

We, the undersigned, affirm that the Constitution has been duly enacted by the membership of Silveridge Tennis Club as its governing instrument.

ARTICLE I NAME

The name of the organization shall be Silveridge Tennis Club and may hereinafter be called “Club.”

ARTICLE II PURPOSE

The purpose of Silveridge Tennis Club shall be to promote and maintain the interest of all Club members in the sport of tennis, to assist members in increasing their tennis playing proficiency while always encouraging good sportsmanship, camaraderie, and enjoyment of the sport; to maintain communication with management of Silveridge RV Resort and its Activities Office; to facilitate membership in the East Valley Seniors Tennis League (EVSTL); and to facilitate communication between Club members, Club officers, group representatives, and various club committees.

ARTICLE III MEMBERSHIP

All residents of Silveridge RV Resort are eligible to be members of the Club. A resident shall become a member by paying dues as prescribed in Article VIII herein. Wherever the term “club members” is used herein, that member has full voting rights. Neither guests of a club member nor a resident for less than three (3) weeks of the Club’s fiscal year are eligible for membership.

Affiliate members are non-voting members that do not live in Silveridge RV Resort. They are members on a year-to-year basis subject to the rules and regulations of the Club.

ARTICLE IV OFFICERS

Section 1. Officers shall be selected from Club membership for the offices of President, Vice President, Secretary, and Treasurer. Election to office will be by majority affirmative vote of members attending a duly called annual meeting at which a quorum of members is present. Vote shall be by secret ballot with only the name of the nominees and the vote count for each nominee revealed. If only one person is nominated for a position and no other names are submitted, then that person is elected by acclamation.

Section 2. Each officer shall be elected for a term beginning the day following such election and ending the day following the next annual meeting. Provision shall be made in the By-Laws for election of Club officers for the initial term of office.

Section 3. Any two club officers may call a Club members' meeting for the purpose of considering removal of another officer from office. Club members can instigate recall of an officer on presentation to any Club officer a petition for removal of such officer with signatures of no less than twenty-five members. Club members' meeting must be held within fourteen (14) days after submission of the petition. An officer will be removed from office by an affirmative vote of seventy-five percent (75%) or more of the members constituting a quorum of members present at a special meeting duly called for that purpose. Notice of such meeting must be posted on the Club bulletin board for no less than ten (10) days prior to the meeting.

Section 4. If an officer is removed from office in accordance with Section 3, Article IV or cannot complete the term for which elected, a special election for such office must be held on call by the Club president or any other officer. A special election must be held no more than fourteen (14) days after the office becomes vacant or, if the vacancy occurs between March 15 and October 31, at the first Club members' meeting in November of that year. The newly elected officer will serve the remaining term of the officer replaced. Notice of a special election must be posted on the official club bulletin board no less than ten (10) days prior to the election.

ARTICLE V EXECUTIVE COMMITTEE

An Executive Committee shall consist of the elected officers of the Club, one representative for players at each level of play, specifically, 1.5-2.0, 2.5, 3.0, 3.5-4.0, the Property Manager, and the EVSTL Representative/Tencap coordinator. The Club president will preside as chairperson of each monthly meeting. Each person shall be eligible to vote, except the president who will vote only in the event of a tie among the other members of the Executive Committee constituting a quorum.

ARTICLE VI GROUP REPRESENTATIVES

Each Group Representative shall call a meeting to be held after March first and prior to the March annual meeting of each year to select a group representative for the following season. All members at each level of play (1.5-2.0, 2.5, 3.0, 3.5-4.0,) shall elect by majority affirmative vote, a fellow group member to serve as their group representative.

ARTICLE VII BY-LAWS

Members may adopt new or amend existing By-Laws for the conduct of Club business, as provided for in the By-Laws. A majority affirmative vote by members in attendance at the annual meeting and constituting a quorum shall be required for passage of any proposed new or amended By-Laws.

