

**OPERATING POLICIES AND PROCEDURES
OF THE
SUN CITY LINCOLN HILLS TENNIS GROUP
AS OF:**

Date of LHTG Membership Approval: December 2, 2020

The name of the club is the Lincoln Hills Tennis Group (LHTG).
The name of the Association is Sun City Lincoln Hills Community Association (SCLHCA)
This document is established, maintained, and modified by a vote of the LHTG's membership.
Its contents are determined by the LHTG and do not need to be approved by the Association.
These LHTC Operating Policies and Procedures will not conflict with any Association policies.

ARTICLE 1: GENERAL INFORMATION:

SECTION 1.1: LHTG MEMBERSHIP:

All residents of Sun City Lincoln Hills are eligible to join the LHTG. Members in good standing are eligible hold office, vote, and to participate in all of the LHTG events and activities.

The application to join the LHTG may be downloaded from the LHTG website:
<http://www.sclhtg.com/>.

The completed application along with the year's dues, paid by check, made out to LHTG, must be mailed to the designated volunteer for collecting the dues as stated on the membership application.

SECTION 1.2: LHTG DUES: Dues are yearly, non-prorated fees. Dues for incumbent members are due starting on January 1st of the year and will be in arrears (30) days after that date. Members in arrears will have their status changed to inactive until 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 as current for the following year.

The annual dues for a following year will be determined by the LHTG Board of Directors (BOD), prior to the general membership meeting in June. Any change in the LHTG dues requires a majority membership vote as defined in ARTICLE 4, SECTION 4.5.

SECTION 1.3: COMMUNICATION WITH MEMBERSHIP: Meeting notices and other information will be provided to LHTG members by their last known email address. All BOD meeting notices, meeting agendas and meeting minutes are to be posted and maintained on the LHTG website as set forth in ARTICLE 5, SECTION 5.2. An additional notification shall be posted on the sports pavilion bulletin board.

It is the Member's responsibility to notify the LHTG Communications Director of any changes to their contact information.

SECTION 1.4: MEMBERSHIP ROSTER & RESTRICTIONS:

The following policies are in place to protect the privacy of the LHTG Members:

- a. Lists of members with address, email, phone number and any other information about the members, if provided by the member, are the property of LHTG.
- b. The roster will be made available to all LHTG members.
- c. Emails sent to members must always use the Blind Carbon Copy (BCC) method
- d. Only Members designated by the BOD may have the authority to send emails to the general membership.
- e. Membership addresses and/or email addresses will be used to convey LHTG events and are forbidden to be used by any person for commercial or political purposes or to promote any personal causes not related to the business of LHTG.

SCLHCA may sometimes request distribution of an email pertaining to overall Association business. The LHTG BOD will use their discretion before forwarding any such email to the LHTG membership.

SECTION 1.5: ETIQUETTE/CODE OF CONDUCT GUIDELINES, RULES & REGULATIONS:

Each Member of LHTG must abide by the following conditions:

- a. Pay his or her annual dues and any LHTG event charges when due.
- b. Abide by all the rules and best practices of LHTG.
- c. Conduct themselves in a sportsman like manner and as defined in the SCLHCA Rules and Regulations Code of Conduct and Discipline of Members while engaging in LHTG sponsored activities.

SECTION 1.6: DISCIPLINARY ACTIONS:

For any disciplinary action to be considered, a member of the BOD must receive a written complaint. The BOD President will review the complaint, delineate their understanding of the incident and any action which may be taken, and document the receipt of the complaint within 2 weeks.

The following disciplinary actions may be considered:

- a. A LHTG member may have their LHTG privileges cancelled or suspended for a certain period of time for not adhering to the LHTG rules, or for behavior detrimental to the LHTG or other members. A member being considered for disciplinary action may meet, in their defense, with the BOD in executive session to discuss the matter. The BOD will hear testimony from any source and notify all members involved regarding the BOD's decision in the matter
- b. Non-LHTG members not abiding by the LHTG rules, regulations, and/or court etiquette will be addressed by the BOD President on an individual basis. Should the Non-member continue to not abide, the LHTG may relay their concerns to the SCLHCA for action.
- c. Termination of the LHTG membership will not affect the SCLH resident of the use of the tennis courts

ARTICLE 2: LHTG ADMINISTRATION:

SECTION 2.1: BOARD OF DIRECTORS (BOD):

The LHTG is administered by a BOD, duly elected by the LHTG members from among the general membership. The BOD is made up of at least (5) members and no more than (10) members. The BOD members are responsible for the significant functions of the LHTG. These functions include but are not be limited to:

