

# **STONE CREEK TENNIS CLUB BYLAWS**

## **ARTICLE I - GENERAL**

- A. Name of this club shall be: The Stone Creek Tennis Club.
- B. The purpose of the Stone Creek Tennis Club is to bring residents of all skill levels together to enjoy tennis, build camaraderie and foster community involvement.
- C. In the event of a conflict between the Association's Governing Documents, or the Charter Club Operating Rules, the Governing Documents shall control.
- D. This organization shall be operated as a not-for-profit association in accordance with Florida statutes and the Association's Governing Documents.

## **ARTICLE II - MEMBERSHIP and DUES**

- A. Membership shall be open to all Association members (including Non-Owner Residents and renters) in good standing, without discrimination as to race, religion, color, ethnic culture, or national heritage. Prior to joining a club, Association members are encouraged to visit with the chartered clubs to experience their activity and their hospitality. Following no more than three visits, and the explanation of club operations and programs, regular club membership will be required for continued participation in club activities. Club's Boards of Officers are responsible for periodically reviewing club membership files to ensure that members remain bona fide Association members. Additionally, club members and their guests are required to sign in when attending club meetings or using any club facility.
- B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.
- C. Guest Privileges: Each member may bring up to 2 guests to a club event or business meeting, based on space availability. Additional guests may be approved by Lifestyle Director and/or Management team. Club members who host a guest are responsible for the behavior of their guest(s). See Stone Creek Rules and Regulations and Charter Club Operating Rules for further information regarding guests.
- D. The amount of dues, if any, will be determined annually upon recommendation of the club's Board of Officers and approved by the majority vote of the club's members in

attendance. Such meeting shall require a (30) thirty-day notice to the members. See quorum requirements in Article IV, Section D.

- E. Proper behavior and decorum are expected from all club members. Club members who become abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, or dissension among club members and/or other clubs, may have their membership temporarily suspended and/or terminated by the Board of Officers. Such decision is to be made by the Club's Board of Officers at a duly noticed meeting. Proper behavior includes following club policies and procedures including safety rules, when in existence.
- F. The following are the steps for club disciplinary action.
- First Offense: A written warning will be issued by the Club's Board of Officers, and documentation of this warning must be provided to the member. Depending on the severity of the behavior or incident, further actions may be taken.
  - Second Offense: The Club's Board of Officers may impose a suspension of up to 30 days at a duly noticed meeting. Documentation of this suspension must also be provided to the member. Depending on the severity of the behavior or incident, further actions may be taken.
  - Third Offense: The Club's Board of Officers may extend the suspension based on the severity of the incident or behavior, at a duly noticed meeting. Documentation of this decision must be provided to the member.
  - Fourth Offense: Termination of club membership may be enacted upon approval by the Board of Officers, at a duly noticed meeting. Documentation of this decision must be provided to the member.
- G. A suspension or termination of club member privileges may be appealed by submitting a written explanation to the Board of Officers within 14 days of the meeting at which the action was noted. The Board of Officers will issue a final written decision within 30 days of receiving the written appeal.

### **ARTICLE III - OFFICERS / MEETINGS OF THE BOARD OF OFFICERS**

- A. The Club's Board of Officers shall consist of (at a minimum) a president, vice president, and secretary-treasurer. The offices of secretary and treasurer may be combined or separate. The board may have up to five Officers. The duties of the officers shall be as follows:
- B. ● President: Shall preside over both Board of Officers meetings and membership meetings, sign all Club documents upon approval of the Board/approval of the members, and act as the spokesman for the Club, including attending Club Presidents meetings called by the association.
- Vice-President: Shall act in place of the President in his/her/absence.
  - Secretary: Shall maintain all the minutes of the Board of Officers' meetings and regular (membership) meetings, maintain all correspondences of the club, maintain a list of active members, file required reports with the association, such as the quarterly participation form (CC-4), and serve as Club webpage administrator. The club webpage administrator duties may be delegated to another Club member.
  - Treasurer: shall maintain all financial records and disbursements of club funds, as specified in Chapter 4 of the Stone Creek Charter Club Operating Rules.