ARTICLE VIII DUES, FEES AND ASSESSMENTS

- Section 1. Dues in an amount to be determined by the Executive Committee each year and reported at the first Club members' meeting in November shall be payable to the Club treasurer. Dues must be paid before an individual's EVSTL competition. Dues paid after February 1 shall also be considered payment for the following year's membership.
- Section 2. Member dues shall be used for the operation of the Club, maintenance of its property and facilities, and participation in EVSTL.
- Section 3. Special events, such as Inter-Park and Intra-Park tournaments, shall be financially supported by the fee structure determined at the discretion of the Executive Committee.
- Section 4. Only in the case of a financial emergency, the Executive Committee may levy an assessment on all Club members. Such assessment must be approved by majority affirmative vote of members constituting a quorum at any duly called Club members meeting.

ARTICLE IX FINANCIAL ASSETS

- Section 1. All property purchased by or paid for by the Silveridge Tennis Club shall remain the property of the Club.
- Section 2. Club funds shall be maintained in a local bank and may be expended by either receipted cash signed by the treasurer and the person receiving the cash or by a bank check with the signatures of any two of the Club's duly elected officers.
- Section 3. Club financial records kept by the Treasurer will be maintained on a fiscal year basis beginning May 1 of each year through April 30 of the following year.
- Section 4. Upon dissolution of Silveridge Tennis Club all property and financial assets owned by the Club shall be distributed to one or more non-profit charities selected by the Executive Committee.

ARTICLE X AMENDMENTS

A majority affirmative vote by members in attendance at the annual meeting and constituting a quorum shall be required for passage of any new or amended Constitution. A copy of the proposed amendment must be posted on the Club bulletin board no less than fifteen (15) days prior to the annual meeting.

Signed by

Shelly Wolfson
President
March 20, 2022

Sue Burrough
Vice President
March 20, 2022

Linda McCloskey
Treasurer
March 20, 2022

Terry Easson
Secretary
March 20, 2022

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

These By-Laws shall serve to guide conduct of the affairs of Silveridge Tennis Club which may hereinafter be called "Club."

ARTICLE I RIGHTS AND OBLIGATIONS OF MEMBERS

- Section 1. Members in good standing shall have the right to hold elective office and to hold appointive positions. Affiliate members can't hold office positions.
- Section 2. Members in good standing shall have the right to vote on any matter presented for vote at all meetings of Club members. Affiliate members don't have a vote.
- Section 3. Membership is not transferable and voting by proxy is not permissible at any Club meeting.
- Section 4. Members are required to conduct themselves in a manner consistent with good taste, good manners, and established conduct of tennis play.
- Section 5. Members are obligated to abide by the duties, rules, and regulations set forth in the Club Constitution and By-Laws or as duly established by the Club's officers and Executive Committee. Failure to do so will subject the Club member to disqualification from Club membership.
- Section 6. All Club sanctioned tennis play shall be in accordance with the rules of the U.S. Tennis Association or any league or tournament in which representatives of Silveridge Tennis Club participate. Special events may be exempted by the Executive Committee.

ARTICLE II MEETINGS

- Section 1. The annual meeting of Club members shall be held on or about the second week of March of each year at a time and place determined by the Club President. A notice of such meeting shall be posted on the Club bulletin board no less than fifteen (15) days prior to the meeting.
- Section 2. A pre-season Club members' meeting shall be held on or about the second week of November of each year at a time and place determined by the Club President. A notice of such meeting shall be posted on the Club bulletin board no less than fifteen (15) days prior to the meeting.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

Section 3. Other meetings of the membership may be called at the discretion of the Club President or upon petition signed by no less than twenty-five (25) Club members. If by petition, such meetings must be held no more than fourteen (14) days after filing of the petition with any Club officer. A notice of such meeting must be posted on the Club bulletin board no less than ten (10) days prior to the meeting.

Section 4. Executive Committee meetings shall be called by the Club President or any three members of the committee. One meeting will be held during each of the months of November, December, January, February, and March of each year with no two meetings being separated by more than forty-five (45) days. The time and place of any Executive Committee meeting shall be determined by the person or persons calling the meeting.

Section 5. Club business requiring formal motions for action can only be conducted at a duly called meeting for which proper notice has been posted on the Club bulletin board and a quorum of members is in attendance.