- a. Ensuring that all BOD do not benefit financially from LHTG activities and their positions do not promote individual agendas.
- b. Fiduciary responsibility for future success of LHTG.
- c. Consider the comments and viewpoints of members before voting on matters under consideration by the BOD.
- d. Maintain liaison with the SCLHCA.
- e. Provide publicity and outreach to attract new members.
- f. Maintain rules of play as set forth by the United States Tennis Association (USTA).
- g. Organize periodic social activities for the membership of LHTG.
- h. Ensure adherence to any published requirements of the SCLHCA.
- i. Establish committees and fill vacancies as necessary for the operation of the LHTG.
- j. Appoint members to serve in capacities that the BOD deems beneficial to the operation of LHTG.
- k. Provide routine communication with the membership on items of interest.
- l. Develop and circulate rules, guidelines and appropriate regulations for members.
- m. Act as needed to enforce the rules, guidelines and appropriate regulations of the LHTG in accordance with due process and hearing.

SECTION 2.2: TERM LIMITS OF DIRECTORS:

Elected members of the LHTG Board shall serve a one (1) year term. Any Board member who has served four (4) continuous years on the BOD must take at least a one-year break. Terms of elected BOD members are effective as of January 1 through December 31.

SECTION 2.3: BOD MEMBER VACANCIES OR REMOVAL PRIOR TO TERM EXPIRATION:

Vacancies on the BOD occurring prior to term expiration and thus causing the BOD to be below the minimum of five (5) members shall be filled by appointment by the BOD. Vacancies do not have to be filled if the BOD membership is between five (5) and ten (10) members.

A BOD member wishing to resign must submit a written thirty (30) day notice of intent to resign to the President.

A BOD member that ceases to be an LHTG member in good standing will also cease being a BOD member.

The Removal of a BOD member for cause must be approved by a majority vote of the BOD as referenced under ARTICLE 4, SECTION 4.4. A BOD member may be removed for such action, but not limited to:

- a. Missing 50% of the BOD meetings in a six (6) month period without an acceptable explanation
- b. Continued disruption of the BOD meetings
- c. Continued non-adherence of the LHTG rules, regulations and/or court etiquette
- d. Any other behavior that is deemed detrimental to the LHTG.

SECTION 2.4: ELECTED OFFICER POSITIONS:

The Elected positions of the BOD are President, Director of Finance, Director of Communications, Social Director, Tournament Director and Webmaster.

The President's duties are, but are not limited to:

- a. Be the Chief Executive Officer of the LHTG.
- b. Preside over the monthly LHTG BOD meetings in accordance with Robert's Rules of Order, or other parliamentary procedure, to ensure meetings are efficient, effective and orderly.
- c. Prepare the agenda for the LHTG BOD monthly meetings with help and input from Board Members.
- d. Be the designated person to interact with the SCLH Facilities manager on any matters relating to the tennis courts and facilities.
- e. Go to meetings that may pertain to LHTG matters and represent LHTG at these meetings.
- f. Write Newsletters to members with BOD member's assistance on a quarterly basis or more frequently (monthly when necessary).
- g. Ensure that the BOD members have the support they need to perform the duties of their position.
- h. Be an authorized signer at the bank and review the bank statement and bank reconciliations. If needed act as the back- up for Financial Director for example sign checks if needed.

The Director of Finance's duties are, but are not limited to:

- a. The primary issuer of checks from the LHTG's funds in support of all sanctioned activities and all BOD business. Maintain records of disbursements:
 - 1) Obtain original receipt or invoice for all checks written.
 - 2) Clearly indicate who is paid, the check number and date of payment on invoice.
 - 3) Clearly indicate the purpose or activity of the invoice.
 - 4) Update the Board of all expenditures and ensure proper approval by Board.
- b. Maintain records of income:
 - 1) Deposit all dues and other income into LHTG bank account.
 - 2) Collect and record annual membership dues and record membership in spreadsheet form (Excel).
 - 3) Alert the caretaker of the membership roster with updates of new and returning members.
 - 4) Collect and record tournament and social functions fees paid.
 - 5) Alert the tournament or social functions director to registered participants.
- c. Submit a financial statement at general membership meetings.
- d. Cooperate fully in annual audit of the financial accounts by a committee appointed by the Board.
- e. Present a monthly financial report, reconciled to the bank statement, at the monthly BOD meetings.
- f. A reconciled bank statement, along with the monthly financial report will be given to the President monthly.

