others as appropriate.

5.3 Secretary

The Secretary assists the President with overseeing and managing the SGPC business, activities, and affairs, and in this capacity:

- 5.3.1 Issue notices of meetings of the Board and Member meetings.
- 5.3.2 Create and publish all SGPC Board and Member agendas and minutes.
- 5.3.3 Communicate with Members and others as appropriate.
- 5.3.4 May be authorized by the Board to sign checks and make draws on the SGPC bank account(s) in accordance with these BYLAWS.
- 5.3.5 Perform other duties and responsibilities as requested by the President.

5.4 Treasurer

The Treasurer assists the President with overseeing and managing the SGPC business, activities, and affairs, and in this capacity:

- 5.4.1 Maintain a current roster of the Members and signed Member Waiver Forms.
- 5.4.2 Maintain the financial records of the SGPC and present monthly financial reports to the Board. The reports will be attached to the Board minutes and made available to the Members.

5.4.3 Prepare and submit an annual Financial Report to the SGGCC General Manager as required by the SGGCC Social Member Rules and Regulations, and any other reports as may be required by the Board.

5.4.4 Direct the preparation of annual operation and capital budgets for the SGPC and prepare financial projections of an anticipated future year(s) expenditures for Board and Member review and approval.

5.4.5 Is responsible for all the financial transactions of the SGPC.

5.4.6 Chair the Finance Committee.

5.4.7 Is authorized to sign checks and make draws on the SGPC bank account(s) in accordance with these BYLAWS.

5.4.8 Communicate with Members and others as appropriate.

5.4.9 Perform other duties and responsibilities as requested by the President.

5.5 Directors

The Directors assist the President with overseeing and managing the SGPC business, activities, and affairs, and in this capacity:

5.5.1 Communicate with Members and others as appropriate.

5.5.2 Perform other duties and responsibilities as requested by the President.

5.6 Member Eligibility Requirements No Longer Met by Officers

If at any time during an Officer's term in office, the Officer does not meet the Member eligibility requirements of Section 3.1, the Officer shall be deemed to have resigned, and the President shall recommend a Member to fill the Officer's position per Section 5.8.

5.7 Vacancies

The Executive Committee shall declare vacant the office of any elected officer upon:

- The death or resignation of the officer.
- The finding of the Executive Committee that such officer has been declared unable to continue as an Officer of the Club.
- The vote of members as provided in 4.2.3.

5.7.1 Filling Vacancies An Officer may resign at any time. If a vacancy in any office is caused by resignation, death, expulsion, or other reasons, such vacancy shall be filled for the unexpired term by appointment by the Executive Committee. In the case of vacancy in the Office of President, the Executive Committee shall advance the Vice President to fill the office of President, thereby creating a vacancy in the office of Vice President which shall be filled by appointment by the Executive Committee.

5.7.2 Removal by Members After presenting to the Executive Committee a petition proposing the recall of an officer(s) and signed by two-thirds (2/3) of the members, the membership may, at a special meeting called expressly for that purpose, remove any or all Executive Committee members and declare those offices of the Club to be vacant by a vote of three-fourths (3/4) of those voting with a quorum present. A vacancy so created shall be filled by a majority of the votes cast by the members present at the special meeting.

Section 6: Meetings.

6.1 Annual Meeting

6.1.1 An annual meeting (hereafter “Annual Meeting”) of the SGPC Membership will be held each year in November. A notice and agenda for the Annual Meeting will be published by the Board to the Members at least two (2) weeks prior to the meeting.

6.1.2 At the Annual Meeting: i) financials for the current year and a budget for the next year, ii) dues for the following year, and iii) other business deemed necessary by the Board will be presented and approved by a majority of Members voting at the Annual Meeting.

6.2 Board Meetings

Board meetings will be monthly at the time and place determined by the President. At least one (1) week notice to the Members will be given, unless all Officers agree to waive the notice of requirement, and/or cancellation of a meeting. Participation may be in person or virtually.

6.3 Special Member Meetings

A special member meeting (hereafter a “Special Member Meeting”) of Members may be called if either the President or three (3) Officers determine it is necessary.

6.4 Working Meetings of the Board

6.4.1 Working meetings of the Board (hereafter “Working Board Meetings”) may be held at the discretion of the President or any three (3) Officers. No business related to the authority of the Board may be transacted during a working meeting, including voting on any action item(s).

6.4.2 The Working Board Meeting’s purpose is to plan, discuss issues and concerns, identify improvement opportunities, review the administrative or operation of the SGPC, etc.

6.4.3 The President or any Officer may invite a Member or other person(s) into the Working Board Meeting unless a majority of the Officers in attendance object. Membership notice or posting of agenda is not required for a Working Board Meeting.

6.5 Quorum

Ten Members attending a Membership meeting will constitute a quorum. Three Officers will constitute a quorum for a meeting of the Board. Unless otherwise specified in these

BYLAWS, all decisions of the Membership or the Board are made by a simple majority vote of those voting.

Section 7: Committees

7.1 Formation

All committees, including standing, ad hoc, and single purpose committees shall be appointed annually, and a chairperson appointed.

7.2 Procedures

7.2.1 The Board shall publish the name of the Chairperson of each committee to the Membership.

7.2.2 The committees shall maintain up-to-date written procedures that describe the duties of the chairperson and the committee. The Board is responsible to be sure the chairperson and committee understand the purpose and timeline of the committee work. The procedures shall be available to the Members.

7.2.3 Committees are responsible for making written recommendations to the Board for action(s), and cannot take independent action(s), except when stated in these BYLAWS.

Section 8: Club Funds

8.1 Depository

All of the Club's funds, with the exception of a petty cash fund (once established), shall be deposited into the Club's account in a timely fashion after being received.

8.2 Withdrawal Authority

Those officers authorized to sign requests to withdraw funds from the Club's account shall be determined each year by the Executive Committee, and notification of signing authority shall be given to the holder of the accounts. Dual signatures are required on all checks \$500 and larger. Electronic payments require two signatures on invoices.

8.3 Petty Cash

The purpose of the petty cash fund (once established) is to pay small expenses of the Club when a check is not necessary. Documented petty cash vouchers are required to support accurate record keeping and reimbursement of the fund. The maximum amount to be maintained in this fund by the Treasurer shall be set annually by the Executive Committee.

8.4 Accumulated Surplus Funds

The accumulated surplus funds are the excess of revenue over expenditures from the beginning of the organization to the present. The accumulated surplus funds can grow year over year, provided there is a future purpose that requires additional funds, or if there are identified capital expenditures in the upcoming budget year.

8.5 Unbudgeted/Unanticipated Expenditures

The Executive Committee has the authorization to disburse funds without membership approval, the total of which for the membership year is not to exceed five percent (5%) of the annual budget.

8.6 Check Signing Authority

The Officers are authorized by the Members to make payments of any amount if the expenditure is in the annual operating and/or capital budgets approved by the Members, or as otherwise provided in Sections 8.2 and 8.4. However, payments that exceed \$2,500 must have written approval of at least three (3) Officers.

8.7 Annual Budget

The annual budget shall be presented and voted on by the membership at the annual meeting.

8.8 Review of Financial Records

The Executive Committee shall arrange for an annual examination of financial records by two qualified members of the Club's management team. Financial records shall be maintained for a period of seven (7) years. These records shall be filed with the SGGCC General Manager with copies retained by the current Treasurer.

Section 9: Document Retention System

9.1 Financial Record Retention

9.1.1 **Deposit Detail.** The Treasurer shall retain a physical copy of the deposit summary listing date of deposit, bank account number, source name, (if known), source check number (if applicable), general ledger account classifications, amount of payment, explanation (if needed).

9.1.2 **Disbursement Detail.** The Treasurer shall retain a physical copy of invoices supporting each expenditure, whether by check, ACH, cash or electronic withdrawal. The source and date of the payment will be written on the invoice.

9.1.3 **Bank Statements and Monthly Reconciliations.** The Treasurer shall retain a physical copy of the bank statements and reconciliations.

9.1.4 **Monthly Financial Statements and Monthly Reconciliations.** The Treasurer shall retain a physical and electronic copy of the monthly financial statements, including detailed General Ledger, all bank reconciliations, a Cash Basis Balance Sheet, a Cash Basis Statement of Revenue and Expense for Operations, and the New Court Funds (if applicable). The electronic copy of the financial statements must be published on the SGPC's website.

9.1.5 **Annual Tax Returns and other compliance filings.** The Treasurer shall retain a physical copy of the annual tax returns along with any other reports or returns required by federal, state, or local authorities and SGGCC.

9.2 Other Record Retention

The Board shall establish and maintain a SGPC document retention system, including archives for minutes, policies of the Members and Board, financial and committee documentation. The document retention system shall have a retrieval system that allows access to both current and archived documents. All such records shall be retained for a minimum of seven (7) years.

Section 10: Parliamentary Authority

"Roberts Rules of Order" shall be the authority on all questions of parliamentary law unless in conflict with the BYLAWS, or the SGGCC governing documents or the laws of the State of Arizona.

Section 11: Amendments

- 11.1 These BYLAWS may be amended by a majority of Members voting by an electronic vote. Proposed BYLAWS amendments must be published to the Members at least two (2) weeks prior to the electronic vote. The proposal will include both current and proposed language.
- 11.2 Members shall have the right to debate and modify BYLAWS proposals either at the Annual Meeting or a Special Member Meeting prior to any vote.

Section 12: Dissolution


- 12.1 In the event of the dissolution of the SGPC, the following actions will take place
- 12.1.1 Members will be notified of the dissolution at least two (2) weeks prior to the dissolution meeting and will be advised that they are liable for any outstanding SGPC debts per SGGCC Social Member Rules and Regulations.
- 12.1.2 If practical, all outstanding debts will be paid.
- 12.1.3 After debts are paid, any remaining monies received from the Members will be donated to the SGGCC and earmarked for the needs of the pickleball courts.
- 12.1.4 The SGPC will obtain approval for the dissolution from the SGGCC Board of Directors.

Attestation and Certification of Bylaws

Signatures of Officers. The below Officers attest that these bylaws have been duly approved and authorized on 19 May 2023.


Name: Barbie Augsburger

Title: President

DocuSigned by:
Signature: 
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Name: Dorann Hurley

Title: Vice President

DocuSigned by:
Signature: 
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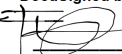
Name: Tony Goble

Title: Secretary

DocuSigned by:
Signature: 
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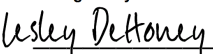
Name: Fred Greenberg

Title: Treasurer

DocuSigned by:
Signature: 
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Name: Lesley DeHoney

Title: Director

DocuSigned by:
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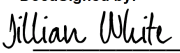
Name: Nathan Rufty

Title: Director

DocuSigned by:
Signature: 
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Name: Jillian White

Title: Director

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Signature: 
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