Section 6. All meetings shall be conducted in accordance with "Robert's Rules of Order," except as may be provided in the Constitution or By-Laws.

FOR HISTORICAL PURPOSES THE FOLLOWING HAS BEEN INCLUDED:

Section 7. A special Club members' meeting was held during the first week of December 1997 for the purpose of

1. approving the Silverridge Tennis Club Articles of Constitution and By-Laws,
2. electing the Club's first corps of officers to serve for the term beginning the day of the special election meeting and ending the day of the first annual meeting in March 1998.
3. All officer elections thereafter will take place at the annual meeting during the second week of March each year. Except as otherwise specified in this section, the special election of officers will be in accordance with the Silverridge Tennis Club Articles of Constitution, Article IV, Sections 1 and 2.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

ARTICLE III MEETING QUORUM

The requirement for a meeting quorum shall be considered fulfilled by the attendance of

- a) no less than twenty-five percent (25%) of the Club's members at a Club members' meeting,
- b) no less than three (3) officers at an officers' meeting, or
- c) no less than five (5) Executive Committee members at an Executive Committee meeting.

ARTICLE IV DUTIES OF OFFICERS

The following duties are not all inclusive and only represent the responsibilities of office. Additional duties may be assigned by the Executive Committee or through amendments of the By-Laws. Responsibility for specific duties may be exchanged by the Executive Committee. The officers are expected to fairly and conscientiously represent the interest of all Club members.

On conclusion of an officer's term of office, such officer shall deliver to a duly elected successor all records, monies, and Club property pertaining to the office and assist in the transition of such office.

A. PRESIDENT

1. Call meetings as prescribed in the Club Constitution or By-Laws.
2. Preside as chairperson at all Club members' meetings and meetings of the Executive Committee.
3. Decide all questions of order during Club members' meetings and meetings of the Executive Committee.
4. Subject to the approval of the Executive Committee, appoint Club coordinators, such as East Valley Seniors Tennis League (EVSTL) Representative/Tencap Coordinator, Property Manager, and all other committees as necessary to conduct affairs of the Club. An Officers' Nominating Committee of no less than three (3) Club members must be appointed on or about January 15th each year. Appointment of such nominating committee shall not preclude officer nominations from the floor during an election meeting.
5. Be responsible for enforcement of all rules and regulations of the Club and provisions of the Club Constitution and By-Laws.
6. When practicable, sign all official documents issued by the Club. Checks drawn on the Club's bank account must be signed by two Club officers.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

7. Represent Silveridge Tennis Club in discussions with management of Silveridge RV Resort, including its Activities Office on matters pertaining to the Club or Silveridge RV Resort tennis facilities.
8. Represent Silveridge Tennis Club in interaction with other tennis clubs or other organizations.

B. VICE PRESIDENT

1. In the absence or incapacity of the President, carry out the duties of President.
2. Serve as Inter-Park and/or Intra-Park Event Coordinator.
3. Unless the function has been appointed to another person or committee, prepare and submit to the Activities Office all Club information for dissemination through the channels of that office.
4. Fulfill the responsibilities of the recycling program.
5. Act as Chairperson of all committees assigned him / her.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

C. SECRETARY

1. Post on Club bulletin board all notices of Club members' meetings.
2. Record minutes of Club members' meetings and Executive Committee meetings.
3. Post a copy of recorded minutes on the Club bulletin board and website within ten (10) days after such meeting.
4. Receive and maintain all incoming correspondence to the Club or the Executive Committee.
5. Prepare for signature and dispatch all outgoing correspondence of the Club.
6. Maintain the Club's historical records and photo albums unless the function has been appointed to another person or committee.

D. TREASURER

1. Prepare and sign all checks drawn on the Club's bank account.
2. Maintain a current record of the Club's bank account, financial disbursements and receipts and compliance with budget requirements.
3. Receive, record, and receipt for payment of all dues, fees, or assessments.
4. Maintain an up-to-date record of Club membership. Provide the membership record to the EVSTL Representative/Tencap Coordinator as requested.
5. Prepare a report of the Club's financial condition and membership for each meeting of the Executive Committee and Club members' meetings.
6. Prepare all financial records necessary for review whenever the Executive Committee calls for a financial audit.
7. Prepare a Club financial operating budget for the Club's next fiscal year to be submitted to the Executive Committee at the first Executive meeting held in March.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

ARTICLE V DUTIES AND RESPONSIBILITIES

A. EXECUTIVE COMMITTEE

The following duties are not all inclusive and only represent the responsibilities of the Executive Committee. (See Constitution Article V.)