The Director of Communication's duties are, but are not limited to:

- a. Be Responsible for all communications to the LHTG (except for communications from the President)
- b. Send all event information throughout the year via email to the membership.
- c. Publish the LHTG Calendar of Events via email, provide a copy to the webmaster and post a copy at the Sports Pavilion.
- d. Send a welcome email including the By-Laws and Operating Rules and Procedures and LHTG membership list to new members.
- e. Create a membership roster and keep current all updates throughout the year. Quarterly updates to be sent out.
- f. Compose and record minutes from monthly BOD meetings and general meetings. Save all records for annual audit and next year's communication director.
- g. Write monthly articles for the Compass magazine.
- h. Write monthly articles for the 'Sun Senior News' Newspaper.
- i. Administer the postings on bulletin board and replace the chalk at the blackboard at the Sports Pavilion as needed.
- j. Submit the SCLHCA LHTG Contact Update Form along with minutes from the December General Meeting to Shelvie Smith at OC. Shelvie.smith@sclhca.com at the beginning of a new year.
- k. Work with the Director of Finance in coordination to facilitate the membership roster and dues.

The Social Director's duties are, but are not limited to:

- a. Plan and assist with annual budget for cost and expense of events.
- b. Plan and execute tournament and social events for the members.
- c. Establish committee to assist with scheduled events for the year.
- d. Select and reserve rental facilities, caterers, bar, music and decorations.
- e. Coordinate with SCLH Association personnel for event needs.
- f. Meet with committee to plan events in advance, purchases, decorations etc.
- g. Set up and maintain records for each event.
- h. Submit event costs to financial director for reimbursement and event recap.
- i. Store event and tennis tournament inventory supply bins.
- j. Prepare for and attend monthly BOD meetings.
- k. Book reservations at Kalaga Springs presentation hall for semi-annual membership meetings in June and December.

The Tournament Director's duties are, but are not limited to:

- a. Attend LHTG BOD meetings.
- b. Establish tournament dates to the BOD for approval.
- c. Generate tournament notices and entry forms.
- d. Post forms at the pavilion.
- e. Arrange small committee to assist with the draw if needed.
- f. Communicate with Social Director for food and prize preparation.

- g. Purchase balls for tournament and send receipt to Finance Director.
- h. Communicate with Tournament Chairs to determine check-in times for players.
- i. Oversee tournament and assist tournament chairs.
- j. Hand out awards to winners and have pictures taken.
- k. Send pictures to webmaster for posting on the LHTG web site.

The Webmaster's duties are, but are not limited to:

- a. Attend LHTG BOD meetings.
- b. Post the LHTG monthly meeting minutes on the website.
- c. Add web content such as (but not limited to) flyers, entry forms, photos as requested and approved by the BOD.
- d. Be responsible to maintain the SCLHTG.com domain registration and subscription to the hosting site (currently start-logic.com)

Tennis Items for sale or wanted may be offered on the website with the following Terms & Conditions.

- a. Tennis Items for sale are for LHTG Members only.
- b. Items listed for sale or wanted must be Tennis related. For example: used racquets, tennis bags, strings, apparel, etc.
- c. Businesses will not be allowed to post items with the exception of LHTG LOGO apparel and LHTG LOGO accessories**
- d. The Webmaster and Board of Directors reserve the right to reject any items they deem not appropriate.
- e. To post an item the following information must be provided to the Webmaster by email:
 - 1) Name, phone number, email name, item description, amount and pictures.
- f. The following disclaimer will be included:
 - 1) Disclaimer: LHTG does not endorse any of these items or receive any donations from their purchase. Sales are strictly individual to individual.
- g. All items will be listed for 90 days and then removed by the Webmaster.

**LHTG LOGO apparel and LHTG LOGO accessories are allowed to be advertised on the LHTG website.

SECTION 2.5: CO-CHAIRER OFFICER POSITIONS:

Certain positions of the BOD may be co-chaired as deemed necessary. Co-chaired BOD positions will have one (1) vote for each Co-chairing board member.

SECTION 2.6: OTHER ELECTED BOD POSITIONS:

Other elected BOD positions such as, but not limited to, Vice President, Director of Operations, or BOD Members at Large shall be designated by the BOD and approved by a majority vote of the membership as referenced under ARTICLE 4, SECTION 4.5.

SECTION 2.7: NON-ELECTED BOD POSITIONS:

Non-elected positions such as, but not limited to, standing or ad-hoc committees, task forces, luncheon chairpersons, and/or any other positions established to support the LHTG may be appointed by the BOD or President. Such positions will serve designated as at the pleasure of the BOD. These positions may be terminated at any time by resignation or by a majority vote of the BOD as referenced under ARTICLE 4, SECTION 4.4.

