

PECAN GROVE TENNIS ASSOCIATION BY-LAWS

Article I - Name

The name of the organization shall be the Pecan Grove Tennis Association as provided by Article III of the By-Laws for Pecan Grove Country Club, Inc.

Article II - Purpose

Pecan Grove Tennis Association ("Tennis Association") is an unincorporated non-profit organization. Its purpose is to provide and maintain a tennis sports program at Pecan Grove Country Club (occasionally referred to herein as "PGCC") for the greater enjoyment of the eligible tennis association members.

Article III - Membership

Members of the Pecan Grove Country Club in good standing shall be eligible for membership upon the payment of the annual tennis association membership fee.

Article IV – General Membership Meeting

4.1 The General Membership Meeting ("General Meeting") of the Association shall be held annually with specific dates and times set at the discretion of the President. The Secretary shall be responsible for notifying all tennis association members of such meeting at least five (5) days prior to such meeting, using email of record for each member.

4.2 Special meetings may be called at any time by the President (or the Vice President in the absence of the President) or upon written petition to the Executive Board signed by at least ten (10) Tennis Association members. The Secretary shall be responsible for notifying all Tennis Association members as to the time and purpose of such special meeting of such special meeting at least five (5) days prior to such meeting.

4.3 At any General or special Tennis Association meeting, eight (8) Tennis Association members shall constitute a quorum.

4.4 The place of the meeting shall be in the clubhouse of the Pecan Grove Country Club, or suitable location determined by the president.

Article V – Dues

Dues for Membership in the Tennis Association shall be set by the Executive Board, and any prevailing dues amount shall continue annually until changed either by the Executive Board or by a vote of the members at a General or special membership meeting. The dues for membership in the Tennis Association shall be paid annually with the January PGCC account statement. New members will be billed on a prorated basis.

Article VI – Amendments

The By-Laws may be amended by two-thirds vote of the Tennis Association members present at any General meeting or properly called special meeting of the Tennis Association, so long as a quorum is present. All amendments must be proposed twenty (20) days prior to the vote, posted on the PGCC bulletin board and emailed to the Tennis Association Membership. Following approval of amendments to the by-laws such amendments will be presented to the PGCC Board of Directors, or PGCC club manager in the absence of an acting PGCC board.

Article VII – Election of Officers

7.1 The officers of the Tennis Association shall be made up of four (4) persons who are members of the Tennis Association, and are a President, a Vice President, a Secretary and a Treasurer. These officers shall be known as the Executive Board. The Executive Board, along with the Club Tennis Pro, the PGCC General Manager and the Executive Board immediate Past President will be known as the Tennis Association Board of Directors. The Executive Board quorum shall be three (3) officers, and the operative voting shall be by majority vote. The PGCC Tennis Pro, PGCC General Manager and immediate Past President of the Executive Board will be non-voting members of the Board of Directors.

7.2 During the month of November an election shall be held each year for the purpose of electing Tennis Association officers.

7.3 The Executive Board President or Secretary shall solicit prior to the General Membership Meeting applications from among the Tennis Association membership who wish to stand for election to the Executive Board. The list of candidates shall be posted on the PGCC bulletin board and on the bulletin board in the on the bulletin board located in the PGCC tennis/exercise room at least ten (10) days prior to election. .

7.4 Voting for officers shall be by plurality vote. Each Tennis Association member in attendance shall have one (1) vote. There shall be no proxies used within the Tennis Association. The election shall be by written ballot. Write-in candidates shall also be allowed. The Club Tennis Pro is hereby designated to count the ballots. The Executive Board officers of the Tennis Association: President, Vice President, Secretary and Treasurer shall be elected for a one year terms. There shall be no limitation on the number of terms, whether consecutive or non-consecutive, that any one person can serve on the Executive Board nor of any office on the Executive Board. Executive Board terms of office commence on the first day of the month following the election.

Article VIII – The Board of Directors and Executive Board

8.1 The Board of Directors shall have the general supervision of the affairs of the Association, fix the hour and place of the meetings, present recommendations to the PGCC Board of Directors and/or the PGCC General Manager and shall perform such other duties as are specified in these by-laws.

8.2 The Executive Board shall see that the business and financial affairs of the Tennis Association are handled in proper fashion, and has the power to handle emergency decisions or situations between meetings. The Board of Directors shall also carry out the properly adopted and promulgated directives of the Tennis Association Membership.

8.3 Members of the Executive Board shall attend all Executive Board and Board of Directors meetings. Three (3) absences in a year from the Executive Board or

Board of Directors meetings by a member of the Executive Board shall constitute an automatic resignation from the Executive Board. Any vacancy on the Executive Board shall be filled by appointment by the Executive Board and such appointee shall serve out the term of office until the next election of Executive Board officers.

Article IX – Officers and Duties

9.1 The President shall preside at all meetings, shall supervise the activities of the Association, shall appoint any standing committees and its chairpersons, and shall appoint special committees. The President shall serve as liaison between the Tennis Association and the PGCC Board of Directors, and/or the General Manager. The President further may appoint chairpersons for the following committees: Social Chairperson, Tournament Chairperson, Publicity/Telephone Chairperson, HTA Chairperson, HLTA Chairperson, Junior Chairperson, Membership Chairperson and Awards Dinner Chairperson. The President may appoint special committees as the necessity for them may arise, and in each case prescribe their duties and responsibilities. The President may be the ex-officio of the above committees.

9.2 The Vice-President, in the absence of the President, shall preside at all meetings of the Association and Board of Directors. The Vice President shall, in the absence of the President, perform all duties of that office.

9.3 The Secretary shall keep records of the meetings of the General Membership meetings of the Association and Board of Directors and shall attend to the necessary correspondence of the Association. The Secretary shall be responsible to send every member notice of any special meetings, and shall schedule and book the required rooms at the Pecan Grove Country Club for meetings.

The Treasurer shall collect and deposit all money of the Association and disburse them as directed by the Board of Directors. The Treasurer shall keep the accounts of the books belonging to the Tennis Association, which shall at all times be open to inspection. A report of the financial condition of the Tennis Association shall be read at each business meeting. Each committee is to

submit a budget to the Treasurer before the annual General Membership Meeting. All budgeted expenditures in excess of \$200.00, and all non-budgeted expenditures in excess of \$25.00 must be specifically approved by the Executive Board in advance.

Article X – Committees

10.1 (A) Following are the standing committees: Tournament, Social, HTA, HLTA, Publicity/Telephone (which includes texting and emailing), Junior, Membership, and Awards Dinner.

(B) A Chairperson of the various committees shall be appointed by the President in the President's discretion and serves at the pleasure of the President. Each chairperson has one (1) vote on the Board of Directors. Each chairperson will in turn select said committee. No chairperson shall serve in the same office for more than two (2) consecutive years.

The Tournament Committee will be responsible for organizing, promoting and executing the club championship and member guest events. The PGCC Tennis Pro shall provide technical assistance to the tournament in accordance with USTA regulations.

The Social Committee will be responsible for planning, organizing, promoting and executing all fun tournaments, including pickle ball.

The HTA Committee will be responsible for forming and coordinating all league play involving the HTA men's and women's leagues.

The HLTA Committee shall consist of a captain and co-captain who will report to the Executive Board through their chairpersons any suggestions and recommendations from its members.

The Publicity Chairperson shall be responsible for the publicizing events and notices.

The Junior Committee shall be responsible for organizing, promoting and executing the Club Championship, and other events. The PGCC Tennis Pro

shall provide technical assistance to the Junior Committee in accordance with USTA regulations.

The Telephone Committee shall notify the membership of any special meetings and events as requested by the President or Board of Directors. The Phone Committee shall assist the Board of Directors and standing committee in the performance of their duties.

The Membership Committee shall be responsible for keeping the tennis association directory current, recruiting new club members and obtaining rosters from all Pecan Grove Tennis Teams.

The Awards Dinner Committee shall be responsible for organizing, promoting and executing the Awards Dinner.

Article XI – Insurance

The Executive Board shall have the authority, but not the obligation, to purchase, as a Tennis Association expense, general liability insurance and errors and omissions insurance for the benefit of the Executive Board and the Tennis Association. This will apply in the event the Executive Board and the Tennis Association are not insured as a covered party under the PGCC general liability insurance.

Article XII – Rules

The Executive Board shall be responsible, in its discretion - along with the PGCC General Manager and PGCC Tennis Pro - for the rules governing the uses of the Pecan Grove Country Club tennis facilities consistent with the PGCC promulgated rules.

Adopted by unanimous vote of the PGTA members voting at a special called meeting on October 22, 2022.