

GVR Tennis Club
Bylaws
January 13, 2019

ARTICLE I - NAME

The name of this club is GVR Tennis Club (GVRTC).

ARTICLE II - PURPOSE

The purpose of GVRTC is to promote tennis in Green Valley. GVRTC is also charged by GVR Inc. with managing the usage of the GVR tennis courts and West Center Tennis Ramada. All activities conducted by GVRTC and its members will be in accordance with the GVR Bylaws, GVR Policy Manual/Policies and Procedures and GVR Code of Conduct.

ARTICLE III - MEMBERSHIP

Any GVR member or tenant holding a valid GVR card is eligible for membership.

ARTICLE IV - BOARD OF DIRECTORS

The affairs of GVRTC are governed by a Board of Directors.

- A. **Elected Directors.** Elected directors consist of the following: President, Vice-President, Secretary, Treasurer, Assistant Treasurer and two (2) members at large. Directors are limited to no more than one from each household.
- B. **Regular Meetings.** Regular meetings of the board are held at least quarterly on a schedule determined by the Board.
- C. **Open Meetings.** All meetings of the Board are open to all members of GVRTC. The time and place of all such meetings are made available to the membership of GVRTC.

ARTICLE V - ELECTION OF DIRECTORS

- A. **Term of Office.** The President, Vice-President, Treasurer, Assistant Treasurer and Secretary will serve one year. One at-large member will serve two consecutive years beginning on odd numbered years. One at-large member will serve two consecutive years beginning on even numbered years. Current Vice President shall serve as President and Assistant Treasurer will serve as Treasurer. Board members may not serve more than two (2) full consecutive terms in the same position. Each year at least one (1) member of the Board must be a year-round resident.
- B. **Nominating Process.** Board members are nominated by the nominations committee, which presents the slate at the December meeting of the Board.
- C. **Election of Directors.** Board members are elected at the January Annual Meeting and begin their duties April 1.

- D. **Director Vacancies.** In the event any Board position, other than President and Treasurer, becomes vacant prior to their term of office, the remaining Board member(s) act to fill the position(s) for the remainder of the term. The vacancy is advertised and candidates voted on at an open board meeting. Majority vote of those Board members in attendance is needed. In the case of the President, the Vice President, if possible, will assume the responsibilities and a new Vice President appointed by the Board. In the case of the Treasurer, the Assistant Treasurer will assume the responsibilities and a new Assistant Treasurer is appointed by the Board.

ARTICLE VI - POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

- A. **President.** Officiates at all meetings of the Board and of the general membership; appoints non-board members and conducts the business and day-to-day activities of the GVR Tennis Club. The President is the official representative and spokesperson of the GVR Tennis Club and the direct contact person for the GVR Tennis Club.
- B. **Vice-President.** The Vice President is the understudy of the President and if possible assumes the duties of President at the end of their term of office. In the absence of the President, the Vice President fulfills the President's responsibilities.
- C. **Secretary.** The Secretary takes and reports official minutes and is responsible for maintaining historical minutes; serves as the Parliamentarian, maintains the Bylaws and maintains the Policy book of the GVR Tennis Club.
- D. **Treasurer.** The Treasurer maintains and tracks all monies, pays all bills and presents a budget for the Board's approval at the November meeting. The Treasurer maintains the club membership, makes financial reports to the Board monthly and completes and submits GVR, Inc. yearly reports.
- E. **Assistant Treasurer.** The Assistant Treasurer is trained by the Treasurer to be able to maintain and track money, pay bills and prepare a budget along with the maintenance of the club membership, preparation of financial reports and yearly reports. Assistant Treasurer shall assume the duties of the Treasurer if the Treasurer is not able to perform the duties or resigns from the Board.
- F. **Members at Large.** Members at Large represent the general membership on issues or concerns and are voting members of the Board and participate in all Board decisions.

ARTICLE VII – NON-BOARD POSITIONS

- A. The incoming President appoints the non-Board positions. The President may, from time to time, appoint adhoc non-board positions to assist in the conduct of Club activities with approval by the Board. All non-board positions report to the President and serve at the pleasure of the Board.
- B. **NON-BOARD POSITIONS:**
1. **Membership Activities.** Responsible for setting up and organizing GVRTC tennis playing activities. The Membership Activities person will work with the Court Scheduler to secure courts.

2. **Maintenance.** Acts as the liaison between the GVR Tennis Club and GVR Inc. for all facilities and court maintenance issues.
3. **Ball Machine.** Responsible for maintenance of the ball machine(s), operation of said machine(s), material and supplies for the machine(s), and training for GVR Tennis Club members for use.
4. **Communications.** Writes and distributes newsletters at the direction of the Board, sends emails to the members, maintains/assists with communications, and maintains the website/Face book; responsible for all publicity.
5. **Reservations System:** Responsible for the online tennis court reservation system, including any volunteers for said system and responsible for court use court records. Shall consist of two people, one responsible for the work and another in training.
6. **Court Scheduler:** Schedules all court usage. Serves as the non-GVR Tennis Club liaison.
7. **Nominations:** Presents names to the Board at the December board meeting for the upcoming open board positions which include Vice President, Secretary, At-Large members, Assistant Treasurer and, when necessary, President and/or Treasurer.
8. **Tournaments:** Tournament Director shall organize and coordinate GVRTC tournaments.
9. **Social:** Social Director shall organize and coordinate all social events for the GVRTC.

ARTICLE VIII - MEETINGS AND QUORUMS

- A. **MEETINGS AND QUORUM OF GENERAL MEMBERSHIP.** Annual meetings are held in January of each year. Members may request a special meeting for specific topic(s) and must be noted in writing and presented to the President of the Board. The Board President may call a special membership meeting any time October through April with five (5) days notice. Special meetings may not be held May through September. Membership meetings must be attended by 10% of the club membership to constitute a quorum for the transaction of and are ruled by majority vote of those in attendance. Said meeting must be advertised.
- B. **MEETINGS AND QUORUM OF THE BOARD.** The presence, in person, by video conference, or by telephone conference, of a majority of the directors in office constitutes a quorum for the transaction of business at a meeting. The vote of a majority of directors' present at any meeting at which a quorum is present constitutes the act of the Board of Directors.

ARTICLE IX- MEMBERSHIP DUES.

Dues are set yearly by the Board of Directors at the November meeting in conjunction with the adoption of the Budget.

ARTICLE X – AMENDMENTS/DISSOLUTION

- A. **Amendments.** Bylaw amendments may be made by a majority vote of members in good standing, while attending a regular or special membership meeting of the club or a majority vote of responses through an email vote. Approved changes must be submitted to GVR, Inc. for final approval.
- B. **Dissolution.** Upon dissolution of the Club, any assets, after all bills have been paid, are to be transferred to GVR, Inc.

		
Douglas McCoy, President GVRTC	Kent Blumenthal, CEO GVR	
1/24/19		2/5/19
Date		Date