A club may elect to also have assistant positions for the office of vice-president and secretary. If a club elects to fill one or both positions the responsibility of the position will remain with the primary officer. The duties of president and treasurer are not to be shared. Additional duties may be specified in the Club Policies document. The club may identify up to five officers that are on the Board of Officers. They must all be elected. Thus, if Secretary/Treasurer were chosen to be combined, the club could identify two additional officer positions. A quorum of 51% of the Board of Officers will be required to hold an official Board meeting.

- C. All officers shall be elected by a vote of the general membership at the club's annual meeting by a majority vote of those members present where a minimum of (30) thirty day notice has been given to members. The annual membership meeting shall be held in the last quarter of the calendar year. Absentee Ballots will not be accepted for officer elections. Officers shall serve without compensation.
- D. Officers shall serve for a term of two (2) years and shall not exceed three (3) consecutive terms in the same officer seat.
- E. Newly elected or appointed officers shall within 14 days of taking office, read and understand the Charter Club Operating Rules, and submit form CC-5 listing new club officers to the Lifestyle/Spa Director.

- F. Any Club member may submit nominations for officer positions. Nominations shall be received and reviewed by the Nominating Committee, which will present a slate of candidates to the membership at least 30 days before the Annual Membership Meeting, customarily held in December. Officers shall be elected by a vote of the membership at that meeting.
- G. If the office of President becomes vacant, the Vice President shall assume the office. Vacancies in other officer positions may be filled by a majority vote of the Board of Officers or by a special election at the next business meeting, at the Board's discretion. Officers filling a vacancy shall serve the remainder of the unexpired term.
- H. The Board of Officers shall meet at least quarterly and may hold additional meetings at the discretion of the President or by agreement of the Board. Meetings are customarily held monthly.

#### **ARTICLE IV - MEETINGS OF THE FULL CLUB MEMBERSHIP**

The club will hold a membership meeting before the end of the current officers' term in order to elect officers.

The Election of Officers Meeting will be held at the Annual Membership Meeting, customarily in December.

- A. Additional meetings may be specified in the club's Policies and Procedures.
- B. Voting and Quorum Procedures.  
When members vote on various matters, the following methods may be used. Voting by email is not permitted.
- C. Membership votes, including elections, shall be by show of hands unless otherwise required by Article VIII or the Board.
- D. Quorum is essential if the club is electing officers, operating rules and procedures, and/ or approving major expenditures. Twenty (20) percent of Club membership is required to establish quorum.

#### **ARTICLE V - FINANCIAL**

- A. Financial records shall be maintained for a period of seven (7) years. Such records include receipts, banks statements, and the following regular reports to the HOA: Monthly Financial Report (CC-8), Quarterly Sales Tax (CC-8A), CC-9 if the club uses a debit card.
- B. Board expenditures outside of the club-approved budget not requiring a membership vote shall not exceed \$300 per item or transaction.
- C. Financial records should be audited on an annual basis, by an individual(s) other than those elected to the Board of Officers. The results of the audit will be presented to the general Club membership and duly recorded in the applicable minutes of the meeting at which presented.
- D. Cash and Inventory Control Procedures.  
The club shall follow all procedures specified in the Club's Operating Rules and Procedures.

#### **ARTICLE VI - COMMITTEES**

- A. The Board of Officers may appoint standing committees as needed.

#### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised, latest edition should be used as a guide for parliamentary procedure in conducting all meetings. However, the club bylaws will take precedence over Robert's Rules.

#### **ARTICLE VIII - AMENDMENTS**

- A. Proposed changes should be submitted ahead of time to the CAAC before official notification of the club members of a scheduled vote.
- B. Proposed Bylaw changes must be made available to all members, a minimum of 30 days prior to voting by notification using one of the following methods: email, or U.S. mail.
- C. Written ballots are required for club bylaws changes and the reason for the vote must be clearly stated on the ballot or appropriately attached. At least two club members shall be used to count the ballots.

D. To amend the Bylaws of a club requires a two-thirds (2/3rds) vote of the members present at a duly noticed meeting called for such purpose, a quorum must be present and required notice given.

E. Proposed changes to Club's Operating Rules and Procedures require approval by the majority of the club members present at any duly called club membership meeting.

**ARTICLE IX - DISSOLUTION**

Prior to club dissolution, and after all debts are satisfied, all property and assets shall be turned over to the Association.

**FOR THE CLUB:**



Robert Harris, President

**FOR THE ASSOCIATION:**



Nikki Courterier, Lifestyle Director

12/13/2025

Date



Date

12/13/2025