SECTION 2.8: LHTG SPENDING RESTRICTIONS & PURCHASING POLICIES:

- a. All LHTG events and activities must have a budget approved by the BOD prior to the event or activity.
- b. All expenditures paid for the event or activity will be according to the budget.
- c. Any expenditure that is needed for the operation of the BOD or its activities which is not part of the budget must be approved by the BOD prior to the expenditure.
- d. All expenditures will be reviewed and approved by the BOD.
- e. Any one-time expense of \$1,500 or more, outside of the approved yearly budget must be presented to the membership for approval/majority vote as referenced under ARTICLE 4, SECTION 4.5

ARTICLE 3: ELECTION PROCESS:

SECTION 3.1: NOMINATING COMMITTEE:

During September, a nominating committee consisting of at least three (3) but no more than five (5) members will 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 is not be eligible to be a BOD candidate.

The nominating committee nominates at least one (1) candidate for each Officer position of the BOD. The Officer positions are President, Director of Finance, Director of Communications, Social Director, Tournament Director and Webmaster and such positions 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 positions by submitting a document that designates a candidate and the position 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 BOD no later than 10 days prior to the December general membership meeting.

SECTION 3.2: CANDIDATE NOMINEES AND VOTING NOTIFICATION:

The slate of candidates will be communicated via email to the general membership by November 15th of each year and the election will be conducted in December of each year. The election results will be announced at the December general membership meeting or within ten (10) days of the election.

SECTION 3.3: VOTING AND ELECTION METHODS:

Elections may be held at the December general membership meeting by a show of hands, written ballot, proxy ballot, quorum, or secret ballot at the discretion of the BOD.

Proxies may be submitted in writing to the BOD by any member not able to attend the general membership meeting election. Written proxies will be counted toward the quorum requirement as stated in ARTICLE 4, SECTION 4.5 and are valid only if received at least two (2) days prior to the membership vote.

Elections may also be conducted via email or regular mail.

ARTICLE 4: LHTG MEETINGS:

SECTION 4.1: BOD MEETING REQUIREMENTS:

The BOD meets monthly, at least four (4) times per year, or as often as necessary to conduct the business of the LHTG. The BOD meetings are open for attendance to the general membership except for specific situations when the BOD is addressing enforcement of the LHTG rules and regulations involving a member.

SECTION 4.2: GENERAL MEMBERSHIP MEETING REQUIREMENTS:

At least two (2) general membership meetings take place each year. One (1) in June and one (1) in December. Dates for any other general membership meetings are established by the BOD. Special meetings of the members may be called and directed by the BOD or by member groups holding at least 10% of the voting power of membership. Vote by members can only take place at a duly called membership meeting.

SECTION 4.3: GENERAL MEMBERSHIP MEETING REQUIREMENTS:

Email notice of general BOD meetings, special BOD meetings, and general membership meetings will be communicated to all LHTG members not less than seven (7) days prior to the meeting. Notice shall be:

- a. As stipulated in ARTICLE 1, SECTION 1.3.
- b. Announced in the minutes of the prior BOD meeting.

SECTION 4.4: QUORUM REQUIREMENT FOR BOD MEETINGS AND VOTING:

A quorum is required on all votes by the BOD and constitutes a minimum of 50% of the BOD membership.

SECTION 4.5: QUORUM REQUIREMENT FOR MEMBERSHIP MEETINGS AND VOTING:

A quorum is required on all votes by the membership and constitutes a minimum of 25% of the general membership.

ARTICLE 5: RECORD KEEPING AND RETENTION:

SECTION 5.1: MEMBER’S RIGHT TO REVIEW:

All LHTG members have the right to review any and all governing documents, meeting notices, meeting agendas, and meeting minutes as well as financial records.

SECTION 5.2: RECORD RETENTION:

Minutes of the BOD and membership meetings must be recorded, , and emailed to the LHTG members within seven (7) days of the meeting. Agendas and minutes of all meetings are retained on the LHTG website for a minimum of three (3) years.

Financial transactions and records shall be retained for a minimum for the seven (7) years prior to the current fiscal year by the Director of Finance.

ARTICLE 6: GUESTS:

SECTION 6.1: GUESTS OF LHTG MEMBERS:

Guests of LHTG members must adhere to the LHTG policies and procedures and the rules of SCLHCA. LHTG members are responsible for the actions of their guests and any fees for their guest’s participation in any LHTG event or activity.

ARTICLE 7: DOCUMENT AMENDMENTS:

SECTION 7.1: AMENDING THE LHTG OPERATING POLICIES & PROCEDURES:

Revisions to this document must be voted upon by the BOD and then presented for vote to the general membership, as referenced under ARTICLE 4, SECTION 4.5, and passing by a majority vote.

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