1. Review and approve or disapprove each appointment of Club coordinators and committees made by the Club President.
2. Prior to April 1 of each year, review and approve the Club's financial operating budget for the next fiscal year.
3. Review and approve the financial report submitted by the Treasurer.
4. Establish amount, payment schedule, and method of payment of all fees and assessments determined to be necessary in accordance with the Articles of Constitution, Article VIII, Sections 3 and 4.
5. Review and act upon any grievance of a Club member as reported in a signed document to the Club Secretary.
6. Call for a financial audit to be completed by April 1 of each year.

B. GROUP REPRESENTATIVES

The following duties are not all inclusive and only represent the responsibilities of Group Representatives. The Group Representatives are expected to fairly and conscientiously represent the interests of members in their respective group.

1. Request practice time for members at their respective level of play.
2. Be familiar with Club rules and regulations and implement established Club guidelines.
3. Serve as first line of contact and possible problem resolution, when necessary, for members wishing to voice comments, concerns, and questions regarding any phase of Club rules, regulations, and policy. This responsibility does not preclude a member from taking a written comment, concern, or question to Club officers or to the Executive Committee or to a Club members' meeting.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

4. Call in-season meetings of each respective group of members, as necessary.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

C. PROPERTY MANAGER

1. Maintain courts and tennis equipment in serviceable condition.
2. Remove and store at the end of the season and install at the beginning of the season the sun and wind screens, as necessary.
3. Make recommendations for replacement and/or repair of all tennis court related items.
4. Maintain kitchen cabinets and appliances in serviceable condition.
5. Delegate the responsibility of the computer and television.

D. EVSTL REPRESENTATIVE / TENCAP COORDINATOR

1. Attend all EVSTL meetings and in the absence of the President, fairly and conscientiously represent the interests of the club at all EVSTL meetings and/or discussions.
2. Be familiar with EVSTL and Club rules and regulations.
3. Serve as first line contact for club members' concerns with EVSTL operations and report same to Executive Committee.
4. Ensure team captains are elected by team members for each playing level and cognizant of their responsibilities.
5. Instruct the captains to provide copies of the match play log to the EVSTL Representative / Tencap Coordinator at the conclusion of each match. Track all game and match win / loss data for all EVSTL players.
6. Receive any requests for a level change and present to the Executive Committee.
7. Ensure new tennis balls are purchased and distributed to team captains for each league play.
8. Monitor club membership roster and notify any EVSTL player whose dues are delinquent.

**SILVERIDGE TENNIS CLUB
BY-LAWS**

(As adopted 12/7/1997 and amended through 3/20/2022)

E. RATING COMMITTEE CHAIRPERSON

The following duties are not all inclusive and only represent the responsibilities of the Rating Committee Chairperson.

1. Will receive all requests for 2.5 through 3.5 level ratings via the EVSTL representative.
2. Will notify the applicant, after committee review, if he / she will be required to have an “on court evaluation.”
3. Will notify applicant the results of his / her request.
4. Will report to the President, Secretary, and East Valley Representative / Tencap Coordinator the results of all certifications and on-court evaluations immediately after a decision is reached.
5. Will report the results of all certifications and on-court evaluations at the next Executive Committee meeting.

ARTICLE VI AMENDMENTS

A majority affirmative vote by members in attendance at the annual meeting and constituting a quorum shall be required for passage of any proposed new or amended By-Laws. A copy of the wording of each proposed amendment must be posted on the Club bulletin board no less than fifteen (15) days prior to the annual meeting.

Signed by

Shelly Wolfson
President
March 20, 2022

Sue Burrough
Vice President
March 20, 2022

Linda McCloskey
Treasurer
March 20, 2022

Terry Easson
Secretary
March 20